



CITY OF CARSON

Legislation Text

File #: 2021-199, Version: 1

Report to Mayor and City Council

Tuesday, April 06, 2021

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 21-040 OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR BUYER (CITY COUNCIL)

I. SUMMARY

When a vacancy occurs, it presents 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 proposing an amended and updated job spec to properly reflect current City needs for the Buyer role in the Finance Department.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 21-040, "A RESOLUTION OF THE CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR BUYER."

III. ALTERNATIVES

TAKE any action deemed appropriate.

IV. BACKGROUND

A vacancy exists in the Finance Department as a result of an employee separation. This role assists in the purchase of equipment, materials and services and performs a variety of responsible duties including analyzes and edits requisitions and writes specifications, prepares invitations for bid and request for proposals, obtains bids and examines bids for

conformance among other duties. The recruitment to fill the vacancy for the Buyer is underway.

The City completed the Meet & Confer on March 29, 2021 with AFSCME Local 809 and both parties are in agreement with the updated job specification.

V. FISCAL IMPACT

There is no impact to the General Fund.

VI. EXHIBITS

1. Resolution No. 21-040 and Buyer Job Spec (pgs. 3-6)
2. Buyer Job Spec red-lined (pgs. 7-10)

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