



Legislation Text

File #: 2016-942, Version: 1

Report to Mayor and City Council

Tuesday, September 06, 2016

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 16-124 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE CLASSIFICATION SPECIFICATION FOR BUDGET ANALYST (CITY COUNCIL)

I. SUMMARY

The existing position of Administrative Analyst in Finance is currently vacant and staff is seeking to fill it as soon as possible. The essential duties and responsibilities of the Administrative Analyst in Finance are related to the preparation of the City's budget. The existing classification specification does not reflect those essential duties and responsibilities. Therefore staff recommends the amendment and title change of the Administrative Analyst position in finance to Budget Analyst.

II. RECOMMENDATION

WAIVE further reading and adopt Resolution No. 16-124 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE CLASSIFICATION SPECIFICATION FOR BUDGET ANALYST."

III. ALTERNATIVES

TAKE any other action deemed appropriate.

IV. BACKGROUND

The Administrative Analyst position in Finance has been vacant since early July of this year. Before filling this vacancy, staff recommends amending the classification specification to reflect the actual duties and responsibilities of this position related to the preparation of the City's budget and other duties related to finance. Staff also recommends amending the title from Administrative Analyst to Budget Analyst. The revision of the classification

specification will yield a better pool of qualified candidates during the recruitment process and, most importantly, it will result in the hire of the best qualified candidate for the job. The salary range for the Budget Analyst position would remain the same as the Administrative Analyst position.

In accordance with the City's Municipal Code, adjustments to and newly created classification specifications must be approved by the City Council. Accordingly, Resolution No. 16-124 (Exhibit No. 1), adopting the Budget Analyst classification specification (Exhibit No. 2), is being presented to the City Council for approval.

V. FISCAL IMPACT

None. The recommended salary range for the Budget Analyst position is the same as the Administrative Analyst position which is currently funded for FY 2016/17.

VI. EXHIBITS

1. Resolution No. 16-124 (pg.3)
2. Class Specification for Budget Analyst (pgs. 4-5)

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