



CITY OF CARSON

Legislation Text

File #: 2018-151, Version: 1

Report to Mayor and City Council

Tuesday, March 06, 2018

Consent

SUBJECT:

ADOPT RESOLUTION 18-027, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING A CLASSIFICATION SPECIFICATION FOR EVENT SERVICES SUPERVISOR AND REQUEST TO RECLASSIFY TWO POSITIONS, EVENT SUPERVISOR AND COMMUNITY CENTER SUPERVISOR TO EVENT SERVICES SUPERVISOR (CITY COUNCIL)

I. SUMMARY

The City periodically reviews job specifications that no longer fit the job duties and require review with changes in technology and best practices. The retirement of the Community Center Supervisor in the Community Center Division presents the ideal timing to review the reclassification of both the Event Supervisor and Community Center Supervisor by creating a new job classification of Event Services Supervisor. This new classification will streamline the position and it will cover both operations and sales/marketing of the Community Center. There will be a salary adjustment to coincide with a future reclassification of the Event Coordinator position.

II. RECOMMENDATION

1. WAIVE further reading and Adopt Resolution No. 18-027, a resolution of the City Council of the City of Carson, amending the classification plan, resolutions 77-111, by adopting a classification specification for Event Services Supervisor (Exhibit No. 1).
2. APPROVE the reclassification of the Event Supervisor and Community Center Supervisor to Event Services Supervisor.

III. ALTERNATIVES

TAKE any other action deemed appropriate.

IV. BACKGROUND

The City periodically reviews job descriptions with a justification of relevance and changes in job duties and technology. This is the case with the Event Supervisor and Community Center Supervisor in the Community Center Division. The Carson Community Center has two major sections: Events, Sales & Marketing and Operations. The current job specifications are outdated (July 1996) and do not reflect the current job specifications/duties for the existing Event Supervisor and vacant Community Center Supervisor. The new proposed classification of Event Services Supervisor will streamline the positions and is more in line with the current industry standards. This item had been previously scheduled for City Council review and staff was directed to meet and confirm with the appropriate bargaining unit.

The need for the reclassification was discussed with Carson Professionals and Supervisors Association (CPSA) and there was general consensus that the positions need to be reclassified. The proposed Event Services Supervisor is necessary to capture, document and compensate staff for the duties being performed and to reclassify the Event Supervisor and Community Center Supervisor to Event Services Supervisor.

The proposed Event Services Supervisor job specification (Exhibit No. 2) with a recommended salary range at 151, (\$5,866-\$7,485) is being presented for approval. The existing Event Supervisor and Community Center Supervisor are at range 148, (\$5,446-\$6,949). This increase is due to the MOU of the Carson Professionals and Supervisors Association (CPSA) requiring "Classifications within the Supervisory Bargaining Unit, shall be assigned a salary range that is at least fifteen percent (15%) higher at Step F than Step F of the salary range of their highest paid subordinate classification." As mentioned earlier CPSA has reviewed and approved the reclassification of Event Supervisor and Community Center Supervisor to Event Services Supervisor.

In accordance with the City's 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 that are required for each position. Therefore, due to a retirement, a new job classification of Event Services Supervisor is being presented to the City Council for adoption.

V. FISCAL IMPACT

1. Reclassification of the Event Supervisor position to Event Services Supervisor is approximately \$2,463 for the remainder of the 2017-18 Fiscal Year. This would be paid by the City's General Fund. The annual impact is \$7,389.

2. Reclassification of the Community Center Supervisor to Event Services Supervisor is approximately \$2,403 for the remainder of Fiscal Year for 2017-18. This would be paid by the City's General Fund. The annual impact is \$7,209.

The difference in the dollar amounts is due to the fact that the current employee receives longevity pay, bilingual pay and other benefits.

VI. EXHIBITS

1. Resolution No. 18-027

2. Proposed Event Services Supervisor Job Classification Specification

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