



Legislation Details (With Text)

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**Title:** CONSIDERATION OF RESOLUTION NO. 21-041 OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR CHIEF DEPUTY CITY CLERK (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution 21-041 Chief Deputy City Clerk (4 6 21), 2. Chief Deputy City Clerk Job Spec red-lined (3 29 21)

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

Tuesday, April 06, 2021

Consent

**SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 21-041 OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR CHIEF DEPUTY CITY CLERK (CITY COUNCIL)**

**I. SUMMARY**

When a vacancy occurs, it presents Staff with the ideal time to enhance job specs to reflect current needs based upon industry trends, technological advancements and business evolution. At this time, Staff is proposing an amended and updated job spec to properly reflect current City needs for the Chief Deputy City Clerk role in the City Clerk Office.

**II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 21-041, "A RESOLUTION OF THE CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR CHIEF

DEPUTY CITY CLERK.”

### III. ALTERNATIVES

TAKE any action deemed appropriate.

### IV. BACKGROUND

A vacancy exists in the City Clerk Office as a result of an employee resignation. This role manages the day-to-day office services and operations of the City Clerk’s office, provides specialized technical, administrative and professional assistance to the City Clerk, supervises and evaluates the performance of assigned staff; and performs the duties of the City Clerk in the Clerk’s absence or as assigned as defined by California Statutes and the Carson Municipal Code.

The recruitment to fill the vacancy for the Chief Deputy City Clerk was initiated in January 2021. The role is at-will and unrepresented, thus there was no Meet & Confer requirement.

### V. FISCAL IMPACT

There is no impact to the General Fund.

### VI. EXHIBITS

1. Resolution No. 21-041 and Chief Deputy City Clerk Job Spec (pgs. 3-7)
2. Chief Deputy City Clerk Job Spec red-lined (pgs. 8-10)

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