

**RESOLUTION NO. 7767**

**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 AMEND THE EMERGENCY AND TECHNICAL SERVICES MANAGER JOB SPECIFICATION AND TO CHANGE THE TITLE TO TECHNICAL SERVICES MANAGER; TO UPDATE THE JOB SPECIFICATION FOR THE POLICE RECORDS MANAGER 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 the job specifications 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 Technical Services Manager position in the Police Department, attached hereto as Exhibit "A," and

**WHEREAS**, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Police Records Manager position in the Police Department, attached hereto as Exhibit "B," and

**WHEREAS**, the City, in consultation with the Human Resources Division and key personnel in the Police Department, has determined that it is proper to amend the job specification of the Emergency and Technical Services Manager position and to change the title to Technical Services Manager and to update the Police Records Manager 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 the title change from Emergency and Technical Services Manager to Technical Services Manager.

**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specifications for the Technical Services Manager attached hereto as Exhibit "A" and for the Police Records Manager attached hereto as Exhibit "B."

**SECTION 3.** The City Council hereby approves and adopts the proposed amended PMMA Salary Pay Table attached hereto as Exhibit "C."

**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 13<sup>th</sup> day of June 2017.

**CITY OF SOUTH GATE:**

  
\_\_\_\_\_  
Maria Davila, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Raul F. Salinas, City Attorney

**City of South Gate**  
CLASS SPECIFICATIONS AND ATTRIBUTES

**TECHNICAL SERVICES MANAGER**

**DESCRIPTION**

Under general direction, administers police department computer network; designs, implements and supports information systems; is the security administrator and is responsible for performing expert level systems/network analysis, business process analysis, needs assessment and design of information technology solutions related to public safety. Coordinates activities between the police department and the city's Computer Information Systems Department and outside vendors to ensure the integration of technology systems. Provides expertise in the planning, development, and control of data systems and workplace automation. Manages law enforcement technology grants; conducts technology research, purchases, deploys and configures new hardware and software; assists in budget development and monitoring; provides user training and support; perform related duties as assigned.

**SUPERVISION RECEIVED**

Works under the general supervision of a Police Lieutenant.

**SUPERVISION EXERCISED**

Exercises direct supervision over subordinate staff in execution of assigned duties.

**ESSENTIAL FUNCTIONS**

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Performs systems administration functions for the police department's servers, including administering system-level security procedures; establishes and maintains user accounts, assigns law enforcement file permissions and establishes password and account policies.

Installs upgrades, configures, tests, maintains, monitors and supports operating systems software; troubleshoots and resolves system hardware, software, and communications problems; performs configurations and adjustments to enhance database file capacity; performs automated and manual backup and restore processes.

Assesses, maintains and monitors repair of law enforcement-related technology items including, but not limited, to Mobile Digital Computers (MDC) in police vehicles, portable walkies, police unit radios, portable audio/video digital recorders, Automated License Plate Recognition, and cameras.

Manages any other law enforcement systems including, but not limited to, surveillance and facility cameras, access control and audio/digital systems. Maintains, issues, and troubleshoots department wireless equipment.

Performs network administration functions for the police department's CAD/RMS System including maintenance of network software functionality and installation, upgrade, configuration, integration, and troubleshooting of software and devices; fine tunes hardware and software to optimize network performance and functionality;

Serves as the agency's 911 PSAP Manager and contact; maintains and coordinates all systems in the dispatch center (911, radio, CAD).

Provides informed analysis of: usage, performance, service levels, compliance, and audit reporting utilizing required tools and technologies.

Evaluates requests for hardware, software and new technology; researches and recommends solutions to technology needs compatible with the City's technology architecture and infrastructure and resource constraints; budgets, expends and monitors technology related costs; drafts requests for proposals for hardware or software; solicits quotes and recommends products and vendors; processes purchase requests.

Manages support contracts and licensing for all law enforcement applications; applies for and manages law enforcement technology grants.

Oversees business continuity operations and planning.

Prepares reports and maintain records and files.

Perform related duties as assigned.

**QUALIFICATIONS**

**Training and Experience**

Bachelor's Degree in Information Technology, Computer Science or related field and three (3) to five (5) years of progressively responsible, professional Information Technology experience preferably in a law enforcement or local government environment.

**License Requirement**

Possession of a valid California Class C Driver's License, proof of insurance and a satisfactory driving record is required at time of appointment and throughout employment in this position.

**Knowledge, Skills, and Abilities**

Knowledge of: the principles and practices of compiling, analyzing and evaluating data; governmental structure/organization of the City of South Gate; governmental function and interrelations of the Police Department; personnel/management rules and procedures of the City of South Gate, including but not limited to affirmative action and equal employment opportunity

Ability to: communicate complex technological instructions to various user levels; learn emergency preparedness planning principles and procedures; coordinate the work of others; compile, analyze and evaluate data; effectively communicate both orally and in writing; effectively communicate and negotiate with vendors and providers of technology services; legally and safely operate a motor vehicle; establish and maintain effective working relationships with others; interact tactfully, effectively and sensitively with City Officials, Officials of other organizations, members of other agencies, including State and Federal agencies, community organizations, community leaders, the media and especially the public; understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City; evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems; when required to adjust for emergency situations 24 hours a day, 7 days a week.

