

RESOLUTION NO. 21-091

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,  
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,  
RESOLUTION NO. 77-111, BY ADOPTING A JOB CLASSIFICATION  
SPECIFICATION FOR ADMINISTRATIVE SPECIALIST JOB SERIES

**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 **ADMINISTRATIVE SPECIALIST** to provide a current and accurate description of the various duties performed by said job series 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 classification specification for the **ADMINISTRATIVE SPECIALIST** job series.

**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 job series classification specification for **ADMINISTRATIVE SPECIALIST**, (Range 904, \$5,392 - \$6,882) and **SENIOR ADMINISTRATIVE SPECIALIST**, (Range 905, \$5,661 - \$7,225) attached hereto as Exhibit A, assigned to the Carson Professionals and Supervisors Association (CPSA), is hereby adopted.

**Section 3.** The 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 7<sup>th</sup> day of September, 2021.

\_\_\_\_\_  
**LULA DAVIS-HOLMES, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**JOHN CARROLL, CHIEF DEPUTY CITY CLERK**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**SUNNY K. SOLTANI, 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. 20-091 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 7<sup>th</sup> 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

## **EXHIBIT “A”**

### **CLASSIFICATION SPECIFICATION – “ADMINISTRATIVE SPECIALIST”**

CITY OF CARSON  
Class Specification

City Council Reso. No: 21-091  
Bargaining Unit: Prof. Assn.  
FLSA: Non-Exempt

#### **ADMINISTRATIVE SPECIALIST**

##### **Job Summary:**

Under general supervision, conducts studies and analysis of operations for the assigned division in order to solve problems of budget, organization, program, procedure, manpower utilization, capital projects or equipment as staff support to a higher level. Though positions allocable to this class have access to the advice of a higher-level manager, incumbents of these positions are expected to independently develop and proceed through the methodology of studies and prepare recommendations for the solution of problems in situations requiring them to consider the advantages and disadvantages of several alternative solutions. This position supports the assigned Division's administration for the various project areas included but not limited to planning, training and assists in contract and grant administration and management.

##### **Distinguishing Characteristics**

The Administrative Specialist is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class independently, but without the full responsibilities required of the Senior Administrative Specialist position.

##### **Essential Duties and Responsibilities:**

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

1. Designs and independently completes various types of studies including collecting, compiling and analyzing various types of data.
2. Prepares staff reports and official correspondence, including written communications regarding City programs, policies, or activities for public dissemination.
3. Prepares and monitors budget and expenditures in Tyler Munis system; develops and implements operational procedures for the unit to which assigned.
4. Special program lead
5. Supervision of contracted employees and assists in overall contract administration.
6. Assists in the administration of service contracts to assure compliance.
7. Evaluates the impact of new and revised programs on the objectives of the unit and the unit's budget.
8. Researches and prepares grant proposals.
9. Provides information to and consults with the public, including the use of social media platforms.
10. Lead special projects and ad hoc assignments as assigned by the Division's and Department's management.
11. Monitors maintenance of office files and records.
12. Drafts and prepares official correspondence.
13. Prepares requisitions of supplies and equipment.
14. Staff liaison for City commission meetings, including ad hoc commissions.
15. Assists in preparing specifications for material, equipment and services.
16. May train and supervise lower-level staff.

17. May apply knowledge of data processing systems to procedures of the work unit; assists in the preparation of the unit's budget; maintains effective liaison within the department, with other departments, and other agencies.
18. Represents the division at interdepartmental meetings, with outside agencies, and with vendors.
19. Performs related duties as required.

**Qualification Guidelines:**

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

**Education and/or Experience:**

Bachelor's degree or higher in a Business Administration, Public Administration or a closely related field, and one (1) year full-time paid experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget or personnel. Experience and/or education in a related field may be substituted on a year for year basis, up to two (2) years.

**Knowledge of:**

- Personal computer and software applications (i.e., Microsoft Office, Excel & Powerpoint).
- City organization, operations, policies and objectives.
- Assigned Division's principles, guidelines, and best practices
- Research and analytical methods.
- Methods of report presentation.
- Basic purchasing and budgeting practices utilizing financial software (i.e., Tyler Munis).
- Basic personnel principles.
- Office Management practices.
- Department or division policy and procedure, including safe working environments.

