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Title: CONSIDERATION OF RESOLUTION NO. 21-091, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A JOB CLASSIFICATION SPECIFICATION FOR ADMINISTRATIVE SPECIALIST JOB SERIES (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution 21-091 Administrative Specialist, 2. Administrative Specialist Job Spec red-lined (9 2 21), 3. Senior Administrative Specialist Job Spec red-lined (9 2 21)

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, September 07, 2021

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 21-091, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A JOB CLASSIFICATION SPECIFICATION FOR ADMINISTRATIVE SPECIALIST JOB SERIES (CITY COUNCIL)

I. SUMMARY

When vacancies occur, they present staff with the ideal time to enhance job specs to reflect current needs based upon industry trends, community needs, technological advancements and business evolution. At this time, staff is presenting this revised Administrative Specialist job series spec to reflect current needs in the City Manager’s Office Emergency Services Division and in the Community Services Department.

II. RECOMMENDATION

WAIVE further reading and ADOPT 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.”

III. ALTERNATIVES

TAKE any action deemed necessary.

IV. BACKGROUND

These vacancies exists as a result of employee resignations in the City Manager’s Office Emergency Services Division and in the Community Services Department. The Emergency Services Division is responsible for the City's disaster and emergency preparedness and response programs, including managing and overseeing the Emergency Operations Center, radio communications and emergency services vehicles; including the school crossing guard program; and sheriff's program support for the community relations and traffic divisions. The Community Services Department is responsible for ensuring that all services and programs provided by the City meet the social and recreational needs of Carson's diverse community. Community Services is comprised of four divisions - Parks & Recreation, Human Services, Community Center and Transportation. Staff completed the Meet & Confer with CPSA/SEIU Local 721 on September 2, 2021 and all parties are in agreement on the proposed Administrative Specialist job series spec.

V. FISCAL IMPACT

There is no impact to the General Fund.

VI. EXHIBITS

1. Resolution No. 21-091 and Administrative Specialist and Senior Administrative Specialist job series specs (pgs 3-9)
2. Administrative Specialist Job Spec red-lined (pgs. 10-12)
3. Senior Administrative Specialist Job Spec red-lined (pgs. 13-15)

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