



Legislation Details (With Text)

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Title: CONSIDERATION OF RESOLUTION NO. 20-028, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATIONS FOR DIVISION SECRETARY (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 - Resolution No. 20-028 Division Secretary, 2. Exhibit 2 - Division Secretary Job Spec redlined

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

Wednesday, March 04, 2020

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 20-028, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATIONS FOR DIVISION SECRETARY (CITY COUNCIL)

I. SUMMARY

When vacancies occur, they present Staff with the ideal time to enhance job classification specifications to reflect current needs based upon industry trends, technological advancements and business evolution. At this time, Staff is presenting a revised Division Secretary job classification specification, to properly reflect current City needs.

II. RECOMMENDATION

WAIVE further reading and APPROVE Resolution No. 20-028, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATIONS FOR DIVISION SECRETARY."

III. ALTERNATIVES

TAKE any other action the Council deems appropriate.

IV. BACKGROUND

New job classification specification created to meet the needs of the City. The City conducted the required Meet & Confer with American Federation of State, County and Municipal Employees (AFSCME) Local 809 and Local 1017 on February 24, 2020 with respect to the amended job classification specification.

V. FISCAL IMPACT

No fiscal impact

VI. EXHIBITS

1. Resolution No. 20-028 and Division Secretary Job Spec (pgs. 3-6)
2. Division Secretary Job Spec red-lined (pgs. 7-8)

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