

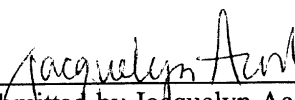


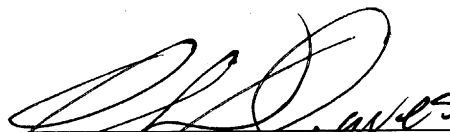
City of Carson

Report to Mayor and City Council

May 9, 2011
New Business Consent

SUBJECT: REQUEST TO RECLASSIFY THE SENIOR ADMINISTRATIVE ANALYST POSITION TO A PRINCIPAL ADMINISTRATIVE ANALYST POSITION AND ADOPT RESOLUTION NO. 11-060 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111.


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 reclassify the Senior Administrative Analyst position in the City Manager's Office to a Principal Administrative Analyst position. As indicated in the draft minutes from the April 18, 2011, meeting (Exhibit No. 4), the Personnel Subcommittee recommends that the City Council approve this reclassification. The Personnel Subcommittee also requests that the City Council adopt Resolution No. 11-060 (Exhibit No. 1) which authorizes the reclassification and adopts the revised Principal Administrative Analyst job specification (Exhibit No. 2).

II. RECOMMENDATION

Take the following actions:

1. APPROVE the request to reclassify the Senior Administrative Analyst position in the City Manager's Office to Principal Administrative Analyst.
2. WAIVE further reading and ADOPT Resolution No. 11-060, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE REVISED JOB SPECIFICATION FOR THE PRINCIPAL ADMINISTRATIVE ANALYST POSITION."
3. APPROPRIATE \$669.00 from the unreserved, undesignated general fund balance to cover the FY 2011/12 cost of the reclassification of the Senior Administrative Analyst position to a Principal Administrative Analyst position.

III. ALTERNATIVES

Take any other action deemed appropriate.

IV. BACKGROUND

At the request of the former City Manager, with concurrence from the Interim City Manager, staff is seeking the reclassification of the Senior Administrative Analyst position in the City Manager's Office to a Principal Administrative Analyst position. This move is consistent with the City's ongoing reorganization with some positions being eliminated and others expanded in response to the fiscal crisis. Although the ultimate goal is to accomplish a cost savings for the city, staff realizes that those positions that have assumed a broader scope of duties and responsibilities must be classified appropriately. Consequently, with the reorganization in the City Manager's office, the duties and responsibilities of the Senior Administrative Analyst position has been expanded which would now include, but are not limited to, the supervision and evaluation of subordinate professional, technical, administrative and/or clerical employees.

Staff is requesting that the revised job specification for the Principal Administrative Analyst position be approved and included in the city's classification plan and the appointment of the incumbent, Lisa Berglund, to the Principal Administrative Analyst position.

V. FISCAL IMPACT

Funds for this item were not included in the FY 2010/11 budget, therefore if the reclassification is approved, the additional monthly cost to the city will be \$446.00. Funds in the amount of \$669.00 should be appropriated from the unreserved, undesignated fund balance to cover the cost of this reclassification for the remaining one and one-half months of this fiscal year. The total annual cost of this reclassification is \$5,352.00. The current balance of the unreserved, undesignated general fund is \$5,494,775.00.

VI. EXHIBITS

1. Resolution No. 11-060. (pgs. 4-5)
2. Job Specification – Principal Administrative Analyst. (pgs. 6-8)
3. Draft Minutes from April 18, 2011, Personnel Subcommittee Meeting. (pgs. 9-10)

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 _____

RESOLUTION NO. 11-060

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF CARSON, CALIFORNIA, AMENDING THE
CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY
ADOPTING THE REVISED JOB SPECIFICATION FOR
THE PRINCIPAL ADMINISTRATIVE ANALYST
POSITION

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.

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 classifications.

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 reclassification of the Senior Administrative Analyst position in the City Manager's Office to a Principal Administrative Analyst position is hereby adopted.

Section 3. The revised job specification for Principal Administrative Analyst (Salary Range 154 – \$5,671-\$7,236) assigned to both the Association of Confidential Employees (ACE) and the Carson Professionals and Supervisors Association (CPSA), is hereby adopted.

PASSED, APPROVED and ADOPTED THIS 9TH DAY OF MAY, 2011.

MAYOR JIM DEAR

ATTEST:

CITY CLERK HELEN S. KAWAGOE, MMC

[MORE]

Exhibit No. 1



APPROVED AS TO FORM:

CITY ATTORNEY



PRINCIPAL ADMINISTRATIVE ANALYST

Job Summary:

Under general direction, performs varied and complex professional and confidential administrative analyses; plans and directs the functions of programs in support of a city council authorized committee, commission or board; conducts administrative studies and analysis or operations in order to solve problems of budget, organization, program, procedure, manpower utilization, leases, capital projects or equipment; acts as staff to the City Manager or a General Manager and authorized committees, commissions or boards.

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. Performs administrative duties in support of city management staff.
2. Supervises, directs and evaluates the work and performance of professional, technical, administrative and/or clerical staff; trains staff and recommends disciplinary action when appropriate.
3. Prepares, monitors and administers the division or workgroup budget.
4. Staffs committee(s), commission(s), or board(s).
5. Serves as liaison with other agencies, the public, and various City departments on behalf of committee(s) to obtain information or resolve problem of implementing committee(s) programs; staffs committee(s), commission(s) or board(s).
6. Researches, analyzes data, and prepares recommendations in written or oral form to the City Manager or General Manager.
7. Plans and/or organizes complex administrative or management studies.
8. Identifies issues, determines analytical approaches, evaluates alternatives, recommends procedures and provides equipment/ cost analyses.
9. Represents the City at public functions.
10. Disseminates information to the public on behalf of the City in situations requiring judgment and tact; represents the City Manager or General Manager in meetings.
11. Prepares official correspondence.
12. Conducts studies of organizational functions related to productivity, budget and financial analysis, as well as to research project costs of new programs.
13. Provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis.
14. Performs studies to ascertain the efficiency, economy, and effectiveness of departmental operations, policies and procedures.
15. Implements change resulting from studies.
16. Writes procedural manuals or instructions.
17. Prepares written communications regarding City programs, policies or activities for public dissemination.
18. Works with departments and officials on administration problems; develops plans and programs.
19. Writes RFPs and/or RFQs for programs or professional services.
20. Contract compliance administration.
21. Writes and administers grants.
22. Evaluates impact of new or revised programs and their compliance objectives.



23. 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:

Bachelor's degree in an occupationally related field and four (4) years full-time paid experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget or personnel including two (2) years in a lead or supervisory capacity. Completion of a Master's degree program is preferred. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Research and analytical methods.
- Statistical methods and procedures.
- Methods of report presentation.
- Budgeting practices.
- Purchasing practices.
- Personnel principles.
- Office Management practices, procedures and safety.
- Organizational Theory.
- Cost Analysis.
- Public Administration.
- Supervision techniques.

Skill and/or Ability to:

- Ability to compile, analyze and evaluate complex administrative and sensitive information.
- Plan, organize, direct and evaluate programs.
- Communicate effectively, orally and in writing.
- Evaluate the work of others.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Legally operate a motor vehicle in the State of California.
- Operate computers and related software.
- Manage multiple priorities and meet deadlines.

License:

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:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.



- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.

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

**CARSON CITY HALL
EXECUTIVE CONFERENCE ROOM, 2nd 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.

