



## Legislation Details (With Text)

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<b>On agenda:</b>	11/1/2022	<b>Final action:</b>			
<b>Title:</b>	CONSIDERATION OF MULTIPLE RESOLUTIONS, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING RESOLUTION NO. 22-229 A JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR THE INNOVATION AND BUSINESS LIAISON AND AMENDING RESOLUTION NO. 22-230 FOR EXECUTIVE ASSISTANT COMMUNITY DEVELOPMENT (CITY COUNCIL)				

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit 1 - Reso 22-229, 2. Exhibit 2 - Reso 22-230, 3. Exhibit 3 - EA CD Job Description

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

Tuesday, November 01, 2022

Consent

### SUBJECT:

**CONSIDERATION OF MULTIPLE RESOLUTIONS, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING RESOLUTION NO. 22-229 A JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR THE INNOVATION AND BUSINESS LIAISON AND AMENDING RESOLUTION NO. 22-230 FOR EXECUTIVE ASSISTANT COMMUNITY DEVELOPMENT (CITY COUNCIL)**

### I. SUMMARY

As part of the adopted budget approved by City Council on June 21, 2022, multiple personnel actions are needed to fully execute the approved Phase I restructuring. In this effort, a salary range was erroneously listed in the resolution incorrectly and the job specification language was listed incorrectly to complete the requested approval of the position for Executive Assistant Community Development (Non-Exempt) and Innovation and Business Liaison. As such, staff is seeking adoption of two resolutions to correct the job classifications of Executive Assistant Community Development Fair Labor Standards Act (FLSA) Non-Exempt and the erroneously listed salary range of the Innovation and

Business Liaison.

## **II. RECOMMENDATION**

WAIVE further reading and ADOPT the following Resolutions:

1. Resolution No. 22-229, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING A JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION FOR INNOVATION AND BUSINESS LIAISON"
2. Resolution No. 22-230, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY AMENDING A JOB CLASSIFICATION SPECIFICATION FOR EXECUTIVE ASSISTANT COMMUNITY DEVELOPMENT (NON-EXEMPT)"

1.

## **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, multiple personnel actions are needed to fully execute the approved Phase I restructuring. In this effort, a salary range was erroneously listed in the resolution along with incorrect job specification language to complete the requested approval of the positions for Executive Assistant Community Development (Non-Exempt) and Innovation and Business Liaison. As such, staff is seeking adoption of two resolutions to correct the job classification of Executive Assistant Community Development (Non-Exempt) and the incorrect salary range listed for Innovation and Business Liaison. Additionally, staff looks to correct the salary range number of the Innovation and Business Liaison.

Staff is presenting two amended job classifications to City Council for approval and one position for an amended salary adjustment into the City's Classification plan as follows:

- Innovation and Business Liaison, Range 713 (\$5,869.00 - \$7,479.00 Monthly), Non-Confidential/Non-Exempt

For the amended job classification of Executive Assistant Community Development, this

position needs to reflect its status update:

- Executive Assistant Community Development (FLSA Non-Exempt)

Furthermore, staff provided notice of the proposed classification to the American Federation of State, County and Municipal Employees (AFSCME) Local 809 leadership. Both the City and the bargaining unit met and conferred, in good faith, on October 27, 2022.

## **V. FISCAL IMPACT**

There is no fiscal impact from the proposed amendments to the City classification plan, as all personnel actions would be absorbed within the department.

## **VI. EXHIBITS**

1. Resolution No. 22-229; Innovation Liaison (pgs. 4 - 5)
2. Resolution No. 22-230; Executive Assistant Community Development (pgs. 6 -7)

3.	Job	Description	for
	Executive Assistant Community Development (pgs. 8 - 9)		

Prepared by: City Manager's Office