



Legislation Text

File #: 2023-0657, Version: 2

Report to Mayor and City Council

Tuesday, September 19, 2023

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NOS. 23-144 AND 23-145, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATIONS FOR PUBLIC WORKS SUPERINTENDENT-FACILITIES AND FLEET MAINTENANCE, AND PUBLIC WORKS SUPERINTENDENT - OPERATIONS AND MAINTENANCE (CITY COUNCIL)

I. SUMMARY

As part of reorganization efforts for the Public Works Department, it has been deemed necessary to amend the two current superintendent positions that oversee the Public Works Operations Division, including the warehouse, solid waste collection, street sweeping, street maintenance, graffiti abatement, street light maintenance, traffic signal maintenance, street sign maintenance, facilities maintenance, tree maintenance, fleet maintenance, custodial maintenance, and median maintenance. Staff researched and analyzed available information and determined that the proposed revised *Public Works Superintendent - Operations and Maintenance* and *Public Works Superintendent - Facilities and Fleet Maintenance* classification specifications will allow for better distribution of management duties along with the proposed reorganization.

Staff is presenting the updated job specifications for the classifications of *Public Works Superintendent - Operations and Maintenance* and *Public Works Superintendent - Facilities and Fleet Maintenance* to City Council for approval and adoption into the City's classification plan.

II. RECOMMENDATION

WAIVE further reading and ADOPT both of the following:

1. Resolution No. 23-144, "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 SPECIFICATIONS FOR PUBLIC WORKS SUPERINTENDENT - FACILITIES AND FLEET MAINTENANCE."

2. Resolution No. 23-145, "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 SPECIFICATIONS FOR PUBLIC WORKS SUPERINTENDENT - OPERATIONS AND MAINTENANCE."

III. ALTERNATIVES

Take any action deemed appropriate.

IV. BACKGROUND

As part of reorganization efforts for the Department of Public Works, staff worked with Public Works Director Arlington Rodgers, Jr. to create the proposed revised job specifications. This included job analysis and other forms of meetings, which allowed staff to draft a list of proposed job duties.

Staff examined current job specifications and determined that current Public Works Superintendent job specifications did not effectively encapsulate the superintendent duties identified by Director Rodgers. After determining that current job specifications did not effectively represent high-level efficiency, staff proceeded with creating the revised job specifications. For comparison, the current job specifications are shown in Exhibit No.'s 5-6 to this report. The proposed action also includes changes to the classification titles, from "Right of Way Operations and Maintenance Superintendent" to "Public Works Superintendent - Operations and Maintenance," and from "Landscape and Building Maintenance Superintendent" to "Public Works Superintendent - Facilities and Fleet Maintenance."

Staff also examined internal and external market data and is recommending keeping the same pay range as within the Association of Management Employees (AME) most recent Memorandum of Understanding. Accordingly, no change to the current pay range is included in the proposed resolutions.

Staff completed a Meet & Confer with AME on August 3, 2023, and all parties agreed upon the revised *Public Works Superintendent - Operations and Maintenance* and *Public Works Superintendent - Facilities and Fleet Maintenance* job specifications and keeping the same salary allocations, as proposed.

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. 23-144 Public Works Superintendent - Facilities and Fleet Maintenance (pgs. 4-5)

2. Exhibit 2 - Revised Job Specifications for Public Works Superintendent - Facilities and Fleet Maintenance (Exhibit A to Resolution No. 23-144) (pgs. 6-8)

3. Exhibit 3 - Resolution No. 23-145 Public Works Superintendent - Operations and Maintenance (pgs. 9-10)

4. Exhibit 4 - Revised Job Specifications Public Works Superintendent - Operations and Maintenance (Exhibit A to Resolution No. 23-145) (pgs. 11-13)

5. Exhibit 5 - Current Job Specifications - Right of Way Operations and Maintenance Superintendent (pgs. 14-16)

6. Exhibit 6 - Current Job Specifications - Landscape and Building Maintenance Superintendent (pgs. 17-19)

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