



Legislation Text

File #: 2023-0568, Version: 1

Report to Mayor and City Council

Tuesday, August 01, 2023

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NOS. 23-130 AND 23-129, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING THE REVISED JOB CLASSIFICATION SPECIFICATIONS OF RISK MANAGEMENT SPECIALIST AND RISK MANAGEMENT ANALYST (CITY COUNCIL)

I. SUMMARY

This report outlines the evolving workplace and new job responsibilities, required skills and qualifications and the need for these personnel actions.

II. RECOMMENDATION

1. APPROVE Resolution No. 23-130 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77 -111, BY ADOPTING THE REVISED JOB CLASSIFICATION SPECIFICATION OF RISK MANAGEMENT SPECIALIST."
2. APPROVE Resolution No. 23-129 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77 -111, BY ADOPTING THE NEW JOB CLASSIFICATION SPECIFICATION OF RISK MANAGEMENT ANALYST."

III. ALTERNATIVES

Take any action deemed appropriate.

IV. BACKGROUND

The Risk Management Division reporting to the City Manager's Office (CMO), administers the City's insurance, claims, safety and ADA compliance programs. Risk Management staff oversee activities of outside consultants including insurance providers, third party claims administrators, safety trainers and advisors, and legal defense firms.

The proposed change in the Classification Specifications of the Risk Management Specialist is to more accurately reflect the required qualifications for the position; and to bring it in-line with other Specialist classifications within the City. The change will assist the division to recruit the right candidates, and to provide a growth path in order to retain talent.

The proposed revisions to the Risk Management Analyst class specifications follow the City Council's approval to reclassify one Risk Management Specialist to Risk Management Analyst as part of the fiscal year 2023-24 budget process. The Risk Management Analyst is the next level up from Risk Management Specialist, and possesses education, experience and skills to take ownership of a key Risk function such City-wide safety compliance, and/or claims management. The revised specifications are designed to (1) address the necessary experience and skills for managing a key Risk function, and (2) to provide a growth path within the division, which will assist in attracting and retaining talent.

The City met & conferred with the American Federation of State, County and Municipal Employees Union (AFSCME), Local 1017 on the revisions to the Risk Management Specialist and creation of the Risk Management Analyst job specifications.

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

Exhibit 1 - Resolution No. 23-130 Risk Management Specialist (pgs. 3-4)

Exhibit 2 - Job Specifications Risk Management Specialist (pgs. 5-6)

Exhibit 3 - Reso No. 23-129 Risk Management Analyst (pgs. 7-9)

Exhibit 4 - Job Specifications Risk Management Analyst (pgs. 10-12)

Prepared by: Tracey Curry, Human Resources Manager and Roobik Galoosian, Risk Manager