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**Title:** CONSIDERATION OF RESOLUTION NO. 22-109, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR ASSISTANT COMMUNITY SERVICES COORDINATOR (SENIOR SERVICES) (CITY COUNCIL)

**Sponsors:**

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**Attachments:** 1. Attachment 1 - Resolution 22-109 Assistant Community Services Coordinator (Senior Services) (New Job Specs & Salary Allocation), 2. Attachment 2 - Assistant Community Services Coordinator (Senior Services) - Job Specs

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

Tuesday, June 21, 2022

Consent

**SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 22-109, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR ASSISTANT COMMUNITY SERVICES COORDINATOR (SENIOR SERVICES) (CITY COUNCIL)**

**I. SUMMARY**

As part of the reorganization efforts for the Community Services/Parks & Recreation Department, it has been deemed necessary to create a new front-line level position to assist in the coordination the City's senior services and other associated programs. In collaboration with Community Services/Parks & Recreation department leadership personnel, HR personnel researched and analyzed available information and determined that the new proposed Assistant Community Services Coordinator (Senior Services) classification will allow the City to better service its senior population.

Staff is presenting the new job specs and salary allocation to the City Council for

approval and adoption of the Assistant Community Services Coordinator (Senior Services) job specifications into the City's classification plan.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 22-109, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, MENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR ASSISTANT COMMUNITY SERVICES COORDINATOR (SENIOR SERVICES)"

## **III. ALTERNATIVES**

TAKE any action deemed necessary.

## **IV. BACKGROUND**

As part of the reorganization of the Community Services/Parks & Recreation Department, approved by City Council on 2/15/2022, staff worked with former Director Robert Lennox (currently Assistant City Manager - Administrative Services) and Michael Whittiker, Director of the Community Services/Parks & Recreation Department, Bobby Grove, Community Services Superintendent, and Dani Cook, Human Services Supervisor on creating the new job specifications presented to City Council for adoption.

In composing the proposed job specifications, Human Resources personnel conducted in-depth research and analysis to determine the list of essential duties and corresponding qualifications. This included discussions with Community Services Division leadership and key personnel, and evaluating comparable market data. HR personnel concluded that the new classification perform duties aligned with other classifications recognized as part of American Federation of State, County And Municipal Employees, Local 809 for Full time (AFSCME 809 FT) representation.

As such, HR personnel are recommending the new classification to be allocated to Range 726 (\$4,186.00 - \$5,306.00/month) as listed within AFSCME 809 FT salary schedule. This will ensure internal alignment with comparable classifications within the Community Services/parks & Recreation Department.

Furthermore, HR personnel provided notice to AFSCME 809 leadership, and both the City and AFSCME 809 FT met and conferred, in good faith, on June 9th of 2022.

## **V. FISCAL IMPACT**

There is no fiscal impact from the proposed amendments to the City classification plan, due to cost savings resulting from current vacant funded positions.

**VI. EXHIBITS**

1. Resolution No. 22-109 (pgs. 3 - 5)
2. Assistant Community Services Coordinator (Senior Services) (Exhibit A to Resolution No. 22-109 (pgs. 6 - 7))

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