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Title: REQUEST TO RECLASSIFY ONE POSITION IN THE REDEVELOPMENT PROGRAM ANALYST CLASSIFICATION TO HOUSING AND DEVELOPMENT PROGRAM MANAGER AND ADOPT RESOLUTION 17-077, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A CLASSIFICATION SPECIFICATION FOR THE HOUSING AND DEVELOPMENT PROGRAM MANAGER AND THE COMMUNITY DEVELOPMENT MANAGER (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 Resolution 17-077, 2. Exhibit 2 Job Specification Housing and Development Pogram Manager, 3. Exhibit 3 Job Specification Community Development Manager

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

Wednesday, July 05, 2017

Consent

SUBJECT:

REQUEST TO RECLASSIFY ONE POSITION IN THE REDEVELOPMENT PROGRAM ANALYST CLASSIFICATION TO HOUSING AND DEVELOPMENT PROGRAM MANAGER AND ADOPT RESOLUTION 17-077, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A CLASSIFICATION SPECIFICATION FOR THE HOUSING AND DEVELOPMENT PROGRAM MANAGER AND THE COMMUNITY DEVELOPMENT MANAGER (CITY COUNCIL)

I. SUMMARY

Due to retirements and changes in staffing, additional duties being assumed and creation of the Carson Reclamation Authority (CRA), it is now necessary to establish a new job classification specification to accurately reflect the job duties of Housing and Development Program Manager, which are currently being performed by the lower classification of Redevelopment Project Analyst. In addition, due to work development activities in the Community Development Department it is necessary to have a management-level staff member (Community Development Manager) oversee day-to-day operations.

II. RECOMMENDATION

1. WAIVE further reading and ADOPT Resolution 17-077, amending the Classification Plan. ADOPT Resolution No. 77-111, adopting a job classification specification for the Housing and Development Program Manager and a job classification specification for the Community Development Manager.
2. APPROVE reclassification of the Redevelopment Project Analyst to a Housing and Development Program Manager.

III. ALTERNATIVES

TAKE any other action deemed appropriate.

IV. BACKGROUND

Since the dissolution of redevelopment and due to staff vacancies, job duties have been redistributed amongst remaining staff. Staff has had to assume multiple roles, thus creating a need for a new job classification specification. Current staff has been managing industrial, commercial and residential developments, affordable housing development projects, providing professional support to the Carson Housing Authority, the Carson Successor Agency, the Carson Reclamation Authority, and the Mobile Home Rent Control Board.

It is now necessary to accurately capture, document and compensate staff for the duties being performed and to reclassify the Redevelopment Program Analyst to a Housing and Development Program Manager.

The proposed Housing and Development Program Manager job specification (Exhibit 2) with a recommended salary range at 165, (\$8,287 - \$10,574) is being presented for approval. The position's bargaining unit will be The Carson Professionals and Supervisors Association (CPSA). This reclassification has been reviewed by and is recommended by the budget subcommittee (Mayor Pro Tem Davis-Holmes and Council Member Hicks).

Additionally, the budget subcommittee discussed a way to alleviate the workload on staff, specifically, the Director of Community Development and recommends creation of a job classification specification of Community Development Manager (Exhibit 3). The Community Development Manager's recommended salary range is set at 171, (\$9,608 - \$12,260) and the position will be represented by the Association of Management Employees (AME).

In accordance with the City's Municipal Code, classification specifications must be approved by the City Council in order to establish the job title, essential job duties, knowledge, skills and abilities and qualification guidelines that are required for each

position. Therefore, due to changes in staffing, a new job classification of Housing and Development Program Manager is being presented to the City Council for adoption, as well as, the new job classification specification for Community Development Manager. This action would also provide a reclassification to the current Redevelopment Project Analyst.

V. FISCAL IMPACT

The increase in salary for the current Redevelopment Project Analyst will be approximately \$13,807 for fiscal year 2017-2018. The department budget has been planned with this change incorporated. The estimated entire annual salary for the Community Development Manager would be absorbed within the current budget. Due to shifting costs and elimination of positions, this reorganization saves the City's General Fund approximately \$400,000 per year.

VI. EXHIBITS

1. Resolution No. 17-077 (Page 4 - 5)
2. Job Classification Specification for the Housing and Redevelopment Program Manager (Page 6 - 9)
3. Job Classification Specification for the Community Development Manager (Page 10 - 12)

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