**ADDITIONAL INFORMATION:**

**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Drivers License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

**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 sits for long periods of time and is frequently required to talk or hear. The employee is occasionally required to walk, stand, kneel, climb, squat, bend, twist, use hands to operate, finger, handle, or feel objects, tools, or controls, and reach with hands and arms. Incumbents may be exposed to repetitive motion. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet. Incumbents are not substantially exposed to adverse environmental conditions.

TECHNICAL SERVICES MANAGER  
Created, January 1991  
EMERGENCY & TECHNICAL SERVICES MANAGER  
Revised, August 1997  
Revised, June 2017

***City of South Gate***  
CLASS SPECIFICATIONS AND ATTRIBUTES

**POLICE RECORDS MANAGER**

**DESCRIPTION**

Under general direction, plans, organizes, assigns, reviews, directs and manages the day-to-day activities of the Police Department's Records Bureau and supervises the activities of Police Records Specialists, Police Custodian of Records and hourly clerical staff including managing the maintenance, retrieval, protection, retention and destruction of all police records; ensures work quality and adherence to established policies and procedures, as well as local, state and federal law and regulations; performs the more technical and complex tasks relative to assigned area of responsibility; performs related duties as required.

**SUPERVISION RECEIVED**

Works under the general supervision of a Police Lieutenant.

**SUPERVISION EXERCISED**

Supervises Police Records Specialists, Police Custodian of Records and hourly clerical staff who rotate to cover a 24-hour, seven day-a-week schedule.

**ESSENTIAL FUNCTIONS**

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Manages police records preparation, processing, and file management activities; maintains the security of police records, ensuring information is released in accordance with related laws and department policies.

Manages the maintenance, retrieval, protection, retention, and destruction of all police records; coordinates with staff the transfer of records to offsite locations; creates annual purge resolution for destruction of records; oversees records destruction; maintains record security and protection according to mandated requirements, City procedures, and department policy.

Establishes and updates record keeping systems, procedures, and policies to maintain up to date records and improve efficiency. Works with other police operations to resolve administrative record keeping issues.

Compiles and prepares a variety of analytical and statistical data reports and correspondence on operations and activities. Prepares routine reports.

Prepares uniform crime reporting data for submission to state agencies.

Performs the more technical and complex tasks of the work unit including the Police Records Management System (RMS), ensuring compliance with applicable rules and regulations related to law enforcement records management and has the authority to administer RMS files.

Assists in the selection of employees; plans, organizes and assigns work; prepares work schedules and provides adequate staffing for the Records Bureau; supervises, provides or coordinates staff training; works with employees to correct deficiencies; evaluates subordinate personnel; implements discipline procedures and administers discipline; Approves leave requests and time records.

Coordinates and provides information requested by other police agencies, parole agencies, prisons and county social services agencies. Handles Subpoena Duces Tecum requests as well as public records requests from the City Clerk. Processes requests for Certification of Records. Consults with the City Attorney, District Attorney's Office, and Department of Justice as needed; researches Public Records Act laws relating to criminal records and case law to determine authority to release or deny requests for records; appears in court on behalf of the department as required.

Responds to inquiries in person, in writing, or by phone from members of the public, providing an explanation of procedures and requested information and resolving complaints; contacts other City staff, the public or other agencies to verify, obtain or distribute routine information regarding related City activity.

Oversees general office operations in such areas as inventory and ordering supplies and equipment, coordinating office repairs.

Provides input to department annual budget; monitors and prepares various account status updates when required.

Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures.

Creates user identifications and passwords and determines security level for all police personnel for access to various law enforcement databases; trains staff on use and security of assigned systems; maintains security logs and conducts audits or journal searches for misuse inquiries as necessary.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of records management; incorporates new developments as appropriate into programs.

Performs related duties as required.

## **QUALIFICATIONS**

### **Training and Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Graduation from high school or equivalent and five (5) years of progressively responsible office and record keeping practices, techniques and statistical management analysis including two (2) years of related experience in a police department records bureau. A Bachelor's or an Associate's Degree with course work in police administration, public administration or a related field is desirable.

### **License Requirement**

Possession of a valid California Class C Driver's License, proof of insurance and a satisfactory driving record is required at time of appointment and throughout employment in this position.

### **Knowledge, Skills, and Abilities**

Knowledge of: police terminology, law enforcement codes and laws applying to the release of information; modern office and record keeping procedures; filing systems; principles and practices of customer service and public contact; automated technology and office equipment used in record keeping; principles of supervision, training and performance evaluation.

