



City of Carson Report to Mayor and City Council

May 21, 2013
New Business Consent

SUBJECT: RESOLUTION NO. 13-049 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE REVISED JOB SPECIFICATION FOR THE TRANSPORTATION SERVICES SUPERVISOR POSITION

Submitted by David C. Biggs
City Manager

Approved by David C. Biggs
City Manager

I. SUMMARY

The original job specification for Transportation Services Supervisor, which was approved by the City Council on May 9, 2011, required that the selected candidate possess a valid "Class B" California Driver's License. It is recommended that the job specification be amended to make this license preferred to provide greater flexibility in the recruitment and hiring of this position.

II. RECOMMENDATION

1. WAIVE further reading and ADOPT Resolution No. 13-049, "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 TRANSPORTATION SERVICES SUPERVISOR POSITION."

III. ALTERNATIVES

TAKE other action that the City Council deems appropriate.

IV. BACKGROUND

The City recently completed a recruitment campaign for Transportation Services Supervisor, and was successful in attracting a number of candidates with supervisory experience in the field of Transportation, but unfortunately most of them do not have the required "Class B" driver's license. Because the primary purpose of this position is supervision of the programs and activities of the Transportation Services Division and not driving a bus, it is recommended that the City Council approve modifying the requirement of a "Class B" driver's license in the job specification from "REQUIRED" to "PREFERRED."

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 same level as the prior

Transportation Services Manager position and this will result in some salary and benefit savings to the city.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. Resolution No. 13-049. (pgs. 3-4)
2. Revised Job Specification for Transportation Services Supervisor. (pgs. 5-7)

Prepared by: Duane K. Munson, Human Resources Officer

TO:Rev102511

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

Action taken by City Council

Date_____ Action_____

RESOLUTION NO. 13-049

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 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 for Transportation Services Supervisor assigned to the Carson Professionals and Supervisors Association (CPSA), is hereby adopted.

PASSED, APPROVED and ADOPTED this 21st day of May, 2013.

Mayor Jim Dear

ATTEST:

City Clerk Donesia L. Gause MMC

[MORE]

APPROVED AS TO FORM:

City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia L. Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 13-049 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 21st day of May, 2013 and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

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 preferred: 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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