



## Legislation Details (With Text)

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**Title:** CONSIDERATION OF MULTIPLE RESOLUTIONS AS PART OF THE COMMUNITY SERVICES/PARKS & RECREATION REORGANIZATION (CITY COUNCIL)

**Sponsors:**

**Indexes:**

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**Attachments:** 1. Exhibit 1 - Resolution 22-065 Community Center Program Manager (New Job Specs), 2. Exhibit 2 - Community Center Program Manager - Final, 3. Exhibit 3 - Resolution 22-066 Human Services Program Manager (New Job Specs), 4. Exhibit 4 - Human Services Program Manager - Final

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

Tuesday, April 19, 2022

Consent

### SUBJECT:

### CONSIDERATION OF MULTIPLE RESOLUTIONS AS PART OF THE COMMUNITY SERVICES/PARKS & RECREATION REORGANIZATION (CITY COUNCIL)

#### 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 Community Services Division, staff is presenting the new job specifications and salary allocation for two new classifications: Community Center Program Manager and Human Services Program Manager, 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. 22-065, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW JOB SPECIFICATION AND SALARY ALLOCATION COMMUNITY CENTER PROGRAM MANAGER "; and

2. Resolution No. 22-064, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW JOB SPECIFICATION AND SALARY ALLOCATION FOR HUMAN SERVICES PROGRAM MANAGER."

### **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 Mr. Robert Lennox, Assistant City Manager - Administrative Services, Mr. Michael Whittiker, Director of Community Services/Parks & Recreation, and Bobby Grove, Community Services Superintendent to compose the classification specifications for the Community Center Program Manager. Staff evaluated the FLSA exemption status and deemed the position to Exempt due to it satisfying the common elements of the Administrative Exemption test: 1) the position's primary duty is office non-manual work directly related to managing business operations within the City's Community Center; and 2) the position will impact the Community Services Division delivery of service in an independent manner.

Staff is also recommending allocating the Community Center Program Manager to the same range as other Program Manager classifications within the same department, which is Range 602 (\$7,445 - \$9,502/month). The proposed salary satisfies the minimum compensation rate for the position to be reclassified as FLSA Exempt. This will provide for internal alignment as all other Program Manager level classifications with the Community Services/Parks & Recreation Department are recognized as supervisory level, with applicable membership into Carson Professionals & Supervisors Association (CPSA/SEIU 721).

Also, staff composed the job specifications for Human Services Program Manager, which was one of the new positions brought-forth through the City Council approved reorganization of the Community Services/Parks & Recreation Department on February 15<sup>th</sup> of 2022. Staff evaluated the proposed duties, and deemed the position as FLSA Exempt as it satisfying the common elements of the Administrative Exemption test: 1) the position's primary duty is office non-manual work directly related to managing business operations for the various programs and services offered by the Human Services unit, with the Community Services Division (i.e., Early Childhood Education program); and 2) the position will impact the Community Services Division delivery of service in an independent manner.

Similar to all other Program Manager classifications within the same department, staff is recommending allocating the new Human Services Program Manager to Range 602 (\$7,445 - \$9,502/month) of the published CPSA/SEIU 721 salary schedule. This will ensure internal alignment and provides for pay equity among all the Program Manager supervisory level positions within the Community Services/Parks & Recreation Department.

Staff provided notice to Carson Professionals & Supervisors Association (CPSA/SEIU 721) regarding both resolutions being presented to City Council. And CPSA/SEIU 721 leadership, Mr. Freddy Loza, agreed to the two proposed items as presented to City Council for adoption and approval on April 12<sup>th</sup> and 13<sup>th</sup> of 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 because of changing the exemption status.

## **VI. EXHIBITS**

1. Resolution No. 22-065 (pgs. 4 - 5)
2. Community Center Program Manager - classification specification (Exhibit A to Resolution No. 22-065) (pgs. 6 - 7)
3. Resolution No. 22-066 (pgs. 8 - 9)
4. Human Services Program Manager - classification specification (Exhibit A to Resolution No. 22-066) (pgs. 10 - 12)

1.

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