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Title: CONSIDER RESOLUTION 18-164 AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW AND/OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR SUSTAINABILITY ADMINISTRATOR - NON-POTABLE WATER, SUSTAINABILITY ADMINISTRATOR - UTILITIES, SYSTEM BUSINESS ANALYST AND TRAFFIC ENGINEER, AND THE RECLASSIFICATION OF THE SENIOR CIVIL ENGINEERING TECHNICIAN AND THE CIVIL ENGINEERING ASSISTANT (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 - Resolution No. 164, 2. Exhibit 2 - Job Classification Specifications - Sustainability Administrator - Non Potable Water, 3. Exhibit 3 - Job Classification Specifications - Sustainability Administrator - Utilities, 4. Exhibit 4 - Job Classification Specifications - Systems Business Analyst, 5. Exhibit 5 - Job Classification Specifications - Traffic Engineer

Date	Ver.	Action By	Action	Result
12/4/2018	1	City Council		

Report to Mayor and City Council

Tuesday, December 04, 2018

Consent

SUBJECT:

CONSIDER RESOLUTION 18-164 AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW AND/OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR SUSTAINABILITY ADMINISTRATOR - NON-POTABLE WATER, SUSTAINABILITY ADMINISTRATOR - UTILITIES, SYSTEM BUSINESS ANALYST AND TRAFFIC ENGINEER, AND THE RECLASSIFICATION OF THE SENIOR CIVIL ENGINEERING TECHNICIAN AND THE CIVIL ENGINEERING ASSISTANT (CITY COUNCIL)

I. SUMMARY

The job classification specifications were included in the approved high priority staffing requests and are required to ensure that staff is able to address the vital service needs for the City as a result of growth, professional changes and technological advancement.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 18-164, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW AND/OR REVISED CLASSIFICATION SPECIFICATIONS FOR SUSTAINABILITY ADMINISTRATOR - NON-POTABLE WATER, SUSTAINABILITY ADMINISTRATOR - UTILITIES, SYSTEM BUSINESS ANALYST AND TRAFFIC ENGINEER, AND THE RECLASSIFICATION OF THE SENIOR CIVIL ENGINEERING TECHNICIAN AND THE CIVIL ENGINEERING ASSISTANT.

III. ALTERNATIVES

TAKE any action deemed appropriate.

IV. BACKGROUND

When turnover occurs, business needs dictate that the City reviews, update and ensure that relevant job classification specifications meet our current vs. former needs. At this time, the Systems Business Analyst remains vacant and due to the resignation of Richard Garland, Traffic Engineer, this position is now vacant. Reviews and updates have been made to both job specifications to ensure that the City recruits the most qualified candidates and provide them will a current and thorough understanding of the knowledge, skills and abilities required to successfully perform the job.

The Systems Business Analyst position has been vacant since 2017. Since that time the job specifications were revised and approved by Council. A recruitment was opened and 35 applications were received. However, due to the retirement of the then Information Technology Manager, the applications grew stale and the recruitment was closed without appointment. Upon the recent selection of a staff Information Technology Manager, this month, the job specifications are being revised to more adequately define the role. There is no financial impact beyond what was previously approved.

The need for a Sustainability Administrator - Non-Potable Water is related to a significant surge in sustainability initiatives and regulatory requirements related to non-potable water (particularly stormwater and reclaim water) within the past few years. Although the related oversight responsibilities were previously distributed among a number of staff, in consideration of the magnitude of the impact associated with the City's approach to compliance, the need for a singular staff member to hold primary responsibility for this area is necessary at this time. Therefore, staff is submitting the Sustainability Administrator - Non-Potable Water (Salary Range 155, \$6,602 - \$8,424), job classification specifications

for approval. The position was approved by Council with the FY 2018-2019 budget, as part of the high-priority staffing requests. The reclassification of the current Senior Engineering Technician to the new Sustainability Administrator - Non-Potable Water was also approved as part the FY 2018-2019 budget.

The City of Carson has long been involved with energy initiatives, however within the past several years there has been a significant surge in sustainability initiatives and regulatory requirements related to utilities (electricity, natural gas, potable water). Although the related oversight responsibilities were previously distributed among a number of staff, in consideration of the magnitude of the impact associated with the City's approach to addressing our utilities eco-system /infrastructure, the need for a singular staff member to hold primary responsibility for this area is necessary at this time. Therefore, staff is submitting the Sustainability Administrator - Utilities (Salary Range 155, \$6,602 - \$8,424), job classification specifications for approval. The position was approved by Council with the FY 2018-2019 budget, as part of the high-priority staffing requests. The reclassification of the current Civil Engineering Assistant to the new Sustainability Administrator - Utilities was also approved as part the FY 2018-2019 budget.

The City has met and conferred with the Carson Professionals and Supervisors Association (CPSA) and they are in agreement with the abovementioned classifications, specifications and reclassifications.

V. FISCAL IMPACT

The fiscal impact is \$15,261 as indicated in the FY 2018-2019 budget as represented in the High-Priority Staffing Requests.

VI. EXHIBITS

1. Resolution 18-164 (pgs. 4-5)
2. Sustainability Administrator - Non-Potable (pgs. 6-9)
3. Sustainability Administrator - Utilities (pgs. 10-12)
4. Systems Business Analyst (pgs. 13-17)
5. Traffic Engineer (pgs.18-20)

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