CITY OF CARSON

Legislation Details (With Text)

File #:	2021-186	**Version:**	1	**Name:**	
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File created:	2/22/2021			**In control:**	City Council
On agenda:	3/16/2021			**Final action:**	
Title:	CONSIDERATION OF RESOLUTION NO. 21-023 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 EXECUTIVE ASSISTANT (CITY COUNCIL)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Resolution 21-023 Executive Assistant (3 16 21), 2. Executive Assistant Job Spec - ACM CD (red-lined as of 2 25 21)				

Date	Ver.	Action By	Action	Result

Report to Mayor and City Council

Tuesday, March 16, 2021

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 21-023 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 EXECUTIVE ASSISTANT (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 Executive Assistant role providing support to the Assistant City Manager-Economic Development and Director of Community Development in the Community Development Department.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 21-023, “A RESOLUTION OF THE

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CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSLIFICATION SPECIFICATION FOR EXECUTIVE ASSISTANT."

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 Executive Assistant. This role provides highly responsible, complex and confidential administrative and clerical work supporting the Assistant City Manager-Economic Development and Director of Community Development.

The City completed the Meet & Confer on March 1, 2021 with AFSCME Local 1017 and both parties are in agreement with the updated job specification, which among other duties, recognizes the current reporting relationship in the Community Development Department.

V. FISCAL IMPACT

There is no impact to the General Fund.

VI. EXHIBITS

1. Resolution No. 21-023 and Executive Assistant job spec (pgs. 3-7)
2. Executive Assistant job spec (red-lined) (pages 8-10)

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