

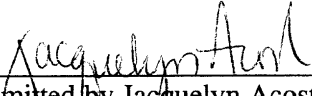



# City of Carson

## Report to Mayor and City Council

May 9, 2011  
New Business Consent

**SUBJECT: RESOLUTION NO. 11-059 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW AND/OR REVISED JOB SPECIFICATIONS.**

  
Submitted by Jacquelyn Acosta  
Administrative Services General Manager

  
Approved by Clifford W. Graves  
Interim City Manager

### **I. SUMMARY**

On April 18, 2011, the Personnel Subcommittee (Mayor Dear and Councilmember Santarina) met to consider staff's recommendation to approve the revised job specifications for the Assistant Aquatics Program Supervisor (formerly titled Pool Manager); Public Works Maintenance Supervisor; Recreation Program Manager; Recreation Program Supervisor; Supervisor, Public Works Maintenance - Tree and Concrete Maintenance; and Warehouse Supervisor positions (Exhibit No.'s 2-7) to maintain current and accurate job descriptions of existing city positions. As indicated in the draft minutes from the April 18, 2011, meeting (Exhibit No. 8), the Personnel Subcommittee recommends that the City Council approve these revised job specifications and adopt Resolution No. 11-059 (Exhibit No. 1) which states that these revised job specifications be adopted and included in the city's classification plan.

### **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 11-059, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW AND/OR REVISED JOB SPECIFICATIONS."

### **III. ALTERNATIVES**

Take any other action deemed appropriate.

### **IV. BACKGROUND**

In accordance with the City's Personnel Rules, job specifications must be adopted by the City Council in order to establish the essential job duties, knowledge, skills and abilities, and qualifications that are required for each city position. The attached job specifications are being revised to maintain current and accurate job descriptions of existing city positions. The adoption of these job specifications will have no fiscal impact. These revised job specifications had

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previously been sent to the representing bargaining units and general managers for review.

Staff is requesting that the City Council Personnel Subcommittee approve these revised job specifications and recommend their adoption to the City Council.

**V. FISCAL IMPACT**

None.

**VI. EXHIBITS**

1. Resolution No. 11-059. (pgs. 3-4)
2. Job Specification – Assistant Aquatics Program Supervisor. (pgs. 5-6)
3. Job Specification – Public Works Maintenance Supervisor. (pgs. 7-8)
4. Job Specification – Recreation Program Manager. (pgs. 9-10)
5. Job Specification – Recreation Program Supervisor. (pgs. 11-12)
6. Job Specification – Supervisor, Public Works Maintenance – Tree and Concrete Maintenance. (pgs. 13-14)
7. Job Specification – Warehouse Supervisor. (pgs. 15-16)
8. Draft Minutes from April 18, 2011, Personnel Subcommittee Meeting. (pgs. 17-18)

Document3

Prepared by: Duane Munson, Human Resources Officer

TO:Rev032811

Reviewed by:

<u>City Clerk</u>	<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 \_\_\_\_\_

RESOLUTION NO. 11-059

A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF CARSON, CALIFORNIA, AMENDING THE  
CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY  
ADOPTING NEW AND/OR REVISED JOB  
SPECIFICATIONS

WHEREAS, the Director of Human Resources is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected General Managers, which become effective upon approval by the City Council or on any other date specified.

WHEREAS, Rule III of the city of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources consults with the affected General Managers and affected recognized employee organizations.

WHEREAS, the Human Resources Officer, acting in lieu of the Director of Human Resources, has consulted with the affected parties concerning these reclassifications.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

**Section 1.** The above recitals are true and correct.

**Section 2.** The job specifications for Assistant Aquatics Program Supervisor (Salary Range 416 - \$18.95/hr-\$23.04/hr), and Recreation Program Supervisor (Salary Range 346 - \$4,792-\$6,116) assigned to the American Federation of State, County and Municipal Employees Union (AFSCME), Local 809, are hereby adopted.

**Section 3.** The job specifications for Public Works Maintenance Supervisor (Salary Range 151 - \$5,267-\$6,721), Recreation Program Manager (Salary Range 156 - \$5,959-\$7,605), Supervisor, Public Works Maintenance – Tree and Concrete Maintenance (Salary Range 151 - \$5,267-\$6,721), and Warehouse Supervisor (Salary Range 145 - \$4,540-\$5,794) assigned to the Carson Professionals and Supervisors Association (CPSA), are hereby adopted.

