

RESOLUTION NO. _

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION AND COMPENSATION PLAN BY AMENDING THE HOMEWORK CENTER HELPER CLASSIFICATION

WHEREAS, Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan; and

WHEREAS, classification, staffing and compensation needs were discussed and reviewed with the Parks and Recreation Department; and

WHEREAS, a needs assessment was conducted by the Parks and Recreation Department and feedback from the public was assessed, and as a result it was identified that there is a need for the City to provide assistance with homework assignments to school-age children, before, in-between or after recreational activities and practices and conducted during their break periods; and

WHEREAS, the City currently has a Homework Center Helper classification that provides this service to all school age children under the Library Services Department, but based on the assessment, staff is recommending adjusting the job specification by broadening which departments and programs the position could provide service to. Thus, the amendment to the job classification would allow for this classification to be utilized under any of the City departments that support programs related to school-age children. All other parts of the job specification remain unchanged; and

WHEREAS, the recommended modifications to the job specification will provide for further one-on-one direct homework help for school-age children, who are residents participating in the City's Recreational Programs during practice hours and at the practice site; and

WHEREAS, 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.

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

Section 1. The City Council of the City of Commerce hereby finds and declares that the foregoing recitals are true and correct, and incorporates them herein as findings and as a substantive part of this Resolution

Section 2. The City of Commerce hereby approves amending the Homework Center Helper Classification.

Section 3. The Job Specification attached hereto as Exhibit “A”, incorporated herein by this reference, is hereby approved.

Section 4. This Resolution shall take full force and effect immediately upon adoption by the City Council.

PASSED, APPROVED and ADOPTED this this 21st day of January, 2020.

John Soria, Mayor

ATTEST:

Lena Shumway
City Clerk

Attachment: Homework Center Helper Classification Specification, marked as Exhibit “A.”