

**RESOLUTION NO. 7834**

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO CREATE THE HOURLY POSITION OF BUSINESS LICENSE INSPECTOR IN THE ADMINISTRATIVE SERVICES DEPARTMENT, TO APPROVE THE CORRESPONDING JOB SPECIFICATION, AND TO UPDATE THE APPROPRIATE 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 Business License Division of the Administrative Service Department needs an hourly position to perform a variety of investigative, clerical and technical duties related to the administration of the City's business license code, including the identification, field investigation, notification, tracking, collection of taxes, and citation of businesses not in compliance with City business license code; and

**WHEREAS**, the City desires to create the hourly position and job specification of Business License Inspector in the Administrative Services Department, attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Human Resources Division and the Administrative Services Department, has determined that it is proper to create the hourly position of Business License Inspector and the corresponding job specification;

[Remainder of page left blank intentionally]

**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 amendment to the City's Salary Resolution and Position Classification Plan to create the Business License Inspector hourly position.

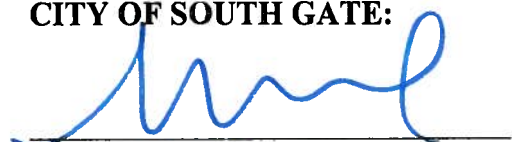
**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specification for the Business License Inspector hourly position, attached hereto as Exhibit "A."

**SECTION 3.** The City Council hereby approves and adopts the proposed amended Hourly Salary Pay Table, effective November 13, 2018, attached hereto as Exhibit "B."


**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 November 2018.


**CITY OF SOUTH GATE:**

  
\_\_\_\_\_  
María Belén Bernal, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Carmen Avalos, City Clerk  
(SEAL)

**APPROVED AS TO FORM:**

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

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

**BUSINESS LICENSE INSