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Title: CONSIDERATION OF RESOLUTION NO. 19-171, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATION FOR PRINCIPAL ADMINISTRATIVE ANALYST (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 - Reso No. 19-171- Principal Admin Analyst, 2. Exhibit 2 - Principal Admin Analyst - red-lined

Date	Ver.	Action By	Action	Result
11/5/2019	1	City Council		

Report to Mayor and City Council

Tuesday, November 05, 2019

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 19-171, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATION FOR PRINCIPAL ADMINISTRATIVE ANALYST (CITY COUNCIL)

I. SUMMARY

On 10/01/19, City Council defunded and eliminated the Assistant to the City Manager position and rescinded any provisions in any and all resolutions. City Council recommended the downgrade of the Assistant to the City Manager role in the City Manager Office to a Principal Administrative Analyst role, subject to the required Meet & Confer process. The FY 19/20 budget requires amending to add the Principal Administrative Analyst role to the City Manager Office. When vacancies occur, they present Staff with the ideal time to enhance job specs to reflect current needs based upon industry trends, technological advancements and business evolution. As a result of the City Council recommendation, at this time, staff is presenting the amended Principal Administrative Analyst job spec to properly reflect the current needs in the City Manager Office as this is an AFSCME 1017 Confidential job spec.

II. RECOMMENDATION

“WAIVE further reading and ADOPT Resolution No. 19-171, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111. BY ADOPTING THE REVISED JOB CLASSIFICATION SPECIFICATION FOR PRINCIPAL ADMINISTRATIVE ANALYST.”

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

The required Meet & Confer with the Carson Professionals and Supervisors Association (CPSA) was conducted on October 10, 2019. The required Meet & Confer with American Federation of State, County and Municipal Employees Union (AFSCME) Local 1017 was conducted on October 30, 2019. All parties are in agreement on the updated Principal Administrative Analyst job spec (Salary Range 154, \$6,700 - \$8,549). The job spec was updated to clarify the duties and responsibilities required of the Principal Administrative Analyst in the City Manager Office.

V. FISCAL IMPACT

As a result of the position downgrade from an Assistant to City Manager role to a Principal Administrative Analyst role, there is compensation savings of \$20,004 plus benefit load annually at Step A.

VI. EXHIBITS

1. Resolution Number 19-171 and Principal Administrative Analyst job spec (pgs. 3-8)
2. Principal Administrative Analyst Job Spec final red-lined (pgs. 9-11)

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