



Legislation Details (With Text)

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Title: CONSIDERATION OF RESOLUTION NO. 21-025 OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR PLANNING SECRETARY (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution 21-025 Planning Secretary (3 16 21), 2. Planning Secretary Job Spec (red-lined as of 3 2 21)

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

Tuesday, March 16, 2021

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 21-025 OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR PLANNING SECRETARY (CITY COUNCIL)

I. SUMMARY

When a vacancy occurs, it presents 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 proposing an amended and updated job spec to properly reflect current City needs for the Planning Secretary role in the Community Development Department.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 21-025, "A RESOLUTION OF THE CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-

111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR PLANNING SECRETARY.”

III. **ALTERNATIVES**

TAKE any action deemed appropriate.

IV. **BACKGROUND**

A vacancy exists in the Community Development Department as a result of the retirement of the Planning Secretary. This role provides clerical support to the Planning Division and Planning Commission in the preparation of commission agendas and related materials; attends meetings; distributes agenda packets and completes dispositions and meeting minutes. The recruitment to fill the vacancy for the Planning Secretary is underway.

The City completed the Meet & Confer on March 2, 2021 with AFSCME Local 809 and both parties are in agreement with the updated job specification.

V. **FISCAL IMPACT**

There is no impact to the General Fund.

VI. **EXHIBITS**

1. Resolution No. 21-025 and Planning Secretary Job Spec (pgs. 3-7)
2. Planning Secretary Job Spec red-lined (pgs. 8-9)

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