



Legislation Details (With Text)

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Title: CONSIDERATION OF RESOLUTION NO. 21-090, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATIONS FOR SENIOR ACCOUNT CLERK JOB SERIES (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution 21-090 Senior Account Clerk Job Spec (7 15 21), 2. Senior Account Clerk I Job Spec (red-lined 7 15 21), 3. Senior Account Clerk II Job Spec (red-lined 7 15 21)

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

Tuesday, July 20, 2021

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 21-090, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATIONS FOR SENIOR ACCOUNT CLERK 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 amended Senior Account Clerk I and II job classification for the job series to reflect current the City's Finance Department, Accounting Division needs.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 21-090, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB

CLASSIFICATION SPECIFICATIONS FOR SENIOR ACCOUNT CLERK JOB SERIES.”

III. ALTERNATIVES

TAKE any action deemed necessary.

IV. BACKGROUND

This vacancy exists as a result of an employee retirement and current needs in the Finance Department Accounting Division. The Accounting Division is responsible for providing administration, general direction and supervision for all accounting functions of the City. Staff completed the Meet & Confer with AFSCME Local 809 on July 15, 2021 and both parties are in agreement on the proposed Senior Account Clerk Job Series job specifications.

V. FISCAL IMPACT

There is no impact to the General Fund.

VI. EXHIBITS

1. Resolution No. 21-090 and Senior Account Clerk Job Series job specs (pgs. 3-10)
2. Senior Account Clerk Job Series job specs (red-lined) (pgs. 11-16)

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