



## Legislation Text

File #: 2020-219, Version: 1

### Report to Mayor and City Council

Tuesday, April 07, 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 recommending that the Employment & Business Development Assistant (current comp. 330/F) job spec be reclassified to Economic Development Liaison (proposed comp. 332/F) and requesting approval of the new job spec and reclassification, and a salary adjustment.

#### **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.

Staff Met & Conferred in good faith with AFSCME Local 809 on January 16, 2020. The job spec was placed on the January 28 agenda but removed at the request of AFSCME Local 809. Staff Met & Conferred again on February 11, 2020. Staff followed up and Met & Conferred again on February 24, 2020 and provided the following 3 benchmark job specs to the bargaining group -

City of Carson - a Liaison position requiring an Associates degree (Bachelors degree preferred); only 2 years of college and 2 years of administrative support work, preferably related to business or economic development projects; **well below the requirements of all three benchmark cities; yet the proposed compensation is higher than two cities, Gardena and Compton.**

City of Compton - a Senior Specialist position requiring a Bachelor's degree from an accredited college or university in Planning, Public/Business Administration or a related field and 5 years of experience in economic or community development, redevelopment, business development or related field, including two 2 years supervisory experience; **well above the requirements of the City's proposed Liaison position; our proposed comp is higher than this role.**

City of Gardena - an Analyst position requiring a Bachelor's degree in Business or Public Administration or Public Policy and Planning (a Master's degree is desirable); experience in a government environment is preferred, plus a minimum of 3 years of progressive responsibility in either of the fields listed; **well above the requirements of the City's proposed Liaison position; our proposed comp is higher than this role.**

City of Santa Monica - an Analyst position, requiring a Bachelor's degree in Public or Business Administration, Economics, Finance, Real Estate, Urban Planning or a closely related field and 4 years of recent, paid, professional work experience in performing research, financial analysis, coordination, monitoring and evaluation of projects or programs in affordable housing, economic development, redevelopment, urban planning, real estate or a closely related field; **well above the requirements of the City's proposed Liaison position; our proposed comp is lower than this role for this larger, full service city.**

Staff again Met & Conferred with AFSCME Local 809 on February 27, 2020. As noted above, Staff's proposed job spec reclass to 332F has lower educational and experience requirements than all 3 of the benchmark job specs; additionally two of these benchmark

job spec classes are ranked higher than Staff's proposed Economic Development Liaison job spec class at 332F.

This reclassification was approved by the City Council as part of the FY18/19 Budget High Priority Staff Requests. At this time, the job spec is being presented for approval based upon the request of the City Council.

## **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. 4-9)
2. Employment and Business Development Assistant job spec red-lined (pgs. 10-11)

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