



CITY OF CARSON

Legislation Text

File #: 2019-410, Version: 1

Report to Mayor and City Council

Tuesday, May 07, 2019

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION 19-083 AMENDING THE FY 2018-2019 BUDGET BY (1) DOWNGRADING THE SENIOR ACCOUNTANT JOB CLASSIFICATION TO ACCOUNTANT I WITHIN THE CITY TREASURER'S OFFICE, (2) ELIMINATING THE COMPUTER SYSTEMS SUPPORT TECHNICIAN JOB CLASSIFICATION AND ADDING A SYSTEMS ADMINISTRATOR JOB CLASSIFICATION WITHIN THE INFORMATION TECHNOLOGY DEPARTMENT; AND (3) AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR ACCOUNTANT I; ACCOUNTS PAYABLE SPECIALIST I; SYSTEMS ADMINISTRATOR; SYSTEMS COORDINATOR; WEB DEVELOPER; NETWORK ADMINISTRATOR; ENGINEERING TECHNICIAN; REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR I; REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR II; REGISTRATION RESERVATIONS AND MARKETING COORDINATOR PART-TIME; HUMAN SERVICES ASSISTANT COORDINATOR; HUMAN SERVICES SENIOR COORDINATOR; EARLY CHILDHOOD INSTRUCTOR; AND EARLY CHILDHOOD DIRECTOR (CITY COUNCIL).

I. SUMMARY

When vacancies occur, they present Staff with the ideal time to enhance job classification specifications to reflect current needs based upon industry trends, technological advancements and business evolution. At this time, Staff is presenting 14 updated and/or new job classification specifications, to properly reflect current City needs in the Treasurer's Office, Finance, Information Technology, Public Works and Community Services Departments.

II. RECOMMENDATION

WAIVE further reading and APPROVE Resolution No. 19-083, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE FY 2018-2019 BUDGET BY (1) DOWNGRADING THE SENIOR ACCOUNTANT JOB CLASSIFICATION TO ACCOUNTANT I WITHIN THE CITY TREASURER'S OFFICE, (2)

ELIMINATING THE COMPUTER SYSTEMS SUPPORT TECHNICIAN JOB CLASSIFICATION AND ADDING A SYSTEMS ADMINISTRATOR JOB CLASSIFICATION WITHIN THE INFORMATION TECHNOLOGY DEPARTMENT; AND (3) AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR ACCOUNTANT I; ACCOUNTS PAYABLE SPECIALIST I; SYSTEMS ADMINISTRATOR; SYSTEMS COORDINATOR; WEB DEVELOPER; NETWORK ADMINISTRATOR; ENGINEERING TECHNICIAN; REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR I; REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR II; REGISTRATION RESERVATIONS AND MARKETING COORDINATOR PART-TIME; HUMAN SERVICES ASSISTANT COORDINATOR; HUMAN SERVICES SENIOR COORDINATOR; EARLY CHILDHOOD INSTRUCTOR; AND EARLY CHILDHOOD DIRECTOR.”

III. ALTERNATIVES

TAKE any other action the Council deems appropriate.

IV. BACKGROUND

Senior Accountant to Accountant I

The required Meet & Confer with Carson Professional and Supervisors Association (CPSA) was conducted on April 9, 2019 and all parties are in agreement on the updated job classification specification. As part of the FY 2018-2019 Budget, the recommendation to reclassify the Accountant II in the City Treasurer’s Office to Senior Accountant was approved. This recommendation was made due to a reduction in the level of work performed by the incumbent Accountant II. As a result of a recent promotion to fill the Deputy City Treasurer role, Staff is requesting that the position be downgraded to an Accountant I, a job series, entry-level opportunity, as the volume of work has changed due to the implementation of the new ERP system. There is also a reduction in reporting requirements and responsibilities.

Accountant I

The Accountant I job classification specification is in need of revision. The education component has been amended to include a Bachelor’s degree as a minimum qualification (Exhibit 2) to ensure that Staff identifies/recruits a strong caliber of talent to add to the department.

