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**Title:** CONSIDER RESOLUTION NOS. 23-125 AND 23-126, OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, RESCINDING AND REPLACING RESOLUTION NOS. 23-114 AND 23-119, ADOPTING THE JOB SPECIFICATIONS AND SALARY ALLOCATION FOR SENIOR COUNCIL AIDE AND REVISING THE COMPENSATION AND BENEFITS FOR BOTH COUNCIL AIDE CLASSIFICATIONS (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Reso No 23-114 Senior Council Aide - Ex .pdf, 2. Reso No 23-125 Senior Council Aide - Ex .pdf, 3. Senior Council Aide Job Classification Specifications - Ex.pdf, 4. Reso No., 23-119 Compensation and Benefits Sr Council Aide and Council Aide - Ex 4, 5. Reso No., 23-126 Compensation and Benefits Sr Council Aide and Council Aide - Ex 5, 6. Reso No. 23-126 Compensation and Benefits for Senior Council Aide and Council Aide - Ex.pdf

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

Tuesday, July 18, 2023

Consent

**SUBJECT:**

**CONSIDER RESOLUTION NOS. 23-125 AND 23-126, OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, RESCINDING AND REPLACING RESOLUTION NOS. 23-114 AND 23-119, ADOPTING THE JOB SPECIFICATIONS AND SALARY ALLOCATION FOR SENIOR COUNCIL AIDE AND REVISING THE COMPENSATION AND BENEFITS FOR BOTH COUNCIL AIDE CLASSIFICATIONS (CITY COUNCIL)**

**I. SUMMARY**

Resolution Nos. 23-114 and 23-119 (Exhibits 1 and 4) were adopted by City Council on July 5, 2023, to adopt new job specifications, salary allocation and the revised compensation and benefits for both Council Aide classifications.

Currently, staff is presenting Resolutions Nos. 23-125 and 23-126 to rescind and replace the previous resolutions adopted by Council to accurately reflect the salary allocation and compensation for the Senior Council Aide. The proposed salary (Range 1001) for this

position is \$6,559 - \$8,374.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT the following resolutions:

1. RESOLUTION NO. 23-125, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, RESCINDING AND REPLACING RESOLUTION NO. 23-114, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING THE JOB SPECIFICATIONS AND SALARY ALLOCATION FOR SENOR COUNCIL AIDE."
2. RESOLUTION NO. 23-126, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, RESCINDING AND REPLACING RESOLUTION NO. 23-119, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING AND AMENDING THE COMPENSATION AND BENEFITS FOR UNREPRESENTED SENIOR COUNCIL AIDE AND COUNCIL AIDE EMPLOYEES."

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## **III. ALTERNATIVES**

Take any alternative action deemed appropriate.

## **IV. BACKGROUND**

Resolution Nos. 23-114 and 23-119 (Exhibits 1 and 4) were adopted by City Council on July 5, 2023 to adopt new job specifications, salary allocation and the revised compensation and benefits for both Council Aide classifications.

Currently, staff is presenting Resolutions Nos. 23-125 and 23-126 to rescind and replace the previous resolutions adopted by Council to accurately reflect the salary allocation and compensation for the Senior Council Aide. The proposed salary (Range 1001) for this position is \$6,559 - \$8,374.

*July 5, 2023* - On December 3, 2019, the City Council adopted the classification of Council Aide, and approved the creation of five part-time positions, with one Council Aide for each of the council members, including the mayor. Later on June 21, 2022, the City Council adopted an amendment to the classification and also established the position of full-time council aide, along with corresponding and updated compensation and benefits for both full-time and part-time Council Aide classifications. This was due to the increased need for Council Aides to provide administrative support to their assigned elected officials during an ever-expanding calendar of events.

On December 13, 2023, the City Council approved a revised compensation range to reflect

a 7.5% pay adjustment retroactively effective July 1, 2022, to remain consistent with recent increases to other represented employees.

On July 5, 2023, job specifications and the salary allocation for the Senior Council Aide position are being presented to outline the qualifications, essential duties and pay scale for the position. This position will provide direct supervision of the Council Aide team. The salary allocation is Range 1001, \$6,101 - \$7,790.

The amended Council Aide job specification is also being presented to establish that the position reports directly to the Senior Council Aide.

## **V. FISCAL IMPACT**

There is no additional fiscal impact, as the funding for this new classification was approved as part of the City Council approved Fiscal Year 2023-24 annual budget.

## **VI. EXHIBITS**

1. Exhibit 1 - Resolution No. 23-114 Senior Council Aide (pgs. 4-5)
2. Exhibit 2 - Resolution No. 23-125 Senior Council Aide (pgs. 6-7)
3. Exhibit 3 - Senior Council Aide Job Specifications (pgs. 8-10)
4. Exhibit 4 -Resolution No. 23-119 Compensation and Benefits for Unclassified Senior Council Aide and Council Aides (11-12)
5. Exhibit 5 - Resolution No. 23-126 Compensation and Benefits for Unclassified Senior Council Aide and Council Aides (13-14)
6. Exhibit 6 - Compensation and Benefits for Unclassified Senior Council Aide and Council Aides (pgs. 15-21)

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