**PASSED, APPROVED and ADOPTED THIS 9<sup>TH</sup> DAY OF MAY, 2011.**

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MAYOR JIM DEAR

ATTEST:

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CITY CLERK HELEN S. KAWAGOE, MMC

[MORE]

Exhibit No. 1



APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY



## **ASSISTANT AQUATICS PROGRAM SUPERVISOR**

### **Job Summary:**

Under supervision of the Aquatics Program Supervisor, assists in the supervision of the operation of community swimming pools; and performs related duties as required.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assigns, instructs, and supervises the work of pool personnel, including senior lifeguards, swim instructors, lifeguards and cashier clerks.
2. Enforces established rules and regulations governing safe use of pools.
3. Organizes and supervises aquatic activities and events.
4. Instructs swimming classes and aquatic programs.
5. May test pool water for correct chemical balance and treat with chemicals as required by State and local health departments.
6. May maintain filtration and chlorination plant.
7. Supervises collection and disbursement of cash.
8. Secures cash, bank, and pool receipts and tickets.
9. Prepares reports on the status of pool water, facility, and pool activities.
10. Interprets current policies and procedures to the public.
11. Recruits and trains staff; assists in use of a computer-based recreation registration program.
12. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Any combination equivalent to graduation from a community college (60 units) and approximately three (3) seasons of paid experience in aquatics. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Lifeguarding, CPR, first aid.
- Water safety instruction.
- Chemicals used in swimming pool maintenance.
- Filtration and chlorination systems.
- Computers and related software.
- General record keeping practices.
- Supervision and training principles.
- Cash payment receipt procedures.



**Skill and/or Ability to:**

- Train and supervise personnel.
- Effectively communicate orally and in writing.
- Instruct classes in swimming, and aquatic activities.
- Enforce water safety rules and regulations.
- Establish and maintain effective working relationships with others and deal tactfully with the public.

**License and Certificates:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record. Possession of an American Red Cross Water Safety Instructor's certificate; Possession of an American Red Cross Lifeguard Training and Standard First Aid Certificate; possession of an American Red Cross CPR for the Professional Rescuer/AED - Automatic External Defibrillator Certificate; and possession of an American Red Cross Lifeguard Instructor Training certificate and a Title 22 Instructor certificate is desirable.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to swim for long periods.
- Require ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work around loud noise.
- May be required to drive City and/or personal vehicle in the scope of employment.
- Require to work evenings and/or weekends.



## **PUBLIC WORKS MAINTENANCE SUPERVISOR**

### **Job Summary:**

Under direction of the Public Works Superintendent, coordinates, schedules, assigns, and supervises the work of assigned public works maintenance crews; maintains records and ensures compliance with applicable safety standards and procedures; supervises and evaluates the performance of assigned staff.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Coordinates, schedules, assigns and supervises the day-to-day public works activities involving the cleaning, repair and marking of streets, and general servicing of sewers, storm drains and related capital improvements in the public right-of-way.
2. Reviews work requests and determines maintenance needs and appropriate action.
3. Trains, supervises, and evaluates the performance of assigned staff; participates in the hiring and disciplinary process as appropriate.
4. Establishes, implements and monitors performance standards, goals and objectives of assigned maintenance crews.
5. Prepares work specifications for contract maintenance activities; participates in the selection of contractors.
6. Monitors and inspects contract and non-routine maintenance work to ensure compliance with specifications.
7. Prepares and maintains records regarding work activity and personnel.
8. Maintains inventory and orders required materials, supplies and equipment for landscape maintenance needs.
9. Operates, demonstrates and ensures proper care and use of specialized maintenance equipment; maintains current knowledge of maintenance methods and equipment.
10. Participates in the division's budget preparation; recommends the purchase, repair or replacement of equipment.
11. Communicates with city staff, and outside agencies; responds to public inquiries and complaints.
12. Participates in the preparation and presentation of safety training; observes and enforces safety practices and procedures.
13. Participates as a member of the city's Emergency Response Team in time of disaster or other emergency.
14. Acts as the city's hazardous material first responder.
15. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

High school diploma or GED supplemented by college-level coursework in public works administration, or a related field (proof of completed coursework is required) and six (6) years of full-time paid skilled-level public works maintenance experience, including at least three (3) years in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.



