



CITY OF CARSON

Legislation Text

File #: 2019-653, Version: 1

Report to Mayor and City Council

Tuesday, July 02, 2019

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 19-137, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW OR REVISED JOB CLASSIFICATION SPECIFICATIONS FOR EXECUTIVE 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 Executive Assistant job spec to properly reflect current City needs.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 19-137, "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 EXECUTIVE ASSISTANT."

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

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

V. FISCAL IMPACT

There is no fiscal impact to the General Fund.

VI. EXHIBITS

1. Resolution Number 19-137 (pgs. 3-5)
2. Executive Assistant Job Spec red-lined (pgs. 6-9)
3. Executive Assistant Job Spec Final (pgs. 10-12)

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