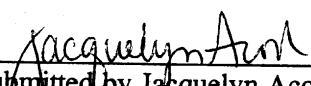




City of Carson Report to Mayor and City Council

May 9, 2011
New Business Consent

SUBJECT: RESOLUTION NO. 11-061 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE REVISED JOB SPECIFICATION FOR THE TRANSPORTATION SERVICES SUPERVISOR POSITION


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 that the revised job specification for Transportation Services Supervisor be approved and adopted (Exhibit No. 2). As indicated in the draft minutes from the April 18, 2011, Meeting (Exhibit No. 3), the Personnel Subcommittee recommends that the City Council adopt Resolution No. 11-061 (Exhibit No. 1) which expands the duties and supervisory scope of the position and revises the salary range to 156.

II. RECOMMENDATION

Take the following actions:

1. WAIVE further reading and ADOPT Resolution No. 11-061, "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 AND SALARY RANGE FOR THE TRANSPORTATION SERVICES SUPERVISOR POSITION."

III. ALTERNATIVES

TAKE any other action the Council deems appropriate.

IV. BACKGROUND

At the June 14, 2010, meeting of the City Council, the City Council approved the reorganization of the Transportation Services Division in the Development Services work group which was necessitated by the reduced activities and services of the division. A major component of such reorganization is the revision of the job specification of the Transportation Services Supervisor classification due to the broadened scope in the duties and responsibilities of the position to be in line with the needs of the division, and the city as a whole. The current Transportation Services Supervisor job specification deals primarily with the supervision of the bus drivers and their operations. The revision to the job

specification will include the supervision of not only the bus drivers but also the office staff and the overall operation of the division. Additionally, the Transportation Services Manager position has been eliminated from the city's classification plan. Thus, some of the responsibilities of the manager position have been incorporated into the revised Transportation Services Supervisor job specification.

The adoption of the revised job specification will allow the city to recruit and fill the position and thereby complete the reorganization of the division. The Transportation Services Supervisor will not be at the level of a manager and this will result in some salary and benefit savings to the city. The Transportation Services Manager's salary range was 162. The current salary of the Transportation Services Supervisor position is range 149, but with the enhanced and broadened duties and responsibilities of this classification, staff is recommending an upgrade to salary range 156 which is the same pay range assigned to Recreation Program Manager. Staff evaluated the proposed revisions to the Transportation Services Supervisor job specification and determined that the level of responsibilities and scope of work of this position and the Recreation Program Manager are comparable and thus the benchmarking of the pay at range 156 is appropriate.

V. FISCAL IMPACT

If approved, the position will be budgeted at range 156 in the FY 2011/12 budget. The total annual cost of adopting the revised job specification and the new salary range is \$18,593.32.

VI. EXHIBITS

1. Resolution No. 11-061. (pgs. 4-5)
2. Job Specification - Transportation Services Supervisor. (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. 11-061

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 AND SALARY RANGE FOR THE TRANSPORTATION SERVICES SUPERVISOR 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 revised job specification and salary range (156 – \$5,959-\$7,605) for Transportation Services Supervisor assigned to 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

4

APPROVED AS TO FORM:

City Attorney



TRANSPORTATION SERVICES SUPERVISOR

Job Summary:

Under general direction, plans, organizes and oversees transportation services for city sponsored programs, community events, and city transit programs.

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 manages transportation services for city sponsored programs (e.g. BREATHE program and excursions), community events, and city transit programs.
2. Prepares and administers the division budget and expenditures.
3. Develops and implements operational procedures for the transportation services division, including compliance with the ADA and other regulatory agencies' regulations including, but not limited to, Air Quality Rule 2205.
4. Evaluates the impact of new and revised programs and government regulations on the objectives, operations, and budget of the transportation services division.
5. Designs and independently completes various types of transportation services related studies including collecting, compiling, and analyzing various types of data, developing recommendations, and writing reports.
6. Supervises, trains, evaluates and participates in the hiring and disciplinary process of assigned staff.
7. Manages various city transportation modes, such as senior paratransit and recreation transit for disposition of vehicles and related staff.
8. Maintains records and driver logs related to bus operations, safety, and maintenance; implements federal reporting requirements of National Transit Database program.
9. Communicates and enforces legal, safe, and defensive driving practices; provides safety training to drivers as needed.
10. Develops, coordinates and administers multi-jurisdictional Transportation Demand Management programs.
11. Maintains bus ID/Logo in compliance with city directives.
12. Oversees the maintenance of bus stops and shelters.
13. Prepares resolutions, bid specifications, requests for proposals, transportation grant applications, and financial reports.
14. Advances alternative fuel programs, and researches, acquires, prepares, and administers grant funds to support these measures; manages all transportation activities funded through proposition A and C allocations.
15. Administers and ensures compliance of transportation contracts and agreements with outside vendors, consultants, or agencies, including procuring, monitoring, and analyzing operational performance.
16. Oversees the maintenance of office files and records.
17. Provides information to and consults with the public.
18. Develops and disseminates informational material to staff and the public regarding transportation operations, policies, and procedures.
19. Represents the division at interdepartmental meetings, with outside agencies, and with vendors; attends training as necessary.



20. 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:

Associate's degree in a related field supplemented by training courses by a Department of Motor Vehicles authorized entity such as the Highway Patrol or other authorized agencies, and three (3) years of full-time, paid experience in operations and/or administration of public transportation services, including one (1) year of lead or supervisory experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles of transportation program development and implementation.
- Applicable laws, codes, regulations, policies, and procedures, particularly DMV and federal laws.
- Bus operations and dispatching.
- Personal computer and related software.
- Safe, legal, and defensive driving practices.
- Mechanical operation and basic preventive maintenance of buses.
- Basic first aid procedures.
- Principles and practices of supervision, training, and evaluation.
- Budget preparation principles and practices.
- General record-keeping techniques.
- Research and analytical methods.
- Purchasing practices and contract administration.
- Methods and procedures for researching and writing grants and Request for Proposals.
- Personnel policies and principles.
- Interpersonal skills, using tact, patience, and courtesy.

Skill and/or Ability to:

- Plan, organize, and coordinate transportation services.
- Prioritize and schedule drivers and buses.
- Supervise, train, and evaluate assigned staff.
- Operate buses of various sizes and types of transmission systems.
- Observe and enforce legal, safe, and defensive driving practices.
- Operate computers and related software.
- Compile, analyze, and evaluate data.
- Read, interpret, explain, and follow rules, regulations, policies and procedures.
- Maintain routine records and reports.
- Develop and administer a division budget.
- Communicate effectively both orally and in writing.
- Develop and implement sound recommendations.
- Establish and maintain effective working relationships with others.
- Meet approved minimal physical and medical standards.
- Perform basic first aid.

License and/or Certificates:

Possession of the following licenses and certificates is required: a valid California Class B driver's license; School/Pupil/Activity Bus Certificate; Passenger Endorsement; Medical



Examiner's Certificate; RSTR-99; a DMV driving record printout (H6) reflecting a good driving record; and a First Aid Certificate . 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 vision (which may be corrected) to read small print and work on computer.
- Require mobility of arms to reach and dexterity of hands to grasp and finger manipulation.
- Require mobility to stand, stoop, climb, reach and bend.
- Require the ability to sit for long periods.
- Perform lifting, pushing, and/or pulling of objects which may weigh up to 50 pounds.
- Are subject to inside and outside environmental conditions.
- May be required to work around loud noise, moving mechanical parts, and/or fumes.
- 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 and/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.