**Knowledge of:**

- Construction blueprints.
- Tools, equipment, methods and techniques used in the maintenance and improvement of public works projects.
- Operation and maintenance of equipment used in public works activities.
- Principles and practices of supervision, training, and evaluation.
- Routine record-keeping technique and inventory control methods.
- Basic budgeting and purchasing practices and procedures.
- Computers and related software.
- Appropriate safety practices and procedures.
- Applicable laws, codes, regulations, policies and procedures.
- Applicable sections of the California Vehicle Code.

**Skill and Ability to:**

- Plan, coordinate and supervise public works operations.
- Estimate cost and material needs for work projects.
- Supervise the operation and maintenance of a variety of maintenance tools, equipment, and/or vehicles.
- Read and interpret construction blueprints.
- Observe and enforce safety practices and procedures.
- Maintain routine records and prepare reports.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Prepare budget and cost estimates and periodic activity reports.
- Train, supervise, and evaluate personnel.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stoop, reach, crouch and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to talk, hear and see.
- Require the ability to stand for long periods and/or walk long distances.
- Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and is an infrequent aspect of the job.
- May be required to work with harsh and/or hazardous materials.
- May be required to wear protective apparel including goggles, face protectors, aprons, and safety shoes.
- Require to respond to emergency situations.
- Are subject to outside and inside environmental conditions.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to drive city and/or personal vehicle during the scope of employment.





## **RECREATION PROGRAM MANAGER**

### **Job Summary:**

Under the direction of the Recreation Superintendent, plans, organizes, and evaluates a variety of recreational programs and services at various recreational facilities; supervises and evaluates staff assigned to recreational facilities, and/or recreational programs and services.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, manages, evaluates, and staffs a variety of recreational programs and services.
2. Establishes, implements, and monitors performance standards, goals and objectives of assigned recreational programs and services.
3. Prepares, monitors, and controls budget and financial expenditures of assigned recreational programs and services.
4. Develops marketing plans, advertises and promotes assigned recreational programs and services.
5. Supervises, trains, evaluates and participates in the hiring and disciplinary process of assigned staff.
6. Prepares, reviews, and approves reports and other correspondence, including but not limited to, City Council and Parks and Recreation commission agenda items.
7. Supervises the scheduling and coordination of facilities and equipment for general public use; maintains inventory control.
8. Recommends and assists with the maintenance of facilities and equipment as needed.
9. Develops and prepares contracts and other agreements with vendors and other agencies.
10. Communicates with outside agencies, such as the Sheriff's and Fire Departments; resolves public inquiries and complaints.
11. Prepares and maintains records regarding work activity and assigned personnel.
12. Attends meetings, makes oral presentations to city employees, governmental, and/or public groups.
13. May provide staff support to a commission or committee.
14. May write, apply for and administer grants.
15. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Bachelor's degree in recreation, public administration, or related field and five (5) years of full-time, paid lead or supervisory experience in recreation or related field. Experience and/or education may be substituted on a year for year basis.

**Knowledge of:**

- Principles and practices of recreation program development and implementation.
- Adult and children's recreational programs; individual and team sports.
- Community recreational and special programs interests and needs.
- Applicable laws, codes, regulations, policies and procedures.
- Principles of supervision, training, and evaluation.
- Marketing, advertising and public relations principles and practices.
- City organization, operations, policies and objectives.
- General record keeping practices.
- Budgeting practices and procedures; grant administration.
- Appropriate safety practices and procedures.
- Personal computer software and hardware.
- Office practices and procedures.
- Effective methods of report presentation.
- Purchasing practices and contract administration.

**Skill and Ability to:**

- Effectively develop and administer recreational programs and services.
- Evaluate recreational programs and facilities.
- Effectively prepare marketing plans.
- Supervise, train and evaluate staff.
- Identify and analyze problems and take effective corrective action.
- Establish and maintain effective working relationships with others.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Make effective oral presentations.

**License and/or Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform work which is primarily sedentary
- Require ability to talk, hear and see.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- May be required to use personal and/or city vehicle in the course of employment.
- May be required to work evenings or weekends.



