



CITY OF CARSON

Legislation Text

File #: 2021-635, Version: 1

Report to Mayor and City Council

Tuesday, September 07, 2021

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 21-109, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING AMENDED JOB CLASSIFICATION SPECIFICATION FOR PURCHASING MANAGER (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, community needs, technological advancements and business evolution. At this time, staff is presenting this amended Purchasing Manager job spec to reflect current needs in the Finance Department's Purchasing Division.

II. RECOMMENDATION

WAIVE further reading and ADOPT Resolution No. 21-109, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING AMENDED JOB CLASSIFICATION SPECIFICATION FOR PURCHASING MANAGER."

III. ALTERNATIVES

TAKE any action deemed necessary.

IV. BACKGROUND

This vacancy exists as a result of a staff resignation in the Finance Department's Purchasing Division. The Purchasing Division is responsible for procuring the goods, materials and services required to provide the many services and programs offered by the City. Staff completed the Meet & Confer with AME on September 2, 2021 and both parties

are in agreement on the proposed Purchasing Manager job spec.

V. FISCAL IMPACT

There is no impact to the General Fund.

VI. EXHIBITS

1. Resolution No. 21-109 and Purchasing Manager job spec (pgs 3-6)
2. Purchasing Manager Job Spec red-lined (pgs. 7-9)

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