



CITY OF COMMERCE AGENDA REPORT

TO: HONORABLE CITY COUNCIL

FROM: CITY ADMINISTRATOR

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 HEAD TRAVEL SPORTS COACH CLASSIFICATION.

MEETING DATE: FEBRUARY 5, 2019

RECOMMENDATION:

The City Council will consider for adoption a Resolution amending the Classification and Compensation Plan by revising the classification specifications for the Head Travel Sports Coach 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 Parks and Recreation Department.

On October 2, 2018, The City Council approved the new classification of Head Travel Sports Coach.

After further analysis and in order to meet current and future needs for the Parks and Recreation Department, the Head Travel Sports position's name and job description will be modified.

The position name will be modified from Head Travel Sports Coach to Travel Sports Coordinator.

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

Within approved budget.

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.

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ATTACHMENTS:

Recommended by: Ela Pappo, Director of Human Resources

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted by: Edgar P. Cisneros, City Administrator