



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 SENIOR LIBRARY PAGE CLASSIFICATION.

MEETING DATE: JUNE 18, 2019

RECOMMENDATION:

The City Council will consider for adoption a Resolution amending the Classification and Compensation Plan by revising the classification specifications for the Senior Library Page 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 Library Services Department.

The classification specification for the Senior Library Page classification is currently vacant and has firm minimum experience qualifications in the classification specification. As a result, the department has experienced a narrow pool of candidates meeting the minimum qualifications.

Staff is recommending more flexible language be approved which will result in a larger applicant pool and will provide the Department Head with filling this position.

Currently, the Senior Library Page position requires one (1) year of library page experience. Staff is recommending that the minimum qualifications language be changed in this classification specification by removing the minimum requirement of having one (1) year of experience as a library page and replacing it with the following language:

One (1) year of customer service experience required. Library experience highly preferred.

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.

This item was sent for review to the CCEA on June 7, 2019 and the CCEA did not have any additional inputs.

FISCAL IMPACT:

No fiscal impact.

ALTERNATIVES:

1. Approve staff recommendation
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.

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ATTACHMENTS:

1. Senior Library Page Classification

Recommended by: Ela Pappo, Director of Human Resources

Respectfully submitted by: Edgar P. Cisneros, City Manager