



# CITY OF CARSON

## Legislation Text

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File #: 2019-652, Version: 1

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### Report to Mayor and City Council

Tuesday, July 02, 2019

Consent

#### **SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 19-136, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR HUMAN RESOURCES ASSISTANT (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 the Human Resources Assistant job spec to properly reflect current City needs.

#### **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 19-136, "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 SPECIFICATION FOR HUMAN RESOURCES ASSISTANT."

#### **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate.

#### **IV. BACKGROUND**

Staff has Met & Conferred with AFSCME 1017 and both agree on the proposed job spec.

## **V. FISCAL IMPACT**

There is no fiscal impact to the General Fund.

## **VI. EXHIBITS**

1. Resolution Number 19-136 (pgs. 3-5)
2. Human Resources Assistant Job Spec red-lined (pgs. 6-8)
3. Human Resources Assistant Job Spec Final (pgs. 9-10)

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