

RESOLUTION NO. 18-45

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE,
CALIFORNIA APPROVING THE REVISIONS TO THE PERSONNEL
CLASSIFICATION AND COMPENSATION PLAN TO CREATE NEW
CLASSIFICATION SPECIFICATIONS AND SET THE SALARY LEVELS FOR THE
DIRECTOR OF ECONOMIC DEVELOPMENT AND SUSTAINABILITY ECONOMIC
DEVELOPMENT COORDINATOR POSITION; AND AUTHORIZE THE SALARY
FOR SAID POSITIONS**

WHEREAS, the City's Personnel Policy and Procedure's Classification Plan Administration provides the procedure for the development, revision and implementation of revising the City of Commerce Classification Plan; and

WHEREAS, one of the key staffing components was to develop an Economic Development Department; and

WHEREAS, the Director of Economic Development and Sustainability will be responsible for overseeing and directing the City of Commerce's Economic Development and Sustainability efforts, overseeing and delivering of beautification and employment development services to City residents, serving as official liaison to a variety of organizations commissions and task forces.

WHEREAS, The Economic Development Coordinator will offer support services to new and existing businesses, will create and oversee programs and efforts to promote a sustainable economy through business development, create marketing and outreach programs and seek grant funding opportunities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. The City Council hereby approves the creation of the Economic Development and Sustainability Department.

Section 2. The City Council hereby approves the above-discussed revisions to the Personnel Classification and Compensation Plan creating new classification specifications and setting the salary level for the following:

- Director of Economic Development and Sustainability; and
- Economic Development Coordinator

Section 3. The Job Description for the position of Director of Economic Development and Sustainability, which is attached hereto as Exhibit A, is hereby approved.

Section 4. The Job Description for the position of Economic Development Coordinator, which is attached hereto as Exhibit B, is hereby approved. The compensation level is established at pat schedule 21.

Section 5. The compensation levels for the Director of Economic Development and Sustainability position is reflected in the revised Schematic of Operational Job Classifications – Executive Employees, attached hereto as Exhibit C, is hereby approved.

Section 6. The City Clerk shall certify to the adoption of this resolution, assign it the next number in order, and thereupon and thereafter the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED THIS 3rd day of April, 2018.

Oralia Rebollo
Mayor

ATTEST:

Lena Shumway
City Clerk