

RESOLUTION NO. 7730

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION FOR THE INFORMATION SYSTEMS TECHNICIAN POSITION AND TO UPDATE THE SALARY PAY TABLE

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to update job specification to reflect current guidelines of the Americans with Disabilities Act; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Information Systems Technician position in the Administrative Services Department, attached hereto as Exhibit "A," and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Administrative Services Department, has determined that it is proper to update the Information Systems Technician job specification;

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

SECTION 1. The City Council hereby approves and adopts the proposed Job Specification for the Information Systems Technician, attached hereto as Exhibit "A" in the Administrative Services Department.

SECTION 2. The City Council hereby approves and adopts the proposed amended MEA Salary Pay Table attached hereto as Exhibit "B."

SECTION 3. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

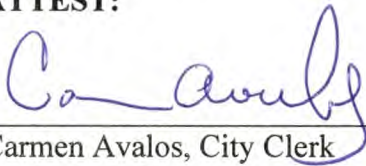
PASSED, APPROVED and ADOPTED this 11th day of October 2016.

CITY OF SOUTH GATE:



W.H. (Bill) De Witt, Mayor

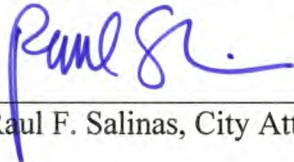
ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

INFORMATION SYSTEMS TECHNICIAN

DESCRIPTION

Under direct supervision, installs, maintains and operates computer and communications hardware, software and cabling for computer, network and communications services; performs related duties as required.

CLASS CHARACTERISTICS

The Information Systems Technician is a single position classification and is distinguished from the Information Systems Coordinator by performing the more entry level support functions for information technology systems.

SUPERVISION RECEIVED

Works under the direct supervision of the Information Systems Administrator.

SUPERVISION EXERCISED

Does not exercise supervisory responsibilities.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Installs, maintains and repairs new components, equipment, communications systems, operating systems, hardware, software and network access to personal computers.

Monitors computer and communications equipment operations and performance; performs preventative maintenance; troubleshoots problems and performs corrective action. Notifies Information Systems Administrator and users regarding operating problems.

Installs, adjusts, repairs, moves and removes equipment; arranges equipment service and maintenance; maintains equipment/parts and software inventory.

May participate in network planning, implementation and special projects.

Sets up audio/visual equipment used for meeting presentations and events.

Assists in keeping the Computer Information Services room and other work areas organized and clean.

Generates necessary reports using applications such as Microsoft Excel, Microsoft Word and Microsoft Access.

Maintains log book of all activities and internal procedures.

INFORMATION SYSTEMS TECHNICIAN

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be a high school diploma or equivalent and vocational/technical training in computer science, electronics or telecommunications, and six months related work experience. Possession of or ability to obtain a California Class C driver's license and a satisfactory driving record is required.

Knowledge, Skills, and Abilities

Knowledge of: principles and practices regarding computer and/or communications hardware and software with an emphasis in diagnostic and troubleshooting techniques; and principles and practices of customer service and public contact.

Ability to: utilize technical knowledge and tools needed for repair and maintenance of computer, communications, network and telephone equipment; evaluate and resolve technical operating problems using established criteria; learn and adapt to new technologies; prioritize work requests; understand and follow directions from supervisor and accept constructive criticism; work independently; exercise sound judgment; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, carry, push, pull and talk or hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally stoop, balance, kneel, and lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus and view VTD screen for extended periods of time. The noise level in the work environment is usually quiet. Incumbents are not substantially exposed to adverse environmental conditions.

