

RESOLUTION NO. 21-138

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 RECREATION PERMITS COORDINATOR JOB SERIES AND A TITLE CHANGE TO RECREATION RESERVATIONS COORDINATOR

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 job series classification specification of **RECREATION PERMITS COORDINATOR AND A TITLE CHANGE TO RECREATION RESERVATIONS COORDINATOR** 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 revised job series classification specification for the **RECREATION PERMITS COORDINATOR AND A TITLE CHANGE TO RECREATION RESERVATIONS COORDINATOR**.

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 job series classification specifications for **RECREATION PERMITS COORDINATOR I WITH A TITLE CHANGE TO RECREATION RESERVATIONS COORDINATOR I**, (Range 721, \$5,323 - \$6,780) and **RECREATION PERMITS COORDINATOR II WITH A TITLE CHANGE TO RECREATION RESERVATIONS COORDINATOR II**, (Range 715, \$5,589 - \$7,122) attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of October 19, 2021, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 19th day of October, 2021.

MAYOR LULA DAVIS-HOLMES

ATTEST:

CHIEF DEPUTY CITY CLERK JOHN CARROLL

APPROVED AS TO FORM:

CITY ATTORNEY SUNNY SOLTANI

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. 21-138 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 19th day of October 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”

City of Carson
Class Specification

City Council: Reso. 21-138
Bargaining Unit: AFSCME Local 809
FLSA: Non-Exempt

RECREATION RESERVATIONS COORDINATOR I

Job Summary:

Under general supervision, plans, organizes, and supervises the City's recreation reservations (includes permits for internal and external customers) program and assists special event logistics; and to perform related duties as required.

Distinguishing Characteristics:

The Recreation Reservations Coordinator I is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class, but without the independence or full responsibility expected of the Recreation Reservations Coordinator II 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. Plans, organizes, and supervises the City's recreation reservations program and assists with special events logistics.
2. Reports on public response to the program, including information regarding schedules, expenditures, utilization of facilities and equipment.
3. Keeps inventory and oversees the maintenance of all reservations program equipment.
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in the preparation and monitoring of the reservations program budget.
6. Drafts promotional materials to promote the reservations program and generate revenue.
7. Provides information to and consults with the public.
8. Processes reservations, collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
9. May order equipment and supplies.
10. Recruits, trains, schedules, supervises and evaluates part-time employees.
11. Maintains routine records related to the rental of facilities and reservations program equipment.
12. Attends various meetings and training seminars.
13. 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:

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history –

Education:

- Associates Degree from an accredited college or university in Recreation, Business Management/Administration, Public Administration or related field required.
- Bachelor's degree from an accredited college or university with major course work in Recreation, Business Management/Administration, Public Administration or a related field highly preferred.

Experience:

Two (2) years of paid work experience (preferably in related area as stated above (required)).

Knowledge of:

- Applicable rules, practices, and procedures regarding the rental of City facilities and equipment
- Principles of supervision, training, and evaluation
- Programs' goals and objectives
- Program organization and development techniques
- Community resources, needs, and limitations
- Basic budgeting practices and procedures
- Basic purchasing practices and contract administration
- City organization, operations, policies, and objectives
- Office practices and procedures
- Interpersonal skills, using tact, patience and courtesy
- General inventory procedures and techniques
- Cash/payment receipt procedures.
- Basic knowledge of recreation facilities

Skill and/or Ability to:

- Develop promotional strategies, techniques, and materials used in attracting the public
- Interpret, apply, and explain related rules, policies, and procedures
- Maintain accurate records and prepare clear and concise reports
- Anticipate, schedule and coordinate equipment, operations and service needs for a variety of events
- Effectively communicate orally and in writing
- Effectively use a Window-based computer system, using productivity software (i.e., Office 365), and an Online Registration software (i.e., ActiveNet)
- Utilize financial software (i.e., Tyler Munis)
- Establish and maintain effective working relationship with others
- Train, supervise, and evaluate staff
- Provide effective customer service

License and Certificates:

- Possession of valid California Class C Driver License. Employee 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 valid Red Cross standard certificates in First Aid and CPR within the first six (6) months of employment.
- Forklift certification required within the first six (6) months of employment.

