



Legislation Details (With Text)

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Title: CONSIDERATION OF RESOLUTION NO. 19-136, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR HUMAN RESOURCES ASSISTANT (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution No. 19-136, 2. Human Resources Assistant Job Spec (red-lined as of 6 26 19), 3. Human Resources Assistant Job Spec (final as of 6 26 19)

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

Tuesday, July 02, 2019

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 19-136, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR HUMAN RESOURCES ASSISTANT (CITY COUNCIL)

I. SUMMARY

When vacancies occur, they present Staff with the ideal time to enhance job specs to reflect current needs based upon industry trends, technological advancements and business evolution. At this time, Staff is presenting the Human Resources Assistant job spec to properly reflect current City needs.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 19-136, "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 HUMAN RESOURCES ASSISTANT.”

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

Staff has Met & Conferred with AFSCME 1017 and both agree on the proposed job spec.

V. FISCAL IMPACT

There is no fiscal impact to the General Fund.

VI. EXHIBITS

1. Resolution Number 19-136 (pgs. 3-5)
2. Human Resources Assistant Job Spec red-lined (pgs. 6-8)
3. Human Resources Assistant Job Spec Final (pgs. 9-10)

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