**Skill and/or Ability to:**

- Compile, analyze and evaluate data.
- Communicate effectively orally and in writing.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.

**License:**

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.

**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:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings and/or weekends.

## **SENIOR ADMINISTRATIVE SPECIALIST**

### **Job Summary:**

Under direct supervision, performs paraprofessional to professional administrative work; conducts studies and analysis of operations in a large division or small department in order to solve problems of budget, organization, program, procedure, manpower utilization, capital projects, or equipment; independently develops and proceeds through the methodology of studies and prepares recommendations for the solution of problems in situations requiring them to consider the advantages and disadvantages of several alternative solutions; participates in the functions of programs in support of a City Council authorized committee, commission or board; acts as staff support to a division manager, superintendent, or officer.

### **Distinguishing Characteristics**

Administrative Specialist is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class independently, but without the full responsibilities required of the Senior Administrative Specialist position. The Senior Administrative Specialist is the journey level class. Incumbents in this classification work independently and exercise judgment and initiative. This senior role requires substantial knowledge and understanding of the functions, policies, and procedures of the respective Department programs. To advance to Senior Administrative Specialist, employees in the Administrative Specialist classification must complete one (1) year of actual full-time work or service in the Administrative Specialist classification, must meet the minimum qualifications for the Senior Administrative Specialist role and meet the Job Series guidelines.

### **Essential Duties and Responsibilities:**

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

1. Prepares and monitors the division's budget and expenditures utilizing Tyler Munis.
2. Assists in the preparation and monitoring of capital improvement project budgets utilizing Tyler Munis.
3. Develops and implements operational procedures and instructions for the division to which assigned.
4. Assists in research and data evaluation from various studies including, but not limited to, organizational functions related to productivity, budget, and financial analysis; writes reports and/or recommendations.
5. Evaluates the impact of new or revised programs and their compliance with the division's budget and objectives.
6. May train and supervise lower-level staff.
7. Monitors service contracts to ensure compliance.
8. Prepares and administers grants.
9. Prepares Request for Proposals for professional services.
10. Prepares staff reports and official correspondence, including written communications regarding City programs, policies, or activities for public dissemination.
11. Attends interdepartmental and/or public meetings, with outside agencies, residents, and vendors; may attend meetings of the committee, commission, or board to which assigned.

12. Assists in researching the feasibility of proposed committee activities and reports back to committee; assists in developing procedures for implementing committee programs.
13. Provides technical assistance to division staff on computer operation and software use (i.e., Microsoft Office – Word, Excel, PowerPoint); acts as division's primary liaison with City's IS staff.
14. Performs related duties as required.

**Qualifications Guidelines:**

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

**Education and/or Experience:**

Bachelor's degree in an occupationally related field and two (2) years full-time paid experience in paraprofessional to professional administrative work; one (1) year of which must be in the capacity of an Administrative Specialist with the City of Carson, with primary responsibility in providing direct support to a division manager and/or serving as the division's primary staff for IT systems support. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Applicable Federal and State laws, rules, and regulations.
- Research, statistical, and analytical methods.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware (i.e., Microsoft Office – Word, Excel, PowerPoint).
- Effective methods of report presentation.
- Letter and report writing.
- Correct English and math usage.
- Budget preparation principles and practices utilizing Tyler Munis system
- Purchasing practices and contract administration.
- Methods and procedures for writing grants and Request for Proposals.
- General record keeping practices.
- Office practices, procedures, and safety.
- Training and supervision principles.
- General personnel principles and practices.
- Interpersonal skills, using tact, patience, and courtesy.

**Skill and/or Ability to:**

- Compile, analyze, and evaluate data.
- Assist in planning, organizing, and directing programs.
- Communicate effectively orally and in writing.
- Prepare recommendations for the solution of problems.
- Maintain accurate records and prepare clear concise reports.
- Train, supervise, and evaluate staff.
- Establish and maintain effective working relationships with others.
- Operate computers and related software (i.e., Microsoft Office – Word, Excel, PowerPoint)

**License:**

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.

**Physical Demands and Working Conditions:**

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

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and finger manipulation.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- Perform lifting, pushing, and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- May be required to work at a computer terminal for prolonged periods.
- May be required to use 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.
- May be required to work evenings and/or weekends.