



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 BY AMENDING THE CAMP PROGRAM MANAGER CLASSIFICATION.

MEETING DATE: March 5, 2019

RECOMMENDATION:

Adopt a resolution approving final revisions to the job description for the Camp Program Manager 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. In order to meet current and future needs for the Parks and Recreation Department, the Camp Program Manager position job description was modified.

On February 5, 2019, the Camp Program Manager job description and salary level were approved by the City Council.

After further review of the description, in consultation with the Commerce City Employees Association, modifications were made to the job duties of the position for the purpose of clarity and correction of typographical errors.

The redlined version of the job specification that was approved on February 5, 2019 with the newly revised final language is attached for review and approval.

FISCAL IMPACT

No fiscal impact.

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.

Recommended by: Ela Pappo, Director of Human Resources

Approved as to Form: Norma Copado, City Attorney

Respectfully submitted by: Edgar P. Cisneros, City Administrator

ATTACHMENTS: Camp Manager Classification
Resolution