## **RECREATION PROGRAM SUPERVISOR**

### **Job Summary:**

Under supervision of the Recreation Program Manager, plans, organizes and supervises classroom and recreational activities, performs varied professional work supervising the operation of a community recreation center (Teen Center). Ensures all requirements are complied and enforced with for the teen recreational and enrichment program. The Recreation Program Supervisor performs complex duties which require substantial knowledge of City recreation programs, policies and procedures as well as performs related duties as required.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and supervises a variety of recreational activities at a recreation center.
2. Coordinates activities of leagues and tournaments assigned to recreation center; monitors and maintains work-fair programs.
3. Acts as liaison to the surrounding neighborhood to improve recreational programming and recommends new programs.
4. Monitors registration of participants in programs.
5. Assists in budget preparation and monitors recreation budget expenditures in specified areas; requisitions supplies and equipment.
6. Conducts inspection of facilities and equipment.
7. Manages fund raisers; collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
8. Drafts and disseminates promotional materials, correspondence and reports.
9. Recruits seasonal, part-time and volunteer staff; supervises trains and evaluates personnel.
10. Manages the shelter management/disaster prevention at assigned site.
11. Monitors contract services provided by outside organizations for special events.
12. Enforces rules and regulations of the City and State Licensing Agency.
13. Works closely with Sheriff's department and gang task forces; monitors and logs daily activity; meets and confers with Sheriff supervision personnel on a daily basis.
14. Provides information to and consults with City staff and the public; resolves issues and complaints.
15. Attends meetings and training sessions.
16. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Associate's degree in recreation or related field and two (2) years of full-time, paid experience in Recreation and two (2) years paid experience supervising a teen center or comparable youth center programs in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Methods and techniques of developing and organizing school age educational and recreational activities.



- Rules, practices, and equipment used in specialized school age and teen activities.
- Principles of supervision, training, and evaluation.
- Programs' goals and objectives.
- Program organization and development techniques. Community resources, needs, and limitations.
- Methods and techniques of developing and organizing group recreational activities such as leagues, arts and crafts, clubs, special events and tournaments.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- General Recordkeeping practices.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable laws, codes, regulations, policies, and procedures.
- First Aid and CPR for children.
- Requirements of maintaining buildings in a safe, clean and orderly condition.

**Skill and/or Ability to:**

- Initiate specialized school age educational and recreational activities.
- Establish and maintain effective working relationship with others.
- Train, supervise, and evaluate staff.
- Develop promotional strategies, techniques, and materials used in attracting the public.
- Read, interpret, apply, and explain related rules, policies, and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing; make effective oral presentations
- Operate computers and related software.

**License and Certificates:**

Possession of valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record. Possession of valid Red Cross standard certificates in First Aid and CPR. Verification of a negative TB test or chest x-ray. Must pass fingerprint clearance test for all appropriate agencies, (FBI, Department of Justice, Child Abuse Index Services, etc.).

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work around loud noise.
- Require the ability to stand for long periods.
- Require to work evenings and/or weekends.
- Is subject to inside and outside environmental conditions.
- May be required to use City and/or personal vehicle in the course of employment.

## **SUPERVISOR, PUBLIC WORKS MAINTENANCE – TREE AND CONCRETE MAINTENANCE**

### **Job Summary:**

Under general direction of the Public Works Superintendent, coordinates, schedules, assigns and supervises the work of tree trimming and concrete crews; maintains records and ensures compliance with applicable safety standards and procedures; supervises and evaluates the performance of assigned staff.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Coordinates, schedules, assigns and supervises tree maintenance and concrete work activities.
2. Reviews work requests and determines maintenance needs.
3. Trains, supervises, and evaluates the performance of assigned staff; participates in the hiring and disciplinary process as appropriate.
4. Establishes, implements and monitors performance standards, goals and objectives of assigned tree trimming and concrete work crews.
5. Assists in the planning of, and inspects median construction sites. Regulates and inspects tree root pruning for irrigation/utility trenching.
6. Reviews and prepares "Street Tree Planting List", Tree Planting Specifications, and Tree Well Specifications for sidewalks.
7. Prepares work specifications and work schedules for contract tree maintenance activities; participates in the selection of contractors.
8. Monitors and inspects contract and non-routine work to ensure compliance with specifications;
9. Prepares and maintains records regarding work activities, personnel, equipment and work requests.
10. Demonstrates and operates specialized tree and concrete maintenance equipment, such as high ranger, lifts, stump grinder, chipper, saws, backhoe, and other related equipment.
11. Communicates with city staff, and outside agencies; provides technical expertise and responds to public inquiries and complaints.
12. Participates in the division's budget preparation, and recommends purchase or repair of equipment.
13. Maintains inventory; specifies, and inspects purchased equipment, supplies, and materials, including trees.
14. Supervises the tree and shrub nursery, plans for future tree needs.
15. Participates in the preparation and presentation of safety training; observes and enforces safety practices and procedures.
16. Participates as a member of the city's Emergency Response Team in time of a disaster or other emergency.
17. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

