

RESOLUTION NO. 21-122

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR ASSOCIATE CIVIL
ENGINEER

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a “mutual obligation” to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **ASSOCIATE CIVIL ENGINEER** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **ASSOCIATE CIVIL ENGINEER**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **ASSOCIATE CIVIL ENGINEER**, (Range 906, \$7,252 - \$9,255) attached hereto as Exhibit A, assigned to the Carson Professionals and Supervisors Association (CPSA), is hereby adopted.

Section 3. The Chief Deputy City Clerk shall certify to the adoption of this resolution and deem it effective as of September 7, 2021, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 7th day of September, 2021.

MAYOR LULA DAVIS-HOLMES

ATTEST:

CHIEF DEPUTY CITY CLERK JOHN CARROLL

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, John Carroll, Chief Deputy City Clerk of the City of Carson, California, do hereby certify that the whole number of members is four; that the foregoing resolution, being Resolution No. 21-122 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 7th day of September 2021, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
Chief Deputy City Clerk

ASSOCIATE CIVIL ENGINEER

Job Summary:

Under general direction, plans and coordinates capital improvement projects, and performs a variety of professional engineering duties in design, and construction inspection activities.

Engineer must have CIP experience with, for and/or at public agencies, cities and/or counties, which includes street improvements, traffic signals, stormwater, sewers, recycled water, irrigation, landscape and Right of Way (ROW).

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all position in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Develops comprehensive plans for the design and construction of major public works projects.
2. As project engineer for assigned projects, plans and organizes the design and construction of major public works facilities.
3. Engineer should have CIP experience with, for and/or at public agencies, cities and/or counties, which includes street improvements, traffic signals, stormwater, sewers, recycled water, irrigation, landscape and Right of Way (ROW).
4. Coordinates and monitors project progress to ensure timely progress of permit clearances, and acquisitions/right-of-way, plans/specifications, contracting, and budget monitoring.
5. Coordinates activities with other departments and outside agencies to obtain various approvals.
6. Participates in the selection process for consultants and contracts.
7. Acts as contract administrator on capital projects.
8. Participates in the development of plans, specifications and estimates for the construction of public works projects.
9. Inspects project sites to assist in the solution of difficult problems.
10. Interprets specifications and city policy.
11. Reviews plans for construction prepared by private engineers.
12. Prepares various applications for State and Federal grants.
13. Assists in the preparation of capital improvement plans and budget.
14. Prepares necessary Council agenda items.
15. Confers with staff regarding project priorities and programs.
16. Provides information to and consults with the public.
17. Performs related duties as required or necessary.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Any combination equivalent to graduation from a recognized college or university with a baccalaureate degree in civil engineering or related field and three (3) years of full time, paid, professional experience in civil engineering. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles and practices of civil engineering.
- Modern methods and techniques as applied to design, construction, maintenance, and contract administration of public works projects.
- Grant-in-aid programs as they relate to public works.
- Computer aided design (CAD).
- Design and construction of major public works facilities.

Skill and Ability to:

- Administer and coordinate various activities of the engineering section and to evaluate the effectiveness of those functions.
- Effectively communicate in writing and orally.
- Establish and maintain effective working relationships with others.
- Legally operate a motor vehicle in the State of California.

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Possession of a certificate of registration as a professional civil engineering in the State of California is required.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Required to meet approved minimal physical and medical standards.
- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.