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:

- The work is regularly performed in a fast-paced work environment with many interruptions from telephones, employees and the public.
- Physical demands include walking, standing, kneeling, bending, reaching and lifting up to 50 pounds.
- Frequently responds to inquiries and complaints from clients, patrons and staff.
- Required to work holidays, evenings and weekends.
- May be required to work in inclement weather conditions.
- May be required to work around loud noise.
- May be required to use city and/or personal vehicle in the course of employment.

RECREATION RESERVATIONS COORDINATOR II

Job Summary:

Under general supervision, plans, organizes, and supervises the City's recreation reservations program and assists special event logistics; and to perform related duties as required.

Distinguishing Characteristics:

The Recreation Reservations Coordinator I is the entry level classification in the two-level job series. Incumbents in this classification perform the full range of duties of the class, but without the independence or full responsibility expected of the Recreation Reservations Coordinator II position. The Recreation Reservations Coordinator II is the journey level class. Incumbents in this classification work independently and exercise judgment and initiative, which requires substantial knowledge and understanding of the functions, policies, and procedures of the City's Community Services/Parks & Recreation programs. To advance to Recreation Reservations Coordinator II, employees in the Recreation Reservation Coordinator I classification must complete one (1) year of actual work or service in the Recreation Reservations Coordinator I classification, must meet the minimum qualifications for Recreation Reservations Coordinator II 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.)

14. Plans, organizes, and supervises the City's recreation reservations program and assists with special events logistics.
15. Reports on public response to the program, including information regarding schedules, expenditures, utilization of facilities and equipment.
16. Keeps inventory and oversees the maintenance of all reservations program equipment.
17. Enforces rules and regulations to assure the safety and welfare of participants.
18. Assists in the preparation and monitoring of the reservations program budget.
19. Drafts promotional materials to promote the reservations program and generate revenue.
20. Provides information to and consults with the public.
21. Processes reservations, collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
22. May order equipment and supplies.
23. Recruits, trains, schedules, supervises and evaluates part-time employees; and provides lead directions to Recreation Reservations Coordinator I incumbents
24. Maintains routine records related to the rental of facilities and reservations program equipment.
25. Attends various meetings and training seminars.
26. 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:

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history –

Education:

- Associates Degree from an accredited college or university in Recreation, Business Management/Administration, Public Administration or related field required.
- Bachelor's degree from an accredited college or university with major course work in Recreation, Business Management/Administration, Public Administration or a related field highly preferred.

Experience:

Two (2) years of paid work experience (preferably in related area as stated above (required).

Knowledge of:

- Applicable rules, practices, and procedures regarding the rental of City facilities and equipment
- Principles of supervision, training, and evaluation
- Programs' goals and objectives
- Program organization and development techniques
- Community resources, needs, and limitations
- Basic budgeting practices and procedures
- Basic purchasing practices and contract administration
- City organization, operations, policies, and objectives
- Office practices and procedures
- Interpersonal skills, using tact, patience and courtesy
- General inventory procedures and techniques
- Cash/payment receipt procedures
- Advanced knowledge of recreation facilities

Skill and/or Ability to:

- Develop promotional strategies, techniques, and materials used in attracting the public
- Interpret, apply, and explain related rules, policies, and procedures
- Maintain accurate records and prepare clear and concise reports
- Anticipate, schedule and coordinate equipment, operations and service needs for a variety of events
- Effectively communicate orally and in writing
- Effectively use a Window-based computer system, using Word, Excel, and an Online Registration software (i.e., ActiveNet)
- Utilize financial software (i.e., Tyler Munis)
- Establish and maintain effective working relationship with others
- Train, supervise, and evaluate staff
- Provide effective customer service

License and Certificates:

- Possession of valid California Class C Driver License. Employee 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 valid Red Cross standard certificates in First Aid and CPR
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- The work is regularly performed in a fast-paced work environment with many interruptions from telephones, employees and the public
- Physical demands include walking, standing, kneeling, bending, reaching and lifting up to 50 pounds
- Frequently responds to inquiries and complaints from clients, patrons and staff
- Required to work holidays, evenings and weekends
- May be required to work in inclement weather conditions
- May be required to work around loud noise
- May be required to use city and/or personal vehicle in the course of employment