



# CITY OF CARSON

## Legislation Text

File #: 2017-548, Version: 1

### Report to Mayor and City Council

Wednesday, July 05, 2017

Consent

#### **SUBJECT:**

**REQUEST TO RECLASSIFY ONE TYPIST CLERK II IN THE PUBLIC INFORMATION OFFICE TO SENIOR CLERK (CITY COUNCIL)**

#### **I. SUMMARY**

As a result of a classification and compensation study conducted, it was determined that the Typist Clerk II in the Public Information Office was entitled to a job reclassification to Senior Clerk.

#### **II. RECOMMENDATION**

APPROVE the reclassification of the Typist Clerk II in the Public Information Office to a Senior Clerk.

#### **III. ALTERNATIVES**

TAKE any action deemed appropriate.

#### **IV. BACKGROUND**

The Typist Clerk II in the Public Information Office brought to the attention of her bargaining unit, the American Federation of State, County and Municipal Employees Union (AFSCME), Local 809, that she had been performing duties outside of her job classification as a result of the reduction in staffing in the Public Information Office.

A comparative classification and compensation study was performed and it was determined that she had been performing duties outside of her job classification on a regular basis due to the loss of staff in the office.

In an agreement, AFSCME 809 and the budget subcommittee agreed to revise the Senior Clerk job classification specification to include an essential job function and to reclassify the Typist Clerk II to a Senior Clerk. There is no retroactive pay being provided as part of

this reclassification.

## **V. FISCAL IMPACT**

The estimated annual increase for the Senior Clerk position is \$5,280. The additional costs can be absorbed within the approved fiscal year 17-18 budget.

## **VI. EXHIBITS**

1. Resolution No. 17-091 (Page 3-4)

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