



## Legislation Details (With Text)

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<b>On agenda:</b>	4/5/2022	<b>Final action:</b>			
<b>Title:</b>	CONSIDERATION OF MULTIPLE RESOLUTIONS AS PART OF THE COMMUNITY SERVICES/PARKS & RECREATION REORGANIZATION: 1) RESOLUTION NO. 22-053, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY RECLASSIFYING THE RECREATION PROGRAM MANAGER CLASSIFICATION AS FLSA EXEMPT 2) RESOLUTION NO. 22-046, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY RECLASSIFYING THE TRANSPORTATION SERVICES SUPERVISOR POSITION INTO TRANSPORTATION PROGRAM MANAGER - A NEW JOB CLASSIFICATION, AND ABOLISHING THE TRANSPORTATION SERVICES SUPERVISOR CLASSIFICATION FROM THE CITY'S CLASSIFICATION PLAN				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. Exhibit 1 - Resolution 22-053 Recreation Program Manager (FLSA Status Update), 2. Exhibit 2 - Recreation Program Manager - Redlined, 3. Exhibit 3 - Recreation Program Manager - Final, 4. Exhibit 4 - Resolution 22-046 Transportation Program Manager, 5. Exhibit 5 - Transportation Program Manager - Final				

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

Tuesday, April 05, 2022

Consent

### SUBJECT:

### CONSIDERATION OF MULTIPLE RESOLUTIONS AS PART OF THE COMMUNITY SERVICES/PARKS & RECREATION REORGANIZATION:

1) RESOLUTION NO. 22-053, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY RECLASSIFYING THE RECREATION PROGRAM MANAGER CLASSIFICATION AS FLSA EXEMPT

2) RESOLUTION NO. 22-046, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY RECLASSIFYING THE TRANSPORTATION SERVICES SUPERVISOR POSITION INTO TRANSPORTATION PROGRAM MANAGER - A NEW JOB CLASSIFICATION, AND ABOLISHING THE TRANSPORTATION SERVICES SUPERVISOR CLASSIFICATION FROM THE CITY'S CLASSIFICATION PLAN

## **I. SUMMARY**

As part of the reorganization of the Community Services/Parks & Recreation Department, approved by City Council on 2/15/2022, it has been deemed that multiple classification actions will need to be executed to fully execute the approved reorganization. This includes evaluation of FLSA exemption status, adoption of new job specifications, reclassification of current positions and updating existing job specs.

Following up on Recreation Program Manager classification and Transportation Program Manager classification from the 2/15/22 Council meeting, staff is presenting the amended and new job specifications to the City Council for approval and adoption into the City's classification plan.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT the following Resolutions:

1. Resolution No. 22-053, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY RECLASSIFYING THE RECREATION PROGRAM MANAGER CLASSIFICATION AS FLSA EXEMPT"; and

2. Resolution No. 22-046, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY RECLASSIFYING THE TRANSPORTATION SERVICES SUPERVISOR POSITION INTO TRANSPORTATION PROGRAM MANAGER - A NEW JOB CLASSIFICATION, AND ABOLISHING THE TRANSPORTATION SERVICES SUPERVISOR CLASSIFICATION FROM THE CITY'S CLASSIFICATION PLAN."

## **III. ALTERNATIVES**

TAKE any action deemed necessary.

## **IV. BACKGROUND**

As part of the reorganization of the Community Services/Parks & Recreation Department, approved by City Council on 2/15/2022, staff worked with former Director Robert Lennox (currently Assistant City Manager - Administrative Services) to identify and evaluate FLSA exemption status for various supervisor level positions. Staff provided notice to Carson Professionals & Supervisors Association (CPSA/SEIU 721) with notice of the intent to evaluate the Recreation Program Manager exemption status during the meet & confer for the approved reorganization.

In conducting their analysis, staff utilized California Wage Order #10 - Amusement & Recreation Industry to evaluate current incumbents' job duties in relation to executive and/or Administrative Exemption tests. Incumbents' manager, Mr. Timothy Grierson, Recreation Superintendent, provided preliminary input, which was further examined by

staff. After, each of the three incumbents (EID 44403, 44436 and 105274) was given the opportunity to provide his/her input. All three incumbents agreed with their manager's assessment of their duties. This included the satisfying common elements of the Administrative Exemption test: 1) the incumbents' primary duty is office non-manual work directly related to managing business operations within their division; and 2) each of the three incumbents impacted their divisions delivery of service in an independent manner.

Moreover, the positions met components of the Executive Exemption test (i.e., manage a subdivision of the Parks & Recreation Division within the Community Services/Parks & Recreation Department; and each of the incumbents directly manage at least two full-time employees). Incumbents were notified of their right to consult with their bargaining unit, which is CPSA/SEIU 721. The City discussed the FLSA revaluation with CPSA/SEIU 721 during the meet & confer process for reorganization of the Community Services/Parks & Recreation Department.

Additionally, the current compensation amount for Recreation Program Manager (current salary: \$7,445 - \$9,502/month) is much higher than the mandated minimum compensation [twice the applicable minimum wage =  $(\$15.00 \times 2 \times 2080)/12 = \$5200/\text{month}$ ], which satisfies the minimum compensation test.

Furthermore, staff examined current job specifications associated with transportation and deemed that none of the current job specifications satisfied the requirements identified by the department's director at the time. Staff also met with the City's Transportation Services Supervisor and evaluated his position's duties. It was clear that his current job specifications were limited as they lacked aspects of independent judgment and the ability to address the City's needs in real time. As such, staff proceeded with creating the new job specs of Transportation Program Manager. Focusing on internal alignment, staff examined internal compensation data and recommended allocating the new proposed classification to the same pay range 602, \$7,445 - \$9,502 of the published salary schedule (in-line with Recreation Program Manager salary range within the Community Services/Parks & Recreation Department).

After, staff completed the Meet & Confer with CPSA/SEIU 721 on Tuesday, March 15th of 2022 (which included the impacted department's leadership) and both parties agree on the proposed Transportation Program Manager, salary allocation, and abolishment of the Transportation Services Supervisor job spec. Additionally, both parties agree to reclassifying the current incumbent (EID 105186), with an effective date of 2/16/2022.

## **V. FISCAL IMPACT**

There is no fiscal impact from the proposed amendments to the City classification plan, due to cost savings resulting from current vacant funded positions. There may also be additional personnel costs savings as a result of changing the exemption status.

## **VI. EXHIBITS**

1. Resolution No. 22-053 (pgs. 4-6)
2. Redlined version of the proposed modifications to the Recreation Program Manager classification specification (pgs.7-8)

3. Finalized version of the Recreation Program Manager classification specification (Exhibit A to Resolution No. 22-053) (pgs.9-10)
4. Resolution No. 22-046 (pgs.11-13)
5. Transportation Program Manager classification specification (Exhibit A to Resolution No. 22-046) (pgs.14-16)

1.

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