



Legislation Details (With Text)

File #: 2021-499 **Version:** 1 **Name:**
Type: Consent **Status:** Agenda Ready
File created: 6/14/2021 **In control:** City Council
On agenda: 7/6/2021 **Final action:**
Title: CONSIDERATION OF RESOLUTION NO. 21-089, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING AMENDED JOB CLASSIFICATION SPECIFICATION FOR PART-TIME BUYER ASSISTANT (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution 21-089 Part-Time Buyer Assistant, 2. Buyer Assistant Job Spec red-lined (7 1 21)

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

Report to Mayor and City Council

Tuesday, July 06, 2021

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 21-089, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING AMENDED JOB CLASSIFICATION SPECIFICATION FOR PART-TIME BUYER ASSISTANT (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, community needs, technological advancements and business evolution. At this time, staff is presenting this amended Part-Time Buyer Assistant job spec to reflect current needs in the Finance Department's Purchasing Division.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 21-089, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING AMENDED JOB CLASSIFICATION SPECIFICATION FOR PART-TIME BUYER ASSISTANT."

III. ALTERNATIVES

TAKE any action deemed necessary.

IV. BACKGROUND

This vacancy exists as a result of an internal promotion in the Finance Department's Purchasing Division. The Purchasing Division is responsible for procuring the goods, materials and services required to provide the many services and programs offered by the City. Staff completed the Meet & Confer with AFSCME Local 809 on July 1, 2021 and both parties are in agreement on the proposed Part-Time Buyer Assistant job spec.

V. FISCAL IMPACT

There is no impact to the General Fund.

VI. EXHIBITS

1. Resolution No. 21-089 and Part-Time Buyer Assistant job spec (pgs 3-6)
2. Part-Time Buyer Assistant Job Spec (red-lined) (pgs. 7-8)

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