



# CITY OF CARSON

## Legislation Text

File #: 2017-110, Version: 1

### Report to Mayor and City Council

Tuesday, February 21, 2017

Consent

#### **SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 17-020 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-11, BY ADOPTING THE REVISED JOB CLASSIFICATION SPECIFICATION FOR SENIOR RISK MANAGEMENT ANALYST (CITY COUNCIL)**

#### **I. SUMMARY**

The Americans with Disabilities Act (ADA) requires the City of Carson to identify an ADA Coordinator to ensure compliance with the legislation. The job classification that is most closely in alignment with the duties expected of an ADA Coordinator is the Senior Risk Management Analyst classification.

Staff is recommending that the job classification specification for the Senior Risk Management Analyst position be modified to include the responsibility of coordinating the Americans with Disabilities Act. In conjunction with the modification to the classification specification for the Senior Risk Management Analyst position, staff is recommending the classification be assigned to a higher salary range due to the additional duties.

#### **II. RECOMMENDATION**

ADOPT and APPROVE Resolution 17-020 amending the Classification Plan Resolution No. 77-111, by adopting the revised job classification specification and new salary range for Senior Risk Management Analyst.

#### **III. ALTERNATIVES**

TAKE any other action deemed appropriate.

#### **IV. BACKGROUND**

The Americans with Disabilities Act calls for every public entity that employs 50 or more

persons to designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the ADA (Regulation §35.107). The State entity must make the name, office address, and telephone number of the ADA Coordinator readily available to all interested individuals.

The ADA Coordinator is also responsible, within the entity, for carrying out investigations of complaints alleging noncompliance or alleging any action that would be prohibited under the ADA.

Due to recent litigation, the City's compliance with required guidelines of the Americans with Disabilities Act of 1990 (ADA) was raised. As a result, the City Attorney has recommended that a member of staff be assigned ADA responsibilities.

Due to the level and scope of the new responsibilities, an increase in salary is recommended. The recommended increase would result in increasing the salary range from 153 (\$6,160 - \$7,860 per month) to salary range 158 (\$6,970 - \$8,895 per month).

In accordance with the City's Municipal Code, job classification specifications must be approved by the City Council, in order to establish job title, essential job duties, knowledge, skills and abilities and qualification guidelines that are required for each position. Therefore, due to an additional work assignment and an increase in salary, the revised job classification specification for Senior Risk Management Analyst (Exhibit 1) is being presented to the City Council for approval and adoption.

This position's bargaining unit, the American Federation of State, County and Municipal Employees Union (AFSCME), Local 1017, is in agreement with this recommendation and gives its support of this action.

## **V. FISCAL IMPACT**

This change in salary would result in a cost of \$6,034.00, including additional PERS contributions and Medicare encompassed in this figure for the remainder of fiscal year 2016-2017. The department has current budget expenditure and salary savings to cover the increase for this fiscal year. For future years, the department budget will be planned according to the new salary range.

## **VI. EXHIBITS**

1. Resolution No. 17-020 (page 3-4)
2. Class Specification for Senior Risk Management Analyst (page 5-7)

Prepared by: Tracey Curry, Senior Human Resources Analyst