



## Legislation Details (With Text)

**File #:** 2022-111      **Version:** 1      **Name:**  
**Type:** Consent      **Status:** Agenda Ready  
**File created:** 2/8/2022      **In control:** City Council  
**On agenda:** 2/15/2022      **Final action:**  
**Title:** CONSIDERATION OF RESOLUTION NO. 22-024, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION FOR COMMUNITY SERVICES SUPERINTENDENT (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution 22-024 Community Services Superintendent (New Job Specs - D2)\_.pdf

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

## Report to Mayor and City Council

Tuesday, February 15, 2022

Consent

### SUBJECT:

**CONSIDERATION OF RESOLUTION NO. 22-024, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION FOR COMMUNITY SERVICES SUPERINTENDENT (CITY COUNCIL)**

### I. SUMMARY

As part of the reorganization efforts for the Community Services/Parks & Recreation Department, it has been deemed necessary to create a new superintendent level position to oversee the City's Community Center, transportation services, human services, and other associated programs. In collaboration with Mr. Robert Lennox, Director of Community Services/Parks & Recreation, staff researched and analyzed available information and determined that the new proposed Community Services Superintendent classification will allow for better distribution of management duties along the proposed reorganization.

Staff is presenting the new job specs and salary allocation to the City Council for approval and adoption of the Community Services Superintendent position into the City's classification plan.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 22-024, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB CLASSIFICATION SPECIFICATION FOR COMMUNITY SERVICES SUPERINTENDENT."

## **III. ALTERNATIVES**

TAKE any action deemed necessary.

## **IV. BACKGROUND**

As part of the reorganization efforts for the Community Services/Parks & Recreation Department, staff worked with Director Robert Lennox to create the proposed job specifications. This included job analysis and other forms of meetings, which allowed staff to draft a list of proposed job duties.

Second, staff examined current job specifications, and deemed that none of the current job specifications satisfied the requirements identified by Director Lennox. As such, staff proceeded with creating the new job specs. Staff also examined internal and external market data and recommended allocating the new proposed classification to the same pay range as other superintendent positions, with the Association of Management Employees (AME) most recent Memorandum of Understanding.

After, staff completed the Meet & Confer with AME on Tuesday, February 8<sup>th</sup> of 2022 (which included Director Lennox in attendance) and both parties agree upon the proposed Community Services Superintendent job specification and salary allocation as presented.

## **V. FISCAL IMPACT**

There is no anticipated fiscal impact associated with adopting the new proposed classification. The Department of Community Services/Parks & Recreation will be presenting a separate resolution to recommend the adoption of the proposed reorganization.

## **VI. EXHIBITS**

1. Resolution No. 22-024 and Community Services Superintendent job specification (pgs. 3-7)

Prepared by: Pierre Demian, Sr. Human Resources Analyst