



CITY OF CARSON

Legislation Text

File #: 2019-484, Version: 1

Report to Mayor and City Council

Tuesday, May 14, 2019

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 19-104, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR I, REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR II, REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR PART-TIME (CITY COUNCIL)

I. SUMMARY

Staff is taking an opportunity to create job specs to reflect current Community Services needs based upon industry trends, technological advancements and business evolution.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 19-104, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111. BY ADOPTING THE REVISED JOB CLASSIFICATION SPECIFICATIONS FOR REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR I, REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR II AND REGISTRATION, RESERVATIONS AND MARKETING COORDINATOR PART-TIME."

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

New job specs have been created to meet the needs of the department/City. The

reservation/registration operations in Community Services are currently fragmented among various Divisions/Sections. Each area handles duties and responsibilities that include program/service registration, room/equipment reservation, scheduling, marketing, etc. This role would consolidate all tasks in one area, 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. These positions were approved and budgeted in the High Priority List. This is a job series role.

We have had staff employees in Acting capacity for an unacceptable period of time, approaching and in excess of 6 months. We have Met & 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 - requested; AFSCME 809 not able to meet
- February 12, 2019 - requested; AFSCME 809 not able to meet
- 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 spec language
- February 21, 2019 - AFSCME 809 requested updated job specs from Mike Whittiker based upon 2/19/19 Meet & Confer and review
- April 22, 2019 - HR and Community Services Staff reviewed updated job specs
- May 1, 2019 - requested Meet & Confer with AFSCME 809; to date AFSCME 809 has not responded as to whether they agreed to have additional edits or would like to continue with the Meet & Confer process for these job specs

V. FISCAL IMPACT

There is no fiscal impact to the General Fund.

VI. EXHIBITS

1. Resolution Number 19-104 (pgs. 3-11)

Prepared by: Faye Moseley, Director of Human Resources and Risk Management