Ability to: analyze record keeping issues and implement systems to meet needs; manage and schedule staff for 24-hour, seven-day-a-week operation; interpret and explain technical written documents; work independently; communicate effectively both orally and in writing; provide accurate information, calculations, and documents; maintain confidentiality of sensitive records and information; evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and resolve problems;

interact tactfully and sensitively with a variety of officials, members of other agencies, the media and the public; establish and maintain cooperative working relationships;

Skill in the operation of a variety of office equipment, including computer and calculator.

**ADDITIONAL INFORMATION:**

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POLICE RECORDS MANAGER

Revised, August 1997

Revised, March 2009

Revised, June 2017

## Salary Pay Table

## Pay Plan Category G - Classified Professional &amp; Mid-Management Employees

Salary Effective 06-13-2017

		Step A	Step B	Step C	Step D	Step E
601	ADMINISTRATIVE ASSISTANT	4,333	4,550	4,777	5,016	5,267
601	ASSISTANT PLANNER	4,333	4,550	4,777	5,016	5,267
601	MANAGEMENT ASSISTANT	4,333	4,550	4,777	5,016	5,267
602	ECONOMIC DEVELOPMENT SPECIALIST	4,439	4,661	4,894	5,139	5,396
606	HOUSING & GRANTS ANALYST	4,599	4,829	5,070	5,324	5,590
609	RECREATION SUPERVISOR	5,101	5,356	5,624	5,905	6,200
610	MANAGEMENT ANALYST	5,170	5,428	5,699	5,984	6,284
610	ADMINISTRATIVE ANALYST	5,170	5,428	5,699	5,984	6,284
610	ADMINISTRATIVE SERVICES COORDINATOR	5,170	5,428	5,699	5,984	6,284
610	BUDGET & PAYROLL ANALYST	5,170	5,428	5,699	5,984	6,284
611	TRAINING SPECIALIST	5,195	5,455	5,728	6,014	6,315
612	CRIME ANALYST	5,232	5,494	5,769	6,057	6,360
613	CUSTOMER SERVICE SUPERVISOR	5,396	5,666	5,949	6,246	6,559
613	PURCHASING SUPERVISOR	5,396	5,666	5,949	6,246	6,559
614	ACCOUNTANT	5,451	5,723	6,009	6,310	6,625
615	ASSISTANT ENGINEER	5,485	5,760	6,048	6,350	6,668
615	CODE ENFORCEMENT SUPERVISOR	5,485	5,760	6,048	6,350	6,668
617	POLICE RECORDS MANAGER	5,867	6,160	6,468	6,792	7,131
619	SENIOR ADMINISTRATIVE ANALYST	5,981	6,280	6,594	6,924	7,270
621	SENIOR ACCOUNTANT	6,158	6,465	6,789	7,128	7,485
622	ASSOCIATE ENGINEER	6,292	6,606	6,937	7,283	7,648
623	SENIOR PLANNER	6,339	6,656	6,988	7,338	7,705
623	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	6,339	6,656	6,988	7,338	7,705
624	TECHNICAL SERVICES MANAGER	6,402	6,722	7,058	7,411	7,782
625	INFORMATION SYSTEMS ADMINISTRATOR	6,402	6,722	7,058	7,411	7,782
626	EQUIP. MAINTENANCE SUPERINTENDENT	6,614	6,945	7,292	7,657	8,039
628	SENIOR ENGINEER	7,229	7,590	7,970	8,368	8,786
629	ELECTRIC & GEN MAINT SUPERINTENDENT	7,475	7,849	8,242	8,654	9,086
629	STREET & SEWER SUPERINTENDENT	7,475	7,849	8,242	8,654	9,086
630	WATER DIVISION MANAGER	8,382	8,802	9,242	9,704	10,189
631	SENIOR CIVIL ENGINEER	8,231	8,643	9,075	9,529	10,005
632	FAMILY VIOLENCE PROGRAM COORDINATOR	5,861	6,154	6,461	6,785	7,124
850	POLICE SECRETARY (CONF)	4,462	4,685	4,919	5,165	5,423
851	EXECUTIVE ASSISTANT TO CITY ATTY (CONF)	5,319	5,585	5,864	6,158	6,466
851	EXECUTIVE ASSISTANT (CONF)	5,319	5,585	5,864	6,158	6,466
851	EXECUTIVE ASSISTANT TO CITY MGR (CONF)	5,319	5,585	5,864	6,158	6,466

**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. 7767 was adopted by the City Council at their Regular Meeting held on June 13, 2017, by the following vote:

Ayes:            Council Members:    Davila, Bernal, Diaz and Rios

Noes:           Council Members:    None

Absent:         Council Members:    Morales

Abstain:        Council Members:    None

Witness my hand and the seal of said City on June 20, 2017.



Carmen Avalos, City Clerk  
City of South Gate, California