Salary Pay Table

Pay Plan Category I - Classified Municipal Employees' Association

Salary Effective 10-11-2016

		Step A	Step B	Step C	Step D	Step E
500	TYPIST CLERK	2,895	3,040	3,192	3,351	3,519
500	CITY HALL RECEPTIONIST	2,895	3,040	3,192	3,351	3,519
501	STOCK CLERK	2,973	3,121	3,277	3,441	3,613
502	GRAFFITI REMOVAL WORKER	3,110	3,266	3,429	3,600	3,780
503	CUSTODIAN	3,123	3,280	3,444	3,616	3,797
504	COMMUNITY DEVELOPMENT TECH I	3,184	3,343	3,510	3,686	3,870
505	INTERMEDIATE TYPIST CLERK (PARKS)	3,260	3,423	3,595	3,774	3,963
505	BILLING & SHIPPING CLERK	3,260	3,423	3,595	3,774	3,963
505	OFFICE ASSISTANT-HR	3,260	3,423	3,595	3,774	3,963
505	OFFICE ASSISTANT-POLICE	3,260	3,423	3,595	3,774	3,963
505	OFFICE ASSISTANT-GENERAL	3,260	3,423	3,595	3,774	3,963
506	GROUNDS MAINTENANCE WORKER	3,272	3,435	3,607	3,787	3,977
506	FACILITIES MAINTENANCE TECHNICIAN I	3,272	3,435	3,607	3,787	3,977
506	PARK FACILITIES MAINTENANCE WORKER	3,272	3,435	3,607	3,787	3,977
507	WATER METER READER I	3,379	3,548	3,725	3,912	4,107
508	POLICE RECORDS SPECIALIST	3,386	3,555	3,733	3,919	4,115
509	SENIOR TYPIST CLERK	3,408	3,579	3,758	3,945	4,143
510	BUSINESS LICENSE CLERK	3,442	3,614	3,795	3,985	4,184
510	INTERMEDIATE ACCOUNT CLERK - Acct	3,442	3,614	3,795	3,985	4,184
510	CUSTOMER SERVICE REPRESENTATIVE	3,442	3,614	3,795	3,985	4,184
511	CIVILIAN CUSTODY OFFICER	3,491	3,665	3,849	4,041	4,243
511	COMMUNITY SERVICES OFFICER	3,491	3,665	3,849	4,041	4,243
511	SENIOR CUSTODIAN	3,491	3,665	3,849	4,041	4,243
512	AQUATICS COORDINATOR	3,520	3,696	3,880	4,074	4,278
512	RECREATION COORDINATOR	3,520	3,696	3,880	4,074	4,278
513	CRIME PREVENTION SPECIALIST	3,551	3,729	3,915	4,111	4,317
514	WATER METER READER II	3,566	3,745	3,932	4,129	4,335
515	WATER DISTRIBUTION OPERATOR I	3,585	3,765	3,953	4,150	4,358
516	FACILITIES MAINTENANCE TECHNICIAN II	3,608	3,788	3,978	4,176	4,385
516	STREET MAINTENANCE WORKER	3,608	3,788	3,978	4,176	4,385
517	PROPERTY CONTROL CLERK	3,640	3,822	4,013	4,214	4,424
518	COMMUNITY DEVELOPMENT TECH II	3,660	3,843	4,035	4,237	4,449
519	PARKS EQUIPMENT MECHANIC	3,754	3,941	4,138	4,345	4,562
520	WATER SERVICE REPRESENTATIVE I	3,800	3,990	4,190	4,399	4,619
521	SECRETARY	3,851	4,044	4,246	4,458	4,681
522	SENIOR GROUNDS MAINTENANCE WORKER	3,858	4,051	4,253	4,466	4,689
522	PARK FACILITIES MAINTENANCE LEAD	3,858	4,051	4,253	4,466	4,689
523	PAYROLL TECHNICIAN	3,860	4,053	4,256	4,469	4,692

Salary Pay Table
Pay Plan Category I - Classified Municipal Employees' Association

