



## CITY OF COMMERCE AGENDA REPORT

**TO:** HONORABLE CITY COUNCIL

**FROM:** CITY MANAGER

**SUBJECT:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION AND COMPENSATION PLAN BY AMENDING THE CAMP FACILITY MAINTENANCE SPECIALIST CLASSIFICATION.

**MEETING DATE:** FEBRUARY 4, 2020

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### **RECOMMENDATION:**

City Council to consider and adopt a Resolution amending the Classification and Compensation Plan by revising the specifications for Camp Facility Maintenance Classification.

### **ANALYSIS:**

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan. Staffing and compensation needs were discussed and reviewed with the Public Works and Development Services Department.

Due to a vacancy in the position, it was identified that there is a need to update the job description as it relates to the day-to-day supervision, chain of command at Camp Commerce and lodging expectations at Camp while conducting work.

All other parts of the job specification remain unchanged.

The recommended modifications to the job specification will provide for clearer expectations when the recruitment for this position commences.

The revised job description for the position encompasses a full scope of responsibilities, duties and requirements of the position and is attached for review and approval.

### **FISCAL IMPACT:**

No fiscal impact.

### **ALTERNATIVES:**

The City Council can approve the amendment of the job specification for the Camp Facility Maintenance Specialist:

1. Approve staff recommendation (approve revised specifications)
2. Reject staff recommendation
3. Provide staff with further direction

#### **RELATIONSHIP TO STRATEGIC GOALS:**

This agenda report relates to the 2016 City of Commerce Strategic Guiding Principle – City Organization, as follows: Establish clear expectations, roles and responsibilities for all employees, elected officials, appointed commissioners and committee members, and volunteers.

#### **ATTACHMENTS:**

- 1) Camp Facility Maintenance Specialist
- 2) Resolution

Recommended by: Ela M.Pappo, Director of Human Resources

Respectfully submitted by: Edgar P. Cisneros, City Manager