

RESOLUTION NO. 19-144

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 CLASSIFICATION SPECIFICATION FOR SENIOR CLERK, REPEALING RESOLUTION 17-076, DOWNGRADING THE DIVISION SECRETARY IN PUBLIC WORKS TO A SENIOR CLERK, REASSIGNING TWO SENIOR CLERKS IN THE CITY CLERK'S OFFICE TO THE TWO VACANT SENIOR CLERK POSITIONS IN THE PUBLIC WORKS DEPARTMENT.

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management 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 Directors, which becomes effective upon approval by the City Council; and

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 and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, on June 20, 2017, the City Council adopted Resolution No. 17-076, revising the Senior Clerk job classification specifications; and

WHEREAS, the City of Carson desires to repeal Resolution 17-076 and, by this Resolution 19-144, adopt an updated classification specification of **SENIOR CLERK** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of American Federation Of State, County, And Municipal Employees Union (AFSCME) Local 809 and Local 1017 pursuant to its obligations under the MMBA, concerning the revised classification specification for the **SENIOR CLERK**; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of American Federation Of State, County, And Municipal Employees Union (AFSCME) Local 809 pursuant to its obligations under the MMBA, concerning the downgrade of the **DIVISION SECRETARY**, Salary 335, (\$4,460 – \$5,682) position to **SENIOR CLERK**, Salary 330 (\$3,948 – \$5,027) in the Public Works Department;

WHEREAS, the Public Works Department currently has one vacant Senior Clerk position; and

WHEREAS, the downgrading of Division Secretary to Senior Clerk in the Public Works Department results in a second vacant Senior Clerk position in the Public Works Department; and

WHEREAS, the elimination of two Senior Clerk positions in the City Clerk's Office was effective on June 19, 2019, and the affected parties will be offered Senior Clerk positions in the Public Works Department based upon two Senior Clerk vacancies resulting from the adoption of this Resolution.

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. Resolution 17-076 is hereby repealed.

Section 3. The revised classification specification for **SENIOR CLERK, 330, (\$3,948 - \$5,027)** attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809 and Local 1017, is hereby adopted.

Section 4. The position of DIVISION SECRETARY in the Public Works Department is hereby downgraded to SENIOR CLERK.

Section 5. The City will offer the two Senior Clerk vacancies (one existing and a second resulting from Section 4 above) to, and anticipates that the two Senior Clerk positions will be filled by, the two employees affected by the elimination of Senior Clerk positions in the City Clerk's Office.

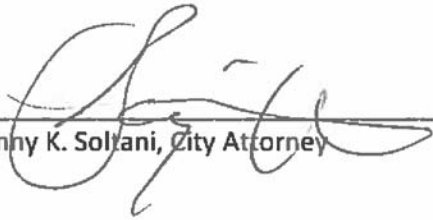
Section 6. The City Clerk shall certify to the adoption of this resolution and deem it effective as of July 16, 2019, the same shall be in force and effect.

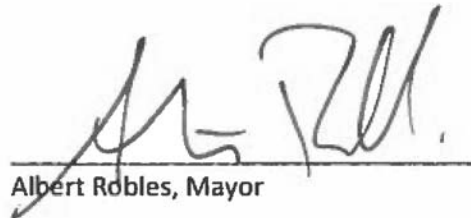
PASSED, APPROVED and ADOPTED this 16th day of July, 2019.

[Signatures on Following Page]

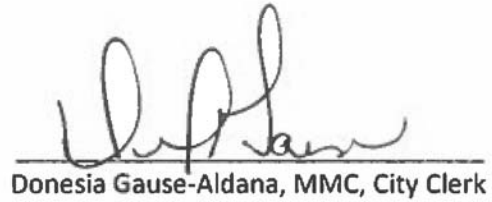
APPROVED AS TO FORM:

CITY OF CARSON:


Sunny K. Solvani, City Attorney


Albert Robles, Mayor

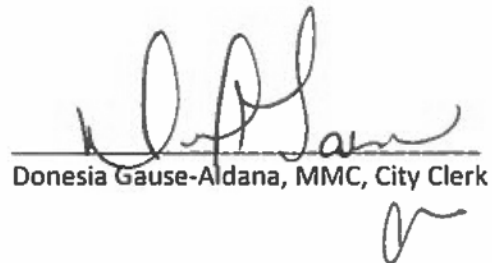
ATTEST:


Donesia Gause-Aldana, MMC, City Clerk

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

I, Donesia Gause-Aldana, City Clerk of the City of Carson, California, hereby attest to and certify that the foregoing resolution, being Resolution No. 19-144, adopted by the City of Carson City Council at its meeting held on July 16, 2019, by the following vote:

AYES: COUNCIL MEMBERS: Hicks, Davis-Holmes, Dear
NOES: COUNCIL MEMBERS: Robles, Hilton
ABSTAIN: COUNCIL MEMBERS: None
ABSENT: COUNCIL MEMBERS: None


Donesia Gause-Aldana, MMC, City Clerk

SENIOR CLERK

Job Summary:

Under general supervision, performs advanced and complex clerical work. Provides clerical support to management, supervisory, and/or professional staff.

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. Prepares and processes forms, reports, legal documents, and other materials in accordance with legal and/or procedural requirements.
2. Checks reports, records, and other data for accuracy, completeness, and compliance with established regulations/standards.
3. Types and processes a variety of correspondence, memoranda, reports and other materials.
4. Inputs information on computer terminal and maintains databases.
5. Provides information to the public and staff regarding office operations, policies, and procedures; responds to and resolves complaints or refers to proper authority.
6. Independently prepares some correspondence.
7. Transcribes from dictating equipment.
8. Maintains records and operates filing systems.
9. Screens visitors, telephone calls and mail.
10. May prepare agenda items, assist with timekeeping duties, and process receiving reports for payment.
11. Researches and compiles confidential and other data for staff, officials and public.
12. Maintains the Division's calendar of events; handles logistics for scheduled meeting/events.
13. Maintains inventory levels and requisitions supplies and equipment.
14. In the absence of a Division Secretary, may be required to perform timekeeping duties, as requested.
15. In the absence of a Division Secretary, may be required to assist staff with information and duties related to commissions, committees and boards as requested.
16. 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:

High school diploma or GED and three (3) years of current increasingly responsible, full-time paid experience performing clerical work. Experience and/or education can be substituted on a year per year basis.

Knowledge of:

- Modern office procedures, methods, and equipment
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Letter and report writing techniques and procedures.
- Telephone techniques and etiquette.

- Interpersonal skills using tact, patience and courtesy.
- Proofreading techniques.
- Customer service principles.
- Basic mathematical concepts/functions
- Division's functions and programs.

Skill and Ability to:

- Type 50 net words per minute from clear copy.
- Proofread own work and the work of others.
- Perform clerical work with speed and accuracy.
- Operate standard office machines including, but not limited to, computer and related software, typewriters, calculators, and copiers.
- Transcribe from dictating equipment.
- Establish and maintain effective working relationship with others.
- Add, subtract, multiple and divide quickly and accurately.
- Understand and follow oral and written instructions.
- Effectively communicate orally and in writing.
- Exercise judgment and discretion.
- Collect and compile data.
- Learn city government organization, functions and policies.
- Learn, interpret and apply applicable city, state, and federal laws.
- Organize and complete work according to priority.

License and Certificate:

Possession of 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. Typing certificate of 50 net words per minute obtained within the last 12 months is required at the time of application.

Physical Requirements and Working Conditions:

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for long periods of time.