



# CITY OF CARSON

## Legislation Text

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File #: 2019-494, Version: 1

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### Report to Mayor and City Council

Tuesday, May 14, 2019

Consent

#### **SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 19-110, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED CLASSIFICATION SPECIFICATIONS FOR THE SYSTEMS COORDINATOR (CITY COUNCIL)**

#### **I. SUMMARY**

When vacancies occur, they present Staff with the ideal time to enhance job specs to reflect current needs based upon industry trends, technological advancements and business evolution. At this time, staff is presenting this updated Systems Administrator job spec to properly reflect current City needs.

#### **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 18-079, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111. BY ADOPTING REVISED CLASSIFICATION SPECIFICATION FOR THE SYSTEMS COORDINATOR AND THE RECLASSIFICATION OF THE DIVISION SECRETARY - INFORMATION TECHNOLOGY."

#### **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate.

#### **IV. BACKGROUND**

The required Meet & Confer with American Federation of State, County and Municipal Employees Union (AFSCME 809) was requested on May 1, 2019. It was held on May 6, 2019. The spec was reviewed, but more work is required. A subsequent Meet & Confer

request was sent to AFSCME 809 on May 7, 2019. As of this meeting, no follow-up Meet & Confer date/time has been confirmed by AFSCME 809.

This job spec 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.

A salary range increase is recommended for this new spec. This is due to the increase in responsibilities and educational requirement. Staff is recommending the change and reclassification of current staff from Division Secretary - Information Technology, Salary Range 335, (\$4,330- \$5,517) to Systems Coordinator, Salary Range 341, (\$5,017 - \$6,550)

## **V. FISCAL IMPACT**

The fiscal impact of this salary increase is approximately \$3,500 per year.

## **VI. EXHIBITS**

1. Resolution Number 19-110 (pgs. 3-7)

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