

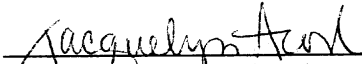


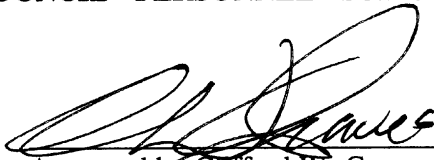
City of Carson

Report to Mayor and City Council

May 9, 2011
New Business Consent

**SUBJECT: MEETING DISPOSITION: CITY COUNCIL PERSONNEL SUB-COMMITTEE,
APRIL 18, 2011**


Submitted by Jacquelyn Acosta
Administrative Services General Manager


Approved by Clifford W. Graves
Interim City Manager

I. SUMMARY

The City Council Personnel Sub-committee (Mayor Dear and Councilmember Santarina) met on April 18, 2011 (Exhibit No. 1). Attached for the City Council's information is a copy of the agenda disposition for that meeting.

II. RECOMMENDATION

RECEIVE and FILE.

III. ALTERNATIVES

PROVIDE additional direction the City Council deems appropriate

IV. BACKGROUND

At the July 18, 2006, meeting, staff was instructed to provide a summary report (agenda disposition) at each regular meeting of the City Council of all City Council Sub-committee meetings held since the last Council meeting (Exhibit No. 2). Attached is the disposition for a City Council Personnel Sub-committee meeting held on April 18, 2011.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. April 18, 2011, City Council Personnel Sub-Committee Agenda Disposition. (pgs. 3-5)
2. Minutes, July 18, 2006, Item No. 11 (pg. 6)

Document3

Prepared by: Duane Munson, Human Resources Officer

TO:Rev032811

Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

Action taken by City Council

Date _____ Action _____



CITY OF CARSON
REGULAR MEETING OF THE CITY COUNCIL PERSONNEL SUB-COMMITTEE
AGENDA DISPOSITION

CARSON CITY HALL
EXECUTIVE CONFERENCE ROOM – SECOND FLOOR
701 East Carson Street
CARSON, CALIFORNIA 90745

APRIL 18, 2011

4:00 P.M.

AGENDA POSTED: APRIL 14, 2011

“In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk’s office at 310-952-1720 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)

CALL TO ORDER: 4:06 p.m.

ROLL CALL: Present: Mayor Dear, Councilmember Santarina and City Clerk Kawagoe

APPROVAL OF AGENDA: Approved on motion of Mayor Dear, seconded by Councilmember Santarina and unanimously carried.

NEW BUSINESS DISCUSSION (Items 1-4)

ITEM NO. (1) ADOPTION OF REVISED JOB SPECIFICATIONS

RECOMMENDATION for the City Council Personnel Sub-Committee:

1. **APPROVE** staff recommendation to the City Council for the adoption of the Assistant Aquatics Program Supervisor; Public Works Maintenance Supervisor; Recreation Program Manager; Recreation Program Supervisor; Supervisor, Public Works Maintenance – Tree and Concrete Maintenance; and Warehouse Supervisor job specifications and to include these in the city’s classification plan.

ACTION: Approved unanimously for recommendation to City Council at the next City Council meeting. Second motion made and approved unanimously to bring back

the compensation matter regarding the certification pay for the Supervisor, Public Works Maintenance – Tree and Concrete Maintenance position at the next City Council Personnel Sub-committee meeting.

ITEM NO. (2) RECLASSIFICATION OF THE SENIOR ADMINISTRATIVE ANALYST POSITION IN THE CITY MANAGER'S OFFICE TO PRINCIPAL ADMINISTRATIVE ANALYST

RECOMMENDATION for the City Council Personnel Sub-Committee:

1. APPROVE staff recommendation to the City Council that the Senior Administrative Analyst position in the City Manager's Office be reclassified to a Principal Administrative Analyst position and that the revised job specification for Principal Administrative Analyst be adopted and included in the city's classification plan.

ACTION: Approved unanimously for recommendation to City Council at the next City Council meeting.

ITEM NO. (3) ADOPTION OF THE REVISED TRANSPORTATION SUPERVISOR JOB SPECIFICATION

RECOMMENDATION for the City Council Sub-Committee:

1. APPROVE staff recommendation to the City Council that the revised job specification for the Transportation Services Supervisor be adopted and included in the city's classification plan.

ACTION: Approved unanimously for recommendation to City Council at the next City Council meeting.

ITEM NO. (4) REQUEST TO COMBINE AND RECLASSIFY THE SENIOR CLERK AND OFFICE CLERK POSITIONS TO DEPUTY CITY CLERK/RECORDS MANAGEMENT

RECOMMENDATION for the City Council Sub-Committee:

1. APPROVE recommendation to the City Council that the Senior Clerk and vacant Office Clerk positions in the City Clerk's Office be combined and the incumbent Senior Clerk be reclassified to a Deputy City Clerk/Records Management and that the proposed job specification for Deputy City Clerk/Records Management be adopted and included in the city's classification plan.

ACTION: This item was continued to the next meeting of the City Council Personnel Sub-committee (date to be determined).

ORAL COMMUNICATIONS

1. Cecilia Malele asked the City Council Personnel Sub-committee to consider the reclassification of Administrative Secretaries to Executive Assistants by creating a job series for them to promote to either a Jr. Executive Assistant or to a Sr. Executive Assistant. Mayor Dear asked that she present her request in writing to the Interim City Manager who would then present it to the City Council Personnel Sub-committee to have it agendized. Mayor Dear stated that he is certainly willing to discuss this and Councilmember Santarina requested the information ahead of time so that he may study it.
2. Ken Freschauf asked if the staff reports could be distributed earlier as it makes it extremely difficult to prepare for a meeting when the reports are distributed the same day.

ADJOURNMENT Mayor Dear adjourned the meeting at 5:53 p.m.



**ITEM NO. (11) AGENDA AND DISPOSITION PROCEDURE FOR CITY COUNCIL
COMMITTEES (CITY MANAGER)**

City Manager Groomes summarized the staff report and recommendation.

A discussion ensued regarding how one would be able to differentiate the agenda face from the disposition sheet.

Whereupon, City Manager Groomes stated that the staff would add a heading entitled, "Disposition," to the disposition sheet.

RECOMMENDATION for the City Council:

1. RECEIVE and FILE this report.

ACTION: Mayor Dear ordered to receive and file the report, with no objections heard.

