



# CITY OF CARSON

## Legislation Text

File #: 2017-029, Version: 1

### Report to Mayor and City Council

Tuesday, January 24, 2017

Consent

#### **SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 17-009 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A CLASSIFICATION SPECIFICATION FOR ASSISTANT CITY MANAGER (CITY COUNCIL)**

#### **I. SUMMARY**

The City does not have a job specification for the Assistant City Manager classification, even though the position is budgeted and was filled. This position is of vital importance to the City's overall operations and success. The Assistant City Manager assists the City Manager in the daily operations of the City, working directly with the City Council, City Manager, Department Directors, Commissions, staff and the community. The Assistant City Manager has direct responsibility for public safety and supervises the areas of facilities, parks, recreation, community services and human resources.

#### **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 17-009, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A NEW CLASSIFICATION SPECIFICATION FOR ASSISTANT CITY MANAGER.

#### **III. ALTERNATIVES**

TAKE any other action deemed appropriate.

#### **IV. BACKGROUND**

In accordance with the City of Carson Municipal Code, classification specifications must be approved by the City Council in order to establish the job title, essential job duties, knowledge, skills and abilities, and qualification guidelines. Therefore, a new class specification for Assistant City Manager is being presented to the City Council for consideration and approval.

The Assistant City Manager job specification is being recommended because a vacancy currently exists and a recruitment must be initiated. Essential job duties and responsibilities, as well as education and experience have been incorporated in the job specification to reflect the current needs. The salary range for the classification of Assistant City Manager is 184 [\$12,312 - \$15,710].

#### **V. FISCAL IMPACT**

There is no new fiscal impact. The Assistant City Manager position is currently funded.

#### **VI. EXHIBITS**

1. Resolution No. 17-009 (pg. 3-4)
2. Class Specification for Assistant City Manager (pgs. 5-7)

1.

Prepared by: Dr. Gail A. Dixon-McMahon, Director of Human Resources and Risk Management