



CITY OF CARSON

Legislation Text

File #: 2021-274, Version: 1

Report to Mayor and City Council

Tuesday, April 06, 2021

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 21-042 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 CHIEF DEPUTY CITY TREASURER (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 Chief Deputy City Treasurer role in the City Treasurer Office.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 21-042, "A RESOLUTION OF THE CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING REVISED JOB CLASSIFICATION SPECIFICATION FOR CHIEF DEPUTY CITY TREASURER."

III. ALTERNATIVES

TAKE any action deemed appropriate.

IV. BACKGROUND

A vacancy existed in the City Treasurer Office as a result of an employee retirement. This role provides administrative and professional support to the City Treasurer involving

departmental operations and activities. The role assists the City Treasurer in the control and administration of City, Successor Agency, Housing Authority and Carson Reclamation Authority investments; assists in developing investment strategy; conducts financial analyses of financial institutions for investment purposes; monitors cash flow activities and assures compliance with City financial institutional requirements and guidelines; implements and maintains computerized investment program. The proposed changes clarify and broaden the role and add additional areas of experience that would enable a future candidate to qualify for this position. The role is at-will and unrepresented, thus there was no Meet & Confer requirement.

V. FISCAL IMPACT

There is no impact to the General Fund.

VI. EXHIBITS

1. Resolution No. 21-042 and Chief Deputy City Treasurer Job Spec (pgs. 3-7)
2. Chief Deputy City Treasurer Job Spec red-lined (pgs. 8-9)

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