



Legislation Details (With Text)

File #: 2023-0063 **Version:** 1 **Name:**

Type: Consent **Status:** Agenda Ready

File created: 1/26/2023 **In control:** City Council

On agenda: 3/7/2023 **Final action:**

Title: CONSIDERATION OF MULTIPLE RESOLUTIONS ADOPTING NEW JOB SPECIFICATIONS AND SALARY ALLOCATIONS AS PART OF THE PHASE II RESTRUCTURING PLAN PREVIOUSLY APPROVED BY CITY COUNCIL (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Reso No 23-038 PUBLIC INFORMATION ANALYST, 2. Public Information Anaylst 2023, 3. Reso No 23-048 INFORMATION TECHNOLOGY SECURITY ADMINISTRATOR, 4. Information Technology Security Administrator, 5. Resolution No. 23-051 Public Works Program Administrator

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Report to Mayor and City Council

Tuesday, March 07, 2023

Consent

SUBJECT:

CONSIDERATION OF MULTIPLE RESOLUTIONS ADOPTING NEW JOB SPECIFICATIONS AND SALARY ALLOCATIONS AS PART OF THE PHASE II RESTRUCTURING PLAN PREVIOUSLY APPROVED BY CITY COUNCIL (CITY COUNCIL)

I. SUMMARY

Staff is presenting new job classifications to City Council for approval and adoption into the City’s Classification plan.

II. RECOMMENDATION

WAIVE further reading and ADOPT the following Resolutions:

1. RESOLUTION NO. 23-038 “A RESOLUTION OF THE CARSON CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A JOB SPECIFICATION AND SALARY

ALLOCATION FOR PUBLIC INFORMATION ANALYST.”

2. RESOLUTION NO. 23 048 “A RESOLUTION OF THE CARSON CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A JOB SPECIFICATION AND SALARY ALLOCATION FOR INFORMATION TECHNOLOGY SECURITY ADMINISTRATOR.”
3. RESOLUTION NO. 23-051 “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW SALARY RANGE FOR THE PUBLIC WORKS ADMINISTRATOR CLASSIFICATION.”

III. ALTERNATIVES

TAKE another action that City Council deems appropriate.

IV. BACKGROUND

Staff is presenting the job specifications for Public Information Analyst and Information Technology Security Administrator, which were part of the Phase II Restructuring Plan for City Council approval. These positions are a portion of the Restructuring Plan for the betterment of the organization.

- Public Information Analyst, Range 903, (\$7,056-\$9,005), SEIU721/CPSA
- Information Technology Security Administrator, Range 916, (\$8,598-\$10,973), AFSCME 1017

Note that the City has not yet met and conferred with the American Federation of State, County and Municipal Employees (AFSCME), Local 1017 regarding the Information Technology Security Administrator classification, but has been notified of this addition. It is hopeful that a meet and confer will take place in the very near future.

The position of Public Works Program Administrator will incur a salary adjustment that goes from Salary Range 905 to -Salary Range 909, which will result in an increase of \$6,000 for the remainder of the current fiscal year. The increase will be absorbed through departmental savings. Therefore, providing a budget neutral action.

The SEIU721/CPSA Executive Board met and conferred with the City on the Public Information Analyst classification and agreed with the addition.

The Special Projects Manager salary range approved last November by Council should have been 918, which will have a financial impact of \$11,855 for the remainder of the fiscal year. The increase will be absorbed through departmental savings.

V. FISCAL IMPACT

There is no fiscal impact from the proposed additions to the City's classification plan, as all Phase II personnel actions were previously approved in the adopted Fiscal Year 2022-2023 and the Phase II Restructuring Plan.

VI. EXHIBITS

1. Resolution No. 23-038 - Public Information Analyst (pgs. 4-5)
2. Proposed Public Information Analyst Job Specifications (pgs. 6-8)
3. Resolution No. 23-048 - Information Technology Security Administrator (pgs. 9-10)
4. Proposed Information Technology Security Administrator Job Specifications (pgs. 11-13)
5. Resolution No. 23-051 - Public Works Program Manager (pgs. 14-15)

Prepared by: Human Resources Department