



Legislation Text

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Report to Mayor and City Council

Wednesday, July 05, 2023

Consent

SUBJECT:

CONSIDER RESOLUTION NOS. 23-113, 23-114 AND 23-119 OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE JOB SPECIFICATIONS AND SALARY ALLOCATION FOR SENIOR COUNCIL AIDE, REVISED JOB SPECIFICATIONS FOR COUNCIL AIDE AND REVISING THE COMPENSATION AND BENEFITS FOR BOTH CLASSIFICATIONS

I. SUMMARY

Staff is presenting the job specifications and the salary allocation for the new Senior Council Aide position to outline the qualifications, essential duties and pay scale for the position. This position will provide direct supervision of the Council Aide team. The proposed salary (Range 1001) for this position is \$6,101 - \$7,790.

The amended Council Aide job specification is also being presented to establish that the position reports directly to the Senior Council Aide.

II. RECOMMENDATION

WAIVE further reading and ADOPT the following resolutions:

1. Resolution No. 23-113, "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB SPECIFICATIONS FOR COUNCIL AIDE."
2. Resolution No. 23-114, "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE JOB SPECIFICATIONS AND SALARY ALLOCATION FOR SENIOR COUNCIL AIDE."
3. Resolution No. 23-119, "RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE COMPENSATION AND BENEFITS FOR UNREPRESENTED SENIOR COUNCIL AIDE AND COUNCIL AIDE EMPLOYEES."

III. ALTERNATIVES

Take any alternative action deemed appropriate.

IV. BACKGROUND

On December 3, 2019, the City Council adopted the classification of Council Aide, and approved the creation of five part-time positions, with one Council Aide for each of the council members, including the mayor. Later on June 21, 2022, the City Council adopted an amendment to the classification and also established the position of full-time council aide, along with corresponding and updated compensation and benefits for both full-time and part-time Council Aide classifications. This was due to the increased need for Council Aides to provide administrative support to their assigned elected officials during an ever-expanding calendar of events.

On December 13, 2023, the City Council approved a revised compensation range to reflect a 7.5% pay adjustment retroactively effective July 1, 2022, to remain consistent with recent increases to other represented employees.

At this time, job specifications and the salary allocation for the Senior Council Aide position are being presented to outline the qualifications, essential duties and pay scale for the position. This position will provide direct supervision of the Council Aide team. The salary allocation is Range 1001, \$6,101 - \$7,790.

The amended Council Aide job specification is also being presented to establish that the position reports directly to the Senior Council Aide.

V. FISCAL IMPACT

There is no additional fiscal impact, as the funding for this new classification was approved as part of the City Council approved Fiscal Year 2023-24 annual budget.

VI. EXHIBITS

1. Exhibit 1 - Resolution No. 23-113, Council Aide (pgs. 4-5)
2. Exhibit 2 - Council Aide Job Specifications (pgs. 5-8)
3. Exhibit 3 - Resolution No. 23-114 Senior Council Aide (pgs. 9-10)
4. Exhibit 4 - Senior Council Aide Job Specifications (pgs. 11-13)
5. Exhibit 5 - Resolution No. 23-119, Compensation and Benefits for unclassified Senior Council Aide and Council Aides (pgs. 14-15)
6. Exhibit 6 - Compensation and Benefits for Unclassified Senior Council Aide and Council

Aides (pgs. 16-22)

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