Accounts Payable Specialist I

The required Meet & Confer with American Federation of State, County and Municipal Employees Union (AFSCME 809) was requested and waived in lieu of the amended job classification specification review conducted by the AFSCME 809 President on April 21, 2019 and all parties are in agreement on the updated job classification specification. The position is vacant as a result of a staff promotion to the Buyer role in the Finance Department.

Computer Systems Support Technician to be replaced by Systems Administrator

The required Meet & Confer with Carson Professional and Supervisors Association (CPSA) was conducted on April 11, 2019 and all parties are in agreement on the updated job classification specification. As a result of a staff resignation, this position is now vacant. To meet the current needs of the department, Staff is requesting to eliminate this classification and replace the headcount with a new classification of System Administrator, Salary Range 160, (\$7,180 - \$9,162). (Exhibit 3). A System Administrator is needed to maintain, manage, backup, and monitor City of Carson critical business systems to ensure steady, secure operations. They will provision, configure and manage the City's physical and virtual server environment including: create file systems, support application and file servers, desktops, networks, databases, information security systems and storage. Currently, City of Carson IT department does not have a System Administrator and no other IT staff member has the required skillset. The new job classification is warranted.

Systems Coordinator

The required Meet & Confer with American Federation of State, County and Municipal Employees Union (AFSCME 809) was requested on May 1, 2019 and will be held on Monday, May 6, 2019 to review the proposed update to the System Coordinator job classification specification. The proposed update to the System Coordinator job classification specification will allow for basic help desk support to users, trouble-shooting of several systems (directly and remotely), user training on several systems, validating accuracy of system back-up, technical support for AV Room, updates of city messages on the cable channel using specialty software and staff support for internet live streaming.

Web Developer

The required Meet & Confer with the Carson Professionals and Supervisors Association (CPSA) was conducted on April 30, 2019 and all parties are in agreement on the updated job classification specification. The job classification specification was updated to include duties to assist with the analysis of staff needs, development of web-based solutions, configure, refine and monitor web database performance and system security and development of a data dash-driven website, including the public use of GIS.

Network Administrator

The required Meet & Confer with the Carson Professionals and Supervisors Association (CPSA) was conducted on April 30, 2019 and all parties are in agreement on the updated job classification specification. The job classification specification was updated to include duties to provide administration and support of smart phones, virtual server farm, virtual private network access, wireless networks, custom systems, web content filtering server, intrusion detection and prevention systems, cloud storage systems, email server and two external computer network labs.

Engineering Technician

The required Meet & Confer with American Federation of State, County and Municipal Employees Union (AFSCME 809) was requested on April 29, 2019. As of this date, AFSCME 809 has not confirmed a date/time for the Meet & Confer. The position is vacant as a result of a staff resignation. Public Works would like to back-fill the role as soon as

possible in order to meet the needs of the department and City.

Human Services Job Specs

We have had staff employees in Acting capacity for an unacceptable period of time, approaching and/or in excess of 6 months. We have Meet & Conferred in good faith with AFSCME 809 to discuss the following roles on the following dates:

- September 11, 2018 - AFSCME 809 requested updates to reduce and remove language not required;
- October 29, 2018 - Meet & Confer requested; AFSCME 809 unable to Meet & Confer;
- February 12, 2019 - Meet & Confer requested; AFSCME 809 unable to Meet & Confer;
- February 13, 2019 - AFSCME 809 required further discussion and review;
- February 19, 2019 - AFSCME 809 required further discussion, requested additional review and requested updates to further reduce job classification specification language;
- February 21, 2019 - AFSCME 809 requested updated job classification specification from Mike Whittiker based upon 2/19/19 Meet & Confer and review.

Registration, Reservations and Marketing Coordinator I

New job classification specification created to meet the needs of the department/City. The City has been Meeting & Conferring on an ongoing basis with the affected employee union with respect to the creation of this job classification specification. The reservation/registration operations in Community Services are currently fragmented among various Divisions/Sections. Each Divisions/Section handles duties and responsibilities that include program/service registration, room/equipment reservation, scheduling, marketing, etc. The creation of this role would consolidate all tasks in one Divisions/Section, with the assistance of two part-time Marketing/Social Media employees. This change would more efficiently and effectively utilize staff by permitting them to focus more on program/service quality and employee supervision. This position was approved and budgeted in the High Priority List.

