



## Legislation Details (With Text)

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**Title:** CONSIDERATION OF RESOLUTION NO. 19-188, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW JOB CLASSIFICATION SPECIFICATION FOR UNREPRESENTED PART-TIME COUNCIL AIDE (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit 1 - Reso No. 19-188 with Part Time Council Aide Job Spec

Date	Ver.	Action By	Action	Result
12/3/2019	1	City Council		

## Report to Mayor and City Council

Tuesday, December 03, 2019

Consent

### SUBJECT:

**CONSIDERATION OF RESOLUTION NO. 19-188, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW JOB CLASSIFICATION SPECIFICATION FOR UNREPRESENTED PART-TIME COUNCIL AIDE (CITY COUNCIL)**

### I. SUMMARY

City Council directed Staff to conduct research and determine benchmarks for an unrepresented part-time City Council administrative support role. The part-time classification will be responsible for performing a wide variety of administrative and field support duties to members of the City Council, which will include but is not limited to accompanying the councilmembers at various meetings and functions in the community and establishing effective relationships with businesses and constituents.

Staff has conducted the required research and is presenting a proposed new unrepresented Part-Time Council Aide classification specification reflecting the proposed classification requirements and duties.

### II. RECOMMENDATION

“WAIVE further reading and ADOPT Resolution No. 19-188, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111. BY ADOPTING NEW JOB CLASSIFICATION SPECIFICATION FOR UNREPRESENTED PART-TIME COUNCIL AIDE.”

### **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate.

### **IV. BACKGROUND**

Based upon direction from City Council, Staff has conducted research and examined benchmark data for an unrepresented part-time City Council administrative support role. Based upon the City’s Employer-Employee Relations Resolution (EERR) requirements for new classifications, Staff is confirming that the following requirements have been met to implement the new classification:

- Written notice provided to potentially affected employee organizations, including draft class spec and proposed compensation on October 9, 2019.
- Mandatory meeting held with potentially affected employee organizations who requested same, conducted on November 18, 2019.
- Decision issued by Faye Moseley, Director of Human Resources & Risk Management to potentially affected employee organizations on November 18, 2019 making proposed new classification unrepresented. At the meeting of the affected employee organizations, no objection was raised to the City’s proposed implementation of the new classification.

### **V. FISCAL IMPACT**

The establishment of the new class spec unrepresented Part-Time Council Aide, (Salary Range 144, \$30.20 - \$38.54 per hour) and the hiring of up to five (5) Council Aides will be up to \$157,000 annually fully loaded. Of that amount, \$104,000 was requested and approved on June 18, 2019, Item No. 23, 2019-593 for three positions and included in the FY 19/20 budget. If we go up to five, the additional \$53,000 will be absorbed by the General Fund.

### **VI. EXHIBITS**

1. Resolution Number 19-188 and Part-Time Council Aide job spec (pgs. 3-8).

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