

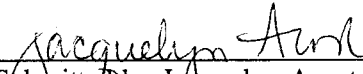


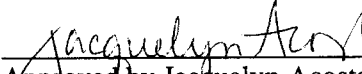
City of Carson

Report to Mayor and City Council

July 16, 2013
New Business Consent

SUBJECT: CONSIDERATION OF RESOLUTION NOS. 13-039 AND 13-040 REGARDING THE ADOPTION OF NEW PART-TIME JOB SPECIFICATIONS AND COMPENSATION PLANS


Submitted by Jacquelyn Acosta
Acting City Manager


Approved by Jacquelyn Acosta
Acting City Manager

I. SUMMARY

This agenda item is proposing new part-time job specifications and compensation for Computer Lab Instructor I (Exhibit No. 3) and Computer Lab Instructor II (Exhibit No. 4) to address the staffing needs for the Elito M. Santarina Senior Citizen Computer Lab. However, after posting this item on the agenda, it was determined that additional information is needed to finalize this process. Therefore, **staff will be requesting that this item be continued to the next meeting.**

II. RECOMMENDATION

Take the following actions:

1. WAIVE further reading and ADOPT Resolution No. 13-039, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE COMPENSATION PLAN FOR PART-TIME, UNCLASSIFIED, UNREPRESENTED, HOURLY CLASSIFICATIONS (RESOLUTION NO. 06-155), BY ADOPTING NEW PART-TIME JOB SPECIFICATIONS."
2. WAIVE further reading and ADOPT Resolution No. 13-040, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ESTABLISHING A COMPENSATION PLAN FOR PART-TIME, UNCLASSIFIED, UNREPRESENTED, COMPUTER LAB INSTRUCTOR CLASSIFICATIONS."

III. ALTERNATIVES

TAKE another action that the City Council deems 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

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position. The Computer Lab Instructor I and II job specifications were created in order for the City to be compliant with IRS regulations. Both positions will utilize approximately 2.5 hours per session including prep-time and class instruction.

V. FISCAL IMPACT

To convert these positions from independent contractors to employees will have a small fiscal impact on the City.

VI. EXHIBITS

None.

Prepared by: Duane K. Munson, Human Resources Officer

TO:Rev06-19-2013

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

Action taken by City Council

Date _____ Action _____