Registration, Reservations and Marketing Coordinator II

New job classification specification created to meet the needs of the department/City. The City has been Meeting & Conferring on an ongoing basis with the affected employee union with respect to the creation of this job classification specification. The reservation/registration operations in Community Services are currently fragmented among various Divisions/Sections. Each Divisions/Section handles duties and responsibilities that include program/service registration, room/equipment reservation, scheduling, marketing, etc. The creation of this role would consolidate all tasks in one Divisions/Section, with the assistance of two part-time Marketing/Social Media employees. This change would more efficiently and effectively utilize staff by permitting them to focus more on program/service quality and employee supervision. This is a job series role.

Registration, Reservations and Marketing Coordinator-Part-Time

New job classification specification created to meet the needs of the department/City. The City has been Meeting & Conferring on an ongoing basis with the affected employee union

with respect to the creation of this job classification specification. Creation of this part-time role would more efficiently and effectively utilize staff by permitting them to focus more on program/service quality and employee supervision. This position was approved and budgeted in the High Priority List.

Human Services Assistant Coordinator

Based on the needs of Recreation and Human Services and new trends of the industry, a title change is proposed which better reflects the needs of seniors and an update to the duties and responsibilities required of the role. The City has been Meeting & Conferring on an ongoing basis with the affected employee union with respect to the proposed title change.

Human Services Senior Coordinator

Based on the needs of Recreation and Human Services and new trends of the industry, a title change is proposed, which better reflects the needs of seniors and an update to the duties and responsibilities is also being presented. The City has been Meeting & Conferring on an ongoing basis with the affected employee union with respect to the proposed title change and the update to the duties and responsibilities being presented.

Early Childhood Instructor

Many of the duties and responsibilities utilized in the past are obsolete based on the new trends of the industry. The City has been Meeting & Conferring on an ongoing basis with the affected employee union with respect to the creation of this updated job classification specification. The information contained in updated job specification classification is relative to existing and new programming and techniques that will assist employees in completing the duties and responsibilities as assigned.

Early Childhood Director

Many of the duties and responsibilities utilized in the past are obsolete based on the new trends of the industry. The City has been Meeting & Conferring on an ongoing basis with the affected employee union with respect to the creation of this updated job classification specification. The information contained in updated job specification classification is relative to existing and new programming and techniques that will assist employees in completing the duties and responsibilities as assigned.

V. FISCAL IMPACT

The downgrade of the Senior Accountant, Salary Range 153, (\$6,344 - \$8,096) job specification classification to the Accountant I, Salary Range 242, (\$4,932 - \$6,294) will present a salary savings of approximately \$16,944 per year.

These positions are already budgeted and have no fiscal impact - Accounts Payable Specialist, Web Developer, Network Administrator, Engineering Technician,

The elimination of the Computer Systems Support Technician, Salary Range 144, (\$5,083 - \$6,486) and addition of the System Administrator, Salary Range 158, (\$7,180 - \$9,162) will increase salary costs by approximately \$25,164 annually.

VI. EXHIBITS

1. Resolution 19-083 (pg. 7-11)
2. Accountant I (pgs. 12-13)
3. Accounts Payable Specialist I (pgs. 14-15)
4. System Administrator (pgs. 16-18)
5. System Coordinator (pgs. 19-22)
6. Web Developer (pgs. 23-25)
7. Network Administrator (pgs. 26-28)
8. Engineering Technician (pgs. 29-31)
9. Registration, Reservations and Marketing Coordinator I (pgs. 32-34)
10. Registration, Reservations and Marketing Coordinator II (pgs. 35-37)
11. Registration, Reservations and Marketing Coordinator-Part-Time (pgs. 38-39)
12. Human Services Assistant Coordinator (pgs. 40-41)
13. Human Services Senior Coordinator (pgs. 42-43)
14. Early Childhood Instructor (pgs. 44-45)
15. Early Childhood Director (pgs. 46-48)

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