



CITY OF CARSON

Legislation Text

File #: 2018-169, Version: 1

Report to Mayor and City Council

Tuesday, March 20, 2018

Consent

SUBJECT:

CONSIDER RESOLUTION NO. 18-033 TO RECLASSIFY THE TYPIST CLERK II TO A SENIOR CLERK IN THE CITY COUNCIL OFFICE (CITY COUNCIL)

I. SUMMARY

As a result of a job analysis performed of the current duties and responsibilities of the Typist Clerk II in the City Council's Office, it was determined they are the duties and responsibilities of the Senior Clerk classification specification. This staff report is requesting to reclassify as appropriate.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 18-033 " A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, RECLASSIFYING THE TYPIST CLERK II TO A SENIOR CLERK IN THE CITY COUNCIL OFFICE" retroactive to the date of the request.

III. ALTERNATIVES

TAKE any action deemed appropriate.

IV. BACKGROUND

The Typist Clerk II in the City Council Office brought to the attention her management team that she had been performing duties outside of her job classification as a result of the reduction in staffing in the City Council Office. The supervisor agreed with the assertion and directed the employee to the Human Resources Department for direction.

On August 10, 2017, the Human Resources Department received a formal written request from the employee for a job reclassification. On August 21, 2017, the Human Resourced Department provided the employee with a Job Analysis Questionnaire. The employee

submitted a completed questionnaire on September 13, 2017 to the Human Resources Department, which was signed by their supervisor. The questionnaire confirmed that the employee was performing duties outside of Typist Clerk II classification a regular basis due to the loss of staff in the office. The Interim Director of Human Resources and Risk Management was in agreement of the reclassification to Senior Clerk, Salary Range 330, (\$3,721-\$4,738). Due to limited staffing in the Department and the departure of the Interim Director, the request was delayed. Since the request had been approved in first review, it is recommended that the reclassification be effective as of the date of the submission of the written request and retroactive pay be made to the employee.

V. FISCAL IMPACT

The reclassification pay and the retroactive pay from August 10, 2017 is an increase for FY17-18 of \$2,638, which can be absorbed by the existing budget. No budget amendment is requested.

VI. EXHIBITS

1. Resolution 18-033 (pgs. 3-4)

Prepared by: Tracey Curry, Senior Human Resources Analyst