

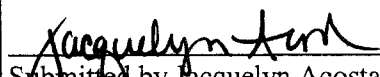


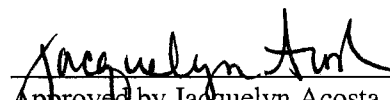
City of Carson

Report to Mayor and City Council

August 6, 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.

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 position. The Computer Lab Instructor I and II job specifications were created in order for the City to be compliant with IRS regulations. The Computer Lab Instructor I will be compensated at a pay rate of \$20.00 per hour, at an estimated amount of \$40.00 per class. The Computer Lab Instructor II will be compensated at a pay rate of

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\$25.00 per hour, at an estimated amount of \$50.00 per class. Both positions will utilize approximately 2 hours per session including prep-time and class instruction.

V. FISCAL IMPACT

To convert these positions from independent contractors to employees will have a nominal increase in cost. PERS contribution: \$5,028.40 and Medicare contribution \$599.72 which totals to \$5,628.12.

VI. EXHIBITS

1. Resolution No. 13-039 (pgs. 3-4)
2. Resolution No. 13-040 (pgs. 5-6)
3. Job Specification - Computer Lab Instructor I (pg. 7)
4. Job Specification – Computer Lab Instructor II (pg. 8)

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_____

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

WHEREAS, the City of Carson employs numerous part-time, unclassified, unrepresented employees in a variety of classifications; and

WHEREAS, the City of Carson values and recognizes the work performed by part-time, unclassified, unrepresented employees who assist the city of Carson in providing the quality and breadth of services it currently provides to the citizens of Carson; and

WHEREAS, the Human Resources Officer is authorized and directed under the provisions of Sections 2797.1 and 2797.3 (d) of the Carson Municipal Code to prepare and recommend, after consultation with the General Managers, a compensation plan which becomes effective upon approval by the City Council.

WHEREAS, the Human Resources Officer, has consulted with the affected parties.

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. Part-time, unclassified, unrepresented, hourly employees are not covered by the City's Personnel Rules and are not represented by a recognized employee organization.

Section 3. The job specifications for Computer Lab Instructor I and Computer Lab Instructor II are hereby adopted.

PASSED, APPROVED and ADOPTED this 6th day of August, 2013.

Mayor Jim Dear

ATTEST:

City Clerk Donesia L. Gause, CMC

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. 13-039 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 6th day of August, 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

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.

WHEREAS, the City of Carson employs numerous part-time, unclassified, unrepresented employees in a variety of classifications; and

WHEREAS, the City of Carson values and recognizes the work performed by part-time, unclassified, unrepresented employees who assist the City of Carson in providing the quality and breadth of services it currently provides to the citizens of Carson; and

WHEREAS, the Human Resources Officer is authorized and directed under the provisions of Sections 2797.1 and 2797.3 (d) of the Carson Municipal Code to prepare and recommend, after consultation with the General Managers, a compensation plan which becomes effective upon approval by the City Council; and

WHEREAS, the Human Resources Officer, has consulted with the affected parties.

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. Part-time, unclassified, unrepresented, employees are not covered by the city's Personnel Rules and are not represented by a recognized employee organization.

Section 3. The compensation plan for Computer Lab Instructor I and Computer Lab Instructor II is hereby approved and added to the part-time, unclassified, unrepresented, flat rate classifications table.

Part-time, Unclassified, Unrepresented Flat Rate Classifications
Effective August 6, 2013

Title	Rate of Pay
Computer Lab Instructor I	*\$20.00 Per Hour
Computer Lab Instructor II	*\$25.00 Per Hour
Group Exercise Instructor I	\$17.00 Per Class
Group Exercise Instructor II	\$25.00 Per Class
Group Exercise Instructor III	\$30.00 Per Class
Group Exercise Instructor IV	\$35.00 Per Class
Personal Trainer/Nutritionist I	\$17.00 Per Class
Personal Trainer/Nutritionist II	\$25.00 Per Class
Personal Trainer/Nutritionist III	\$30.00 Per Class
Personal Trainer/Nutritionist IV	\$35.00 Per Class

**Hourly Rate (Average computer class is 2 hours)*

PASSED, APPROVED and ADOPTED this 6th day of August, 2013.

Mayor Jim Dear

ATTEST:

City Clerk Donesia L. Gause, CMC

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. 13-040 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 6th day of August, 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