



## Legislation Details (With Text)

**File #:** 2019-883      **Version:** 1      **Name:**  
**Type:** Consent      **Status:** Agenda Ready  
**File created:** 9/11/2019      **In control:** City Council  
**On agenda:** 9/17/2019      **Final action:**  
**Title:** CONSIDERATION OF RESOLUTION NO. 19-162, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATION FOR BUYER ASSISTANT (PT) (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit 1 - Resolution No. 19-162, 2. Exhibit 2 - Buyer Assistant (PT) Job Spec red-lined

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

## Report to Mayor and City Council

Tuesday, September 17, 2019

Consent

### SUBJECT:

**CONSIDERATION OF RESOLUTION NO. 19-162, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATION FOR BUYER ASSISTANT (PT) (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 updated Buyer Assistant (PT) job spec to properly reflect current City needs.

### II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 19-162, "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 BUYER ASSISTANT (PT)."

### **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate.

### **IV. BACKGROUND**

The vacancy exists due to the retirement of a long term employee who was in the role for more than 20 years. The required Meet & Confer with the American Federation of State, County and Municipal Employees Union (AFSCME), Local 809, was conducted on September 10, 2019 and all parties are in agreement on the updated job spec.

### **V. FISCAL IMPACT**

There is no fiscal impact to the General Fund.

### **VI. EXHIBITS**

1. Resolution Number 19-162 (pgs. 3-7)
2. Buyer Assistant (PT) red-lined job spec (pgs. 8-9)

Prepared by: Faye Moseley, Director of Human Resources and Risk Management