



Legislation Text

File #: 2019-1108, Version: 1

Report to Mayor and City Council

Tuesday, January 28, 2020

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 20-007, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING THE NEW JOB CLASSIFICATION SPECIFICATION OF ECONOMIC DEVELOPMENT LIAISON AND THE RECLASSIFICATION OF THE EMPLOYMENT AND BUSINESS DEVELOPMENT ASSISTANT TO THE NEW CLASSIFICATION (CITY COUNCIL)

I. SUMMARY

The City periodically reviews job specifications that no longer fit the job duties and require review with changes in technology and best practices. As part of the High Priority Staff Requests approved in the 2018-2019 Budget, it was determined that the Employment and Business Development Assistant is performing duties more aligned with the duties and salary proposed in the new job classification of Economic Development Liaison. At this time, staff is requesting approval of the new job spec and the reclassification.

II. RECOMMENDATION

1. APPROVE Resolution No. 20-007, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING THE REVISED JOB CLASSIFICATION SPECIFICATION OF ECONOMIC DEVELOPMENT LIAISON AND THE RECLASSIFICATION OF THE EMPLOYMENT AND BUSINESS DEVELOPMENT ASSISTANT TO THE NEW CLASSIFICATION".

1.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

Since the transfer of the Career Center to the South Bay WIB, the employment responsibilities of this position have diminished and the economic and business development responsibilities have increased. This position is instrumental in connecting the City with the business community and attracting potential new business to the City.

This reclassification was approved by Council, as part of the 2018-2019 Budget High Priority Staff Requests. At this time, the job spec is being presented for approval.

V. FISCAL IMPACT

The new Economic and Business Development Liaison, Salary Range 332, (\$4,143 - \$5,278) job spec is attached. The current Employment and Business Development Assistant is at Salary Range 330, Step F. The reclassification will be made at Salary Range 332, Step F.

The fiscal impact is approximately \$3,373 annually.

VI. EXHIBITS

1. Resolution 20-007 and Economic Development Liaison job spec (pgs. 3-8)
2. Employment and Business Development Assistant job spec red-lined (pgs. 9-10)

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