



Legislation Details (With Text)

File #: 2022-676 **Version:** 1 **Name:**
Type: Consent **Status:** Agenda Ready
File created: 7/25/2022 **In control:** City Council
On agenda: 8/2/2022 **Final action:**
Title: CONSIDERATION OF MULTIPLE RESOLUTIONS ADOPTING NEW ADMINISTRATIVE JOB SPECIFICATIONS AND SALARY ALLOCATIONS AS PART OF THE PHASE I RESTRUCTURING PLAN (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 - Resolution No. 22-159, EA City Manager, 2. Exhibit 2 - Executive Assistant (City Manager), 3. Exhibit 3 - Resolution No. 22-160, EA City Council, 4. Exhibit 4 - Executive Assistant (City Council), 5. Exhibit 5 - Resolution No. 22-166, EA Com Dev, 6. Exhibit 6 - Executive Assistant (Community Development), 7. Exhibit 7 - Resolution No. 22-161, EA City Clerk, 8. Exhibit 8 - Executive Assistant (City Clerk), 9. Exhibit 9 - Resolution No. 22-162, CO Coord, 10. Exhibit 10 - Council Office Coordinator

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

Report to Mayor and City Council

Tuesday, August 02, 2022

Consent

SUBJECT:

CONSIDERATION OF MULTIPLE RESOLUTIONS ADOPTING NEW ADMINISTRATIVE JOB SPECIFICATIONS AND SALARY ALLOCATIONS AS PART OF THE PHASE I RESTRUCTURING PLAN (CITY COUNCIL)

I. SUMMARY

As part of the adopted budget approved by City Council on June 21, 2022, it has been deemed that multiple classification actions will need to be executed to fully execute the approved Phase I restructuring. This includes adoption of new job specifications, reclassification of current positions and updating existing job specs.

Staff is presenting five new job classifications to City Council for approval and adoption into the City's Classification plan. The five new classifications are: Executive Assistant (City Manager), Executive Assistant (City Clerk), Executive

Assistant (City Council), Council Office Coordinator, and Executive Assistant (Community Development).

II. RECOMMENDATION

WAIVE further reading and ADOPT the following Resolutions:

1. Resolution No. 22-159, "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 EXECUTIVE ASSISTANT (CITY MANAGER)"
2. Resolution No. 22-160, "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 EXECUTIVE ASSISTANT (CITY COUNCIL)"
3. Resolution No. 22-166, "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 EXECUTIVE ASSISTANT (COMMUNITY DEVELOPMENT)"
4. Resolution No. 22-161, "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 EXECUTIVE ASSISTANT (CITY CLERK)"
5. Resolution No. 22-162, "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 COUNCIL OFFICE COORDINATOR"

III. ALTERNATIVES

TAKE another action that City Council deems appropriate.

IV. BACKGROUND

As part of the adopted budget approved by City Council on June 21, 2022, it has been deemed that multiple classification actions will need to be executed to fully execute the approved Phase I restructuring. This includes adoption of new job specifications, reclassification of current positions and updating existing job specs.

Staff is presenting five new job classifications to City Council for approval and adoption into the City's Classification plan as follows:

- Executive Assistant (City Manager), Range 418 (\$6,730.84 - \$8,589.08 Monthly), Confidential/Exempt
- Executive Assistant (City Clerk), Range 418 (\$6,730.84 - \$8,589.08 Monthly), Confidential/Exempt
- Executive Assistant (Community Development), Range 418 (\$6,730.84 - \$8,589.08 Monthly), Confidential/Exempt
- Executive Assistant (City Council), Range 418 (\$6,730.84 - \$8,589.08 Monthly), Confidential/Exempt
- Council Office Coordinator, Range 718 (\$5,193.89 - \$6,618.37 Monthly), Confidential/Non-Exempt

Furthermore, staff provided notice of the listed items to the American Federation of State, County and Municipal Employees (AFSCME), Local 1017 leadership, and both the City and the bargaining unit met and conferred, in good faith, on July 28, 2022.

V. FISCAL IMPACT

There is no fiscal impact from the proposed amendments to the City classification plan, as all Phase I related personnel actions were already approved in the adopted Fiscal Year 2022-23 operating budget.

VI. EXHIBITS

1. Resolution No. 22-159; Executive Assistant (City Manager) (pgs. 4 - 5)
2. Executive Assistant (City Manager) classification specification (Exhibit A to Resolution No. 22-159) (pgs. 6 - 8)
3. Resolution No. 22- 160; Executive Assistant (City Council) (pgs. 9 - 10)
4. Executive Assistant (City Council) classification specification (Exhibit A to Resolution No. 22-160) (pgs. 11 - 13)
5. Resolution No. 22- 166; Executive Assistant (Community Development) (pgs. 14 - 15)

6. Executive Assistant (Community Development) classification specification (Exhibit A to Resolution No. 22-166) (pgs. 16 - 19)
7. Resolution No. 22- 161; Executive Assistant (City Clerk) (pgs. 20 - 21)
8. Executive Assistant (City Clerk) classification specification (Exhibit A to Resolution No. 22-161) (pgs. 22 - 24)
9. Resolution No. 22- 162; Council Office Coordinator (pgs. 25 - 26)
10. Council Office Coordinator classification specification (Exhibit A to Resolution No. 22-162) (pgs. 27 - 28)

Prepared by: Robert Lennox, Assistant City Manager