



Legislation Text

File #: 2022-550, Version: 1

Report to Mayor and City Council

Tuesday, June 21, 2022

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 22-107, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING JOB CLASSIFICATION SPECIFICATION FOR COUNCIL AIDE - FULL TIME, AND ESTABLISHING COMPENSATION AND BENEFITS FOR FULL TIME AND PART TIME COUNCIL AIDE CLASSIFICATIONS (CITY COUNCIL)

I. SUMMARY

Under guidance from the Mayor and the City Council, Human Resources staff are presenting Resolution No. 22-107 to establish the classification of full-time City Council Aide, to adopt the job specifications for the new classification, and to establish the compensation range and benefits for the part-time and full-time Council Aide classifications and incumbents, which are all unrepresented and at-will unclassified employees. (Exhibit No's. 1-3).

II. RECOMMENDATION

WAIVE further reading and Adopt Resolution No. 22-107, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING JOB CLASSIFICATION SPECIFICATION FOR COUNCIL AIDE - FULL TIME, AND ESTABLISHING COMPENSATION AND BENEFITS FOR FULL TIME AND PART TIME COUNCIL AIDE CLASSIFICATIONS".

III. ALTERNATIVES

TAKE any action deemed necessary.

IV. BACKGROUND

On December 3rd of 2019, the City Council adopted the classification of Council Aide, and approved the creation of five part-time positions, with one Council Aide for each of the council members, including the mayor.

Upon further evaluation, Council provided direction to establish full-time Council Aide classification and positions, along with corresponding and updated compensation and benefits for both full-time and part-time Council Aide classifications. This has been due to the increased need for Council Aides to provide administrative support to their assigned elected officials during an ever-expanding calendar of events.

As with the current Council Aide - Part-time positions, the new Council Aide - Fulltime positions will be unrepresented and at-will. Incumbents in the Council Aide classifications are:

1. At-will
2. Unrepresented
3. FLSA Exempt (for full-time positions)
4. Limited duration upon:
 - a. Assigned elected official vacating his/her seat;
 - b. Elected official recommending the termination of employment;
 - c. Incumbent found to be in violation of applicable laws and regulations, or City municipal code;
 - d. City Manager or his/her designee terminating employment.

Each elected City Council member will have one Council Aide incumbent reporting to her/him.

The class specification for the proposed Council Aide-Full Time classification would be as set forth in Exhibit 3 to this report, which would be Exhibit A to the proposed Resolution No. 22-107 and is included in the recommended approval thereof.

Compensation and benefits for the Council Aide classification would be as set forth in Exhibit 2 to this report, which would be Exhibit B to the proposed Resolution No. 22-107 and is included in the recommended approval thereof. The benefits for the part-time classification would be only in accordance with Sections 9, 10, 12, 14, 15, 18, 21 and 22 of the attached Exhibit 2. Human Resources personnel are recommending the adoption of the following compensation ranges, as set forth in the attached Exhibit 2:

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Council Aide - Part-time	\$32.00	\$33.60	\$35.28	\$37.05	\$38.91	\$40.86

Council Aide - Fulltime	\$5,546.67	\$5,824.00	\$6,115.20	\$6,422.00	\$6,744.40	\$7,082.40
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After conducting in-depth analysis and research, Human Resources staff concluded the classification of Council Aide - Full Time is FLSA exempt, as incumbents within this classification perform non-manual work directly related to management policies or general business operations

By approving staff recommendations and the items presented, City Council will allow for the fulfillment of their directives.

V. FISCAL IMPACT

The five full-time Council Aide positions would cost an additional \$203,000 annually above the current cost of funding five part-time Council Aide positions.

VI. EXHIBITS

1. Resolution No. 22-107 (pgs. 4 - 6)
2. Compensation & Benefits for Council Aide (Exhibit B to Resolution No. 22-107) (pgs. 7 - 12)
3. Council Aide - Fulltime class description (Exhibit A to Resolution No. 22-107) (pgs. 13 - 15)

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