



CITY OF CARSON

Legislation Text

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Report to Mayor and City Council

Tuesday, March 20, 2018

Consent

SUBJECT:

CONSIDER ADOPTING RESOLUTION NO. 18-032, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A JOB CLASSIFICATION FOR EVENT SERVICES COORDINATOR I & II AND TO RECLASSIFY EVENTS COORDINATOR TO EVENT SERVICES COORDINATOR I & II IN THE COMMUNITY SERVICES AND PARKS AND RECREATION DEPARTMENT (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 an Event Coordinator in the Community Center Division presents the ideal timing to review the reclassification of the Events Coordinator by creating a new job classification of Event Services Coordinator I & II. 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 the position.

II. RECOMMENDATION

1. Waive further reading and Adopt Resolution No. 18-032, a resolution of the City Council of the City of Carson, amending the classification plan, Resolution No.77-111, by adopting a classification specification for Event Services Coordinator I & II (Exhibit No. 1).
2. Approve the reclassification of the Event Coordinator to Event Services Coordinator I & II.

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 Coordinator 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 The current job specifications are outdated (July 1996) and do not reflect the current job specifications and duties required for the existing Event Coordinators. The new proposed classification of Event Services Coordinator I & II will streamline the positions and is more in line with the current industry standards.

The need for the reclassification was discussed with American Federation of State, County and Municipal Employees Association (AFSCME), Local 809 and there was general consensus that the positions need to be reclassified. The proposed Event Services Coordinator I & II is necessary to capture, document and compensate staff for the duties being performed and to reclassify the Event Coordinator to Event Services Coordinator I & II.

The current salary range 337 (\$4,415-\$5,624) of the Event Coordinator is currently 10% and 15% below the salary range of Coordinators I & II within the Community Services Department. The proposed Event Services Coordinator I & II job specifications (Exhibit No. 2 & Exhibit No. 3) with a recommended salary range at 341, (\$4,871-\$6,205) for Event Services Coordinator I and salary range 343, (\$5,115-\$6,518) for Event Services Coordinator II is being presented for approval. This recommended salary range will bring the positions in line with the current salary ranges of Coordinators I & II within the Community Services Department. As mentioned earlier AFSCME has reviewed and approved the reclassification of Event Coordinator to Event Services Coordinator I & II.

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 Coordinator I & II is being presented to the City Council for adoption.

V. FISCAL IMPACT

The fiscal impact of the reclassifications for the two current employees and the one vacancy for the remainder of FY 17-18 is approximately \$4,764; which can be absorbed by the current budget. No amendment is requested.

VI. EXHIBITS

1. Exhibit No. 1 - Resolution No. 18-032 (pgs. 3-4)
2. Exhibit No. 2 - Proposed Event Services Coordinator I Job Classification (pgs. 5-7)
3. Exhibit No. 3 - Proposed Event Services Coordinator II Job Classification (pgs. 8-10)

Prepared by: Adrian Reynosa, Community Center Manager and Tracey Curry, Senior Human Resources Analyst