high school diploma or GED and completion of college-level coursework in landscaping or horticulture (proof of completed coursework is required) and four (4) years of full-time, paid experience performing journey level tree maintenance and concrete construction work, including one (1) year in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Tools, equipment, methods and techniques used in tree maintenance and concrete work.
- Principles and practices of supervision and training.
- Appropriate safety practices and procedures.
- Types and techniques for the control of plant diseases and pests.
- Maintenance of tools and/or equipment.
- Applicable sections of the California Vehicle Code.
- Routine record-keeping techniques and inventory control methods.
- Types of trees commonly used for landscaping public facilities and grounds.
- Computers and related software.
- Applicable laws, codes, regulations, policies and procedures.

**Skill and/or Ability to:**

- Plan, organize and supervise tree maintenance and concrete work.
- Supervise the operation and maintenance of a variety of tree maintenance and concrete work tools, equipment, and/or vehicles.
- Identify and maintain trees commonly used for landscaping public grounds and facilities.
- Observe and enforce safety practices and procedures.
- Maintain routine records and reports.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Prepare budget and cost estimates and periodic activity reports.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects their driving record. Possession of a valid Arborist certificate is required upon employment.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to, stoop, reach, crouch and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to talk, hear and see.
- Require the ability to stand for long periods and/or walk long distances.
- Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and is an infrequent aspect of the job.
- May be required to work with harsh and/or hazardous materials.
- May be required to wear protective apparel including safety glasses or goggles, hardhat, face shield, chainsaw chaps, safety vest, and safety shoes.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to climb trees with ropes and saddles.
- Require to respond to emergency situations.
- Are subject to outside and inside environmental conditions.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to drive city and/or personal vehicle during the scope of employment.



## **WAREHOUSE SUPERVISOR**

### **Job Summary:**

Under the direction of the Purchasing Manager, plans, coordinates and supervises city Warehouse operations and activities; supervises assigned warehouse personnel in the performance of a variety of warehouse and other related activities. Evaluates the performance of assigned staff.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Supervises the day-to-day operations and activities of a centralized warehouse including the receipt, storage, issuance and delivery of various materials, supplies, equipment and city departmental records.
2. Estimates stock requirements; controls and monitors inventory levels.
3. Trains, supervises, and evaluates the performance of assigned staff; participates in the hiring and disciplinary process as appropriate.
4. Operates and maintains the city's gas station; monitors usage and inventory.
5. Establishes, implements and monitors performance standards, goals and objectives of assigned staff.
6. Uses computerized system for inventory control; coordinates and participates in physical inventories.
7. Inspects goods received; approves and processes invoices for payment; contacts vendors to resolve discrepancies.
8. Researches parts, equipment and materials; prepares requisitions and ~~purchase orders~~ receiving documents.
9. Prepares and maintains a variety of records regarding work activity and personnel.
10. Communicates with city staff, and outside agencies; responds to inquiries and complaints.
11. Operates, demonstrates and assures proper care and use of equipment; maintains current knowledge of maintenance methods and equipment.
12. Observes and enforces safety practices and procedures.
13. Assists in the coordination of disposal of surplus city property.
14. Assists in the section's budget preparation.
15. Participates as a member of the city's Emergency Response Team in time of disaster or other emergency.
16. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

High school diploma or GED supplemented by college-level coursework in inventory control or equivalent, or a related field (proof of completed coursework is required) and four (4) years of full-time paid warehouse and material handling experience involving a wide variety of stock, including at least two (2) years in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Methods and procedures used in warehousing equipment, materials and supplies.
- Gas station operation and maintenance.
- Inventory control and record keeping techniques.
- Purchase and requisition procedures.
- Modern office practices, procedures and equipment.
- Computer and related software.
- Appropriate safety practices and procedures.
- Principles and practices of supervision, training and evaluation.
- Applicable laws, codes, regulations, policies and procedures.
- Various tools, parts, materials, supplies and equipment used in the operation of a warehouse facility.

