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Title: CONSIDERATION OF RESOLUTION NO. 22-057, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING AMENDED JOB CLASSIFICATION SPECIFICATION FOR PUBLIC SAFETY SERVICES MANAGER (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 - Resolution 22-057 Public Safety Services Manager (Job Specs Update), 2. Exhibit 2 - Public Safety Services Manager - Red line edits, 3. Exhibit 3 - Public Safety Services Manager - Final

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

Tuesday, April 05, 2022

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 22-057, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING AMENDED JOB CLASSIFICATION SPECIFICATION FOR PUBLIC SAFETY SERVICES MANAGER (CITY COUNCIL)

I. SUMMARY

Since the former incumbent vacated the position of Public Safety Services Manager, staff conducted a prolonged recruitment to identify and attract qualified candidates. Staff received 20 applications, of which only one applicant met the stringent minimum qualification of possessing a valid Code Enforcement Certificate. Unfortunately, the candidate’s experience lacked prior code enforcement and was primarily focused on full-service city model.

After discussions with management, staff reevaluated the stated minimum qualifications to: 1) validate the necessity of the required certificate; and 2) examine the possibility of creating a career ladder for current incumbents with the City’s Code Enforcement Division. After research and analysis, staff is presenting this amended Public Safety Services Manager job specification to update the stated minimum qualifications as indicated. A proposed resolution to amend this job specification is included as Exhibit 1, a redline version showing

the proposed modifications is included as Exhibit 2, and a final version is included as Exhibit 3. The final version (Exhibit 3) would also be the exhibit to the proposed resolution.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 22-057, "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 PUBLIC SAFETY SERVICES MANAGER."

III. ALTERNATIVES

TAKE any action deemed necessary.

IV. BACKGROUND

City Council approved job specification modifications for Public Safety Services Manager on January 4, 2022 (City Council Resolution #22-005). The job specifications were modified after the former incumbent retired from the City Manager's Office Public Safety Division.

The Public Safety Division is responsible for developing and administering programs designed to enhance public safety and crime prevention by providing oversight of the City's law enforcement program and directing the City's Code Enforcement and Parking Enforcement Divisions in the enforcement of the Municipal Code/City Charter and all City Ordinances.

Upon further research and analysis, it has been determined that the current stated minimum qualifications of requiring a valid Certified Code Enforcement Officer certificate is voluntary per AB 2228 (approved by CA Governor on August 30th of 2016). Staff is recommending providing future qualified candidates with the opportunity to earn the required certificate within one year from hiring/commencement of employment.

Also, staff determined that experience outweighs education. As such, staff is recommending the equivalency clause as stated in the proposed modified job specs. That is, two years of supervisory experience in Code Enforcement may be substituted for every one year of required education. The education requirement is graduation from a recognized college or university with a baccalaureate degree or equivalent in a related field. This is to be understood as a four-year education requirement, so eight years of supervisory experience in Code Enforcement may be substituted for this education requirement.

Staff completed the Meet & Confer with AME on Monday, March 28th of 2022 and both parties agree on the proposed Public Safety Services Manager job spec modification as presented.

V. FISCAL IMPACT

There is no fiscal impact associated with this staff report.

VI. EXHIBITS

1. Resolution No. 22-057 (pgs. 3-4)
 2. Public Safety Services Manager job classification (Redlined proposed modifications) (pgs. 5-7)
 3. Public Safety Services Manager job classification (Final) (Exhibit 3 to Resolution No. 22-057) (pgs.8-10)
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