Salary Effective **10-11-2016**

		Step A	Step B	Step C	Step D	Step E
524	POLICE DISPATCHER	3,865	4,058	4,261	4,474	4,697
525	WATER PUMP OPERATOR I	3,900	4,095	4,300	4,515	4,741
526	RECORDS COORDINATOR	3,929	4,125	4,332	4,548	4,776
527	INFORMATION SYSTEMS COORDINATOR	3,940	4,137	4,344	4,562	4,790
528	PUBLIC SAFETY SUPERVISOR	4,039	4,241	4,453	4,676	4,910
530	CUSTODIAL SUPERVISOR	4,042	4,244	4,457	4,679	4,913
531	POLICE RECRUIT	4,044	4,246	4,458	4,681	4,915
532	WATER DISTRIBUTION OPERATOR II	4,084	4,289	4,503	4,728	4,965
533	EQUIPMENT MECHANIC	4,087	4,291	4,506	4,731	4,968
534	SENIOR SECRETARY	4,127	4,333	4,550	4,777	5,016
535	EQUIPMENT OPERATOR	4,194	4,404	4,624	4,856	5,098
536	SENIOR TRAFFIC & SIGN PAINTER	4,218	4,429	4,650	4,883	5,127
537	COMMUNITY DEVELOPMENT TECH III	4,218	4,429	4,650	4,883	5,127
538	WATER SERVICE REPRESENTATIVE II	4,252	4,465	4,688	4,922	5,168
539	HOUSING SPECIALIST	4,291	4,506	4,731	4,968	5,216
540	MAINTENANCE ELECTRICIAN	4,316	4,531	4,758	4,996	5,246
541	CODE ENFORCEMENT OFFICER	4,333	4,550	4,777	5,016	5,267
541	HUMAN RESOURCES TECHNICIAN	4,333	4,550	4,777	5,016	5,267
542	FACILITIES MAINTENANCE SPECIALIST	4,427	4,648	4,881	5,125	5,381
543	WATER DISTRIBUTION OPERATOR III	4,433	4,655	4,888	5,132	5,388
544	SENIOR COMMUNITY DEVELOPMENT TECH	4,516	4,742	4,979	5,228	5,490
545	GRAFFITI LEAD WORKER	4,528	4,754	4,992	5,242	5,504
545	STREET LEAD WORKER	4,528	4,754	4,992	5,242	5,504
546	SENIOR EQUIPMENT MECHANIC	4,586	4,815	5,056	5,308	5,574
548	WATER PUMP OPERATOR II	4,662	4,895	5,139	5,396	5,666
550	ENGINEERING TECHNICIAN	4,817	5,058	5,311	5,576	5,855
551	BUILDING INSPECTOR	4,860	5,103	5,358	5,626	5,907
552	WATER LEAD WORKER	4,888	5,132	5,389	5,658	5,941
552	WATER SYSTEM LEAD OPERATOR	4,888	5,132	5,389	5,658	5,941
553	JOURNEY ELECTRICIAN	5,128	5,384	5,653	5,936	6,233
554	EQUIPMENT SUPERVISOR	5,242	5,504	5,779	6,068	6,371
554	STREET FOREMAN	5,242	5,504	5,779	6,068	6,371
555	GENERAL MAINTENANCE FOREMAN	5,305	5,570	5,849	6,141	6,448
556	LEAD ELECTRICIAN	5,466	5,739	6,026	6,328	6,644
557	WATER DISTRIBUTION FOREMAN	5,659	5,942	6,240	6,552	6,879
557	WATER OPERATIONS FOREMAN	5,659	5,942	6,240	6,552	6,879
559	GROUNDS MAINTENANCE SUPERVISOR	4,772	5,011	5,262	5,525	5,801
559	PARK FACILITIES MAINTENANCE SUPERVISOR	4,772	5,011	5,262	5,525	5,801
566	RECREATION SPECIALIST	2,813	2,954	3,102	3,257	3,420

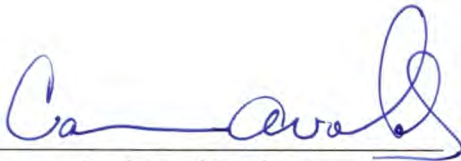
RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7730 was adopted by the City Council at their Regular Meeting held on October 11, 2016, by the following vote:

Ayes: Council Members: De Witt, Davila, Bernal and Hurtado
Noes: Council Members: None
Absent: Council Members: Morales
Abstain: Council Members: None

Witness my hand and the seal of said City on October 12, 2016.



Carmen Avalos, City Clerk
City of South Gate, California