



CITY OF CARSON

Legislation Text

File #: 2017-442, Version: 1

Report to Mayor and City Council

Tuesday, June 06, 2017

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 17-056, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO 77-11, BY ADOPTING THE REVISED JOB CLASSIFICATIONS FOR EVENT COORDINATOR, EVENT SERVICES WORKER I, EVENT SERVICES WORKER II, EVENT SERVICES WORKER III (CITY COUNCIL)

I. SUMMARY

Event staff at the Juanita Millender-McDonald Community Center filed a grievance claiming they regularly performed job duties which are not included in their job classification specifications, therefore, they were working out of classification. After careful review of their job specifications as compared to the duties they were tasked with performing, it has been determined that the classifications for Event Coordinator, Event Services Worker I, Event Services Worker II and Event Services Worker III should be edited and updated to more accurately reflect their job duties.

II. RECOMMENDATION

1. ADOPT Resolution 17-056 amending Classification Plan Resolution No. 77-11, by adopting the revised job classification specifications for Event Coordinator, Event Services Worker I, Event Services Worker II and Event Service Worker III.

III. ALTERNATIVES

TAKE any other action deemed appropriate.

IV. BACKGROUND

The Juanita Millender-McDonald Community Center is an impressive conference/event center at the City, which serves the entire South Bay. The Center is used by various individuals, organizations, businesses, groups, etc. The Community Center has become a well-known venue for all types of events.

These events include celebrations, like weddings, graduations; and award ceremonies, business meetings, and trainings.

Staff at the Community Center are required to set-up and take down tables, chairs, etc. for events. Additionally, staff had been asked to also handle the paperwork to set up, fix and take down audiovisual equipment and handle other media tasks. The more complex tasks of securing audiovisual and media responsibilities and troubleshooting problems were not part of their job classification specification. As a result of the grievance filed by event staff employees at the Community Center, changes to the event staff job classification specifications were discussed by the Association of Federal, State and Municipal Employees (AFSCME), City leadership and the City Attorney. As a result of these discussions, it was determined that changes were necessary to the job classification specifications to clarify the job duties between the levels of event staff.

The recommended edits will update the job classification specifications to reflect the duties currently being performed by the event staff at their individual levels. Many of these duties involve technical duties, of which most were non-existent when these job specifications were drafted. So, in essence these edits will bring the job classifications up to date with modern technology.

V. FISCAL IMPACT

There is no fiscal impact.

VI. EXHIBITS

1. Resolution No. 17-056 (page 3-4)
2. Job Classification Specification for Event Coordinator (page 5-6)
3. Job Classification Specification for Event Services Worker I (page 7-10)
4. Job Classification Specification for Event Services Worker II (page 11-14)
5. Job Classification Specification for Event Services Worker III (15-17)

Prepared by: Tracey Curry, Senior Human Resources Analyst