



Legislation Text

File #: 2023-0824, Version: 1

Report to Mayor and City Council

Tuesday, November 07, 2023

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NOS. 23-176, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING JOB CLASSIFICATION SPECIFICATIONS FOR ECONOMIC DEVELOPMENT MANAGER (CITY COUNCIL)

I. SUMMARY

Staff is presenting new job classification specifications for the Economic Development Manager to City Council for approval and adoption into the City's classification plan.

II. RECOMMENDATION

ADOPT Resolution No. 23-176, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE JOB SPECIFICATIONS FOR ECONOMIC DEVELOPMENT MANAGER."

III. ALTERNATIVES

Take any action deemed appropriate.

IV. BACKGROUND

On September 19, 2023, the City Council adopted the City's first ever Economic Development Strategic Plan ("EDSP"). The EDSP will guide Carson's economic development programs and policies over the next five to ten years. It does not rely on short-term initiatives but rather provides a holistic view and comprehensive approach to economic development and is supported by numerous technical studies, involvement with community and economic partners and ongoing input and participation from city leaders.

The EDSP includes eight (8) "Gamechangers" and twenty-one (21) Strategies/ Programs to transform Carson into a place "Where Creativity Comes to Live, Work and Play." To

implement these “Gamechangers” and Strategy, the EDSP recommended that the City of Carson devote an Economic Development Manager and a support staff (housed within the Community Development Department) to spearhead the implementation of the EDSP. As such, the Economic Development Manager’s core responsibilities would include business growth and attraction, shepherding key initiatives including:

- Retention / Expansion / Attraction, including marketing for economic development and tourism.
- Placemaking areas/projects
- Regional partnerships and linkages
- Business friendliness
- Responses to changing economic conditions.

Staff also examined internal and external market data and is recommending membership in the Association of Management Employees (AME) with their most recent Memorandum of Understanding.

Staff completed a Meet & Confer with AME on October 11, 2023, and all parties agreed upon the job specifications at salary range 506, (\$12,442 - \$15,879).

V. FISCAL IMPACT

There is no fiscal impact from the proposed revisions to the City’s classification plan, as the subject personnel actions and salary allocations were previously approved in the adopted Fiscal Year 2023-2024 budget by City Council.

VI. EXHIBITS

1. Exhibit 1 - Resolution No. 23-176 - Economic Development Manager (pgs. 4-5)
2. Exhibit 2 - Job Specifications for Economic Development (Exhibit A to Resolution No. 23-176) (pgs. 6-8)
- 1.

Prepared by: Tracey Curry, Human Resources Manager and James Nguyen, Special Projects Manager