**Skill and Ability to:**

- Maintain adequate and cost-effective inventory control.
- Purchase and requisition supplies, material and equipment.
- Use a computerized inventory control system.
- Operate office equipment including a computer and related software.
- Assist in budget preparation; monitor section expenditures.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Train, supervise and evaluate personnel.
- Observe and enforce safety practices and procedures.
- Operate, and supervise the operation and maintenance of a variety of tools equipment and/or vehicles.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Possession of a valid forklift operator certificate is required upon employment.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the mobility to climb, stoop, reach, crouch, and bend.
- Require the ability to stand for long periods and/or walk for long distances or periods of time.
- Require the ability to talk, hear, and see.
- May be required to work with harsh and/or hazardous materials.
- Perform lifting, pushing and/or pulling of objects which do not exceed 75 pounds and is an infrequent aspect of the job.
- Require to respond to emergency situations.
- Is subject to inside and outside environmental conditions.
- May be required to drive city and/or personal vehicle during the scope of employment.





**CITY OF CARSON  
CITY COUNCIL PERSONNEL SUBCOMMITTEE MEETING**

**CARSON CITY HALL  
EXECUTIVE CONFERENCE ROOM, 2<sup>nd</sup> FLOOR  
701 E. CARSON STREET  
CARSON, CA 90745**

**MONDAY, APRIL 18, 2011 – 4:00 P.M.**

**DRAFT MINUTES**

**CALL TO ORDER:**

The meeting was called to order at 4:06 p.m. by Mayor Jim Dear in the Executive Conference Room located at 701 E. Carson Street, Carson, California 90745.

Present: Mayor Jim Dear, Councilmember Elito Santarina and City Clerk Helen Kawagoe.

Also Present: Ky Truong, President - AME; Patricia Elkins, Vice-President-AME; Cecilia Malele, Vice President - ACE; Isabella Meni, President – AFSCME; Ken Freschauf, President – Professional and Supervisors' Association; Garrett Roberts, Vice President – Professional and Supervisors' Association; Debbie Torres, Secretary – Professional and Supervisors' Association; Cliff Graves – Interim City Manager; Jackie Acosta – Administrative Services General Manager; Victor Rollinger – Development Services General Manager; Cedric Hicks, Recreation Superintendent; Duane Munson, Human Resources Officer; Wanda Higaki, Chief Deputy City Clerk; Reata Kulcsar, Sr. Engineering Technician; Henrietta Malumaleumu, Sr. Human Resources Specialist and Therese Foisia, HR Division Secretary.

**APPROVAL OF AGENDA:**

The City Council Personnel Subcommittee voted to approve the agenda for the City Council Personnel Subcommittee meeting of April 18, 2011.

**APPROVAL OF MINUTES:**

None.

**NEW BUSINESS DISCUSSION:**

**ITEM NO. 1: ADOPTION OF REVISED JOB SPECIFICATIONS**

**ACTION:** After discussion between the City Council Personnel Subcommittee, city staff and the bargaining unit representatives, the Personnel Subcommittee voted to approve staff's recommendation and will recommend to the City Council that the job specifications for 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 positions be adopted and included in the city's classification plan. The Personnel Subcommittee made a second motion, which was unanimously approved, to have staff bring back the special certificate compensation matter concerning the Supervisor-Public Works Maintenance – Tree and Concrete Maintenance position at the next Personnel Subcommittee meeting.

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

**ACTION:** After discussion between the City Council Personnel Subcommittee, city staff and the bargaining unit representatives, the City Council Personnel Subcommittee voted to approve staff's recommendation to reclassify the Senior Administrative Analyst position in the City Manager's Office to Principal Administrative Analyst and recommend to the City Council that the revised job specification for the Principal Administrative Analyst position be adopted and included in the city's classification plan.

**ITEM NO. 3: ADOPTION OF THE REVISED TRANSPORTATION SUPERVISOR JOB SPECIFICATION**

**ACTION:** After discussion between the City Council Personnel Subcommittee, city staff and the bargaining unit representatives, the City Council Personnel Subcommittee voted to approve staff's recommendation to adopt the revised Transportation Services Supervisor job specification and assign salary range 156 to the position.

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

**ACTION:** After discussion between the City Council Personnel Subcommittee, city staff, and the bargaining unit representatives, the City Council Personnel Subcommittee voted to continue this item and bring it back to the next scheduled Personnel Subcommittee meeting.

**ORAL COMMUNICATION:**

Cecilia Malele asked the Subcommittee 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 Personnel Subcommittee to have it agendaized. Mayor Dear stated that he is certainly willing to discuss this and Councilmember Santarina requested the information ahead of time so that he can study it.

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.

The City Council Personnel Subcommittee meeting adjourned at 5:33 p.m.