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**Title:** CONSIDERATION OF RESOLUTION NO. 20-063 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR ASSISTANT TO THE CITY MANAGER; AND RESOLUTION FOR THE FUNDING AND REINSTATEMENT OF THE POSITION OF ASSISTANT TO THE CITY MANAGER AND THE DEFUNDING OF THE PRINCIPAL ADMINISTRATIVE ANALYST. (CITY COUNCIL)

**Sponsors:**

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**Attachments:** 1. Exhibit 1 - Resolution 20-063 and Assistant to City Mgr Job Spec, 2. Exhibit 2 - Resolution 19-166

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

Tuesday, April 07, 2020

Consent

**SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 20-063 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR ASSISTANT TO THE CITY MANAGER; AND RESOLUTION FOR THE FUNDING AND REINSTATEMENT OF THE POSITION OF ASSISTANT TO THE CITY MANAGER AND THE DEFUNDING OF THE PRINCIPAL ADMINISTRATIVE ANALYST. (CITY COUNCIL)**

**I. SUMMARY**

On June 18, 2019, City Council adopted Resolution No. 19-120 amending the Fiscal Year 2019-20 Budget to appropriate funds for among others, the Assistant to the City Manager position. On August 15, 2019, the employee holding the full-time Assistant to the City Manager position in the City Manager’s Office resigned from the City.

The Assistant to the City Manager position was posted from August 14, 2019 to October 3, 2019. At the conclusion of the recruitment, 202 candidates applied for the role. Oral Panel Interviews were conducted with 13 candidates, including 2 internals. Final Selection interviews were conducted with the top 4 candidates identified.

Thereafter, Council directed Staff to eliminate and defund the Assistant to the City Manager role and recruit for a Principal Administrative Analyst role. Thus far, 116 candidates have applied for this role. The top 4 candidates from the Assistant to the City Manager role were invited to meet with the City regarding the Principal Administrative Analyst role. Offers were extended and declined based upon the limited compensation available to offer.

## **II. RECOMMENDATION**

1.) ADOPT Resolution No. 20-063, "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 ASSISTANT TO THE CITY MANAGER."

2.) ADOPT "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA FOR THE FUNDING AND REINSTATEMENT OF THE POSITION OF ASSISTANT TO THE CITY MANAGER, AND THE DEFUNDING OF THE PRINCIPAL ADMINISTRATIVE ANALYST."

## **III. ALTERNATIVES**

Take any action the City Council deems appropriate.

## **IV. BACKGROUND**

On March 6, 2018, the City Council adopted Resolution No. 18-084 to reclassify one full-time Principal Administrative Analyst position to a full-time Assistant to the City Manager position in the City Manager's Office. On March 7, 2018, the full-time Assistant to the City Manager position in the City Manager's Office was filled. The position became vacant as of August 15, 2019 due an employee resignation.

A decision was made to back fill this role and the initial recruitment was conducted for seven (7) weeks in 2019. Council defunded and eliminated the Assistant to the City Manager position in the City Manager's Office from the City-wide classification plan on October 1, 2019 with Resolution 19-166 and rescinded any provisions in any and all Resolutions establishing the position.

We are asking the City Council to restore the Assistant to the City Manager position at this time, prior to our engaging in another recruitment for the Principal Administrative Analyst position and in recognition of the redeployment of the two Assistant City Managers to serve

as the heads of Public Works and Community Services in addition to their other responsibilities. For the City Manager's Office to accomplish the broad array of responsibilities expected of it, a more versatile position is needed than a Principal Administrative Analyst.

The Assistant to the City Manager role will provide critical functions in the City Manager's Office including compiling the City Council Agenda and staff reports, coordinating Legislative activities and Grant applications, updating SMPs and other special projects. The number of high-level projects and initiatives in the City continues to grow and this position along with the two Assistant City Manager roles is essential for the success of the City Manager's Office.

To effectuate the proposed recommendation, the Council would need to make a motion to amend the FY19/20 Budget to approve the additional budget required to fund the Assistant to the City Manager position. Thereafter, the Council would need to take action and direct Staff to add the Assistant to the City Manager classification back to the class schedule consistent with the requirements of the Meyers-Miliias-Brown Act (MMBA) subject to the required Meet & Confer with AFSCME Local 1017.

## **V. FISCAL IMPACT**

The Assistant to the City Manager role for the balance of FY19/20 (assuming a 6 week recruitment), is approximately \$16,000. However, this will be offset by defunding the Principal Administrative Analyst position.

## **VI. EXHIBITS**

1. Resolution No. 20-063 and Assistant to City Manager Job Spec (pgs 4-9).
2. Resolution No. 19-166 (pgs. 10-11).

Prepared by: Sharon Landers, City Manager and Faye Moseley, Director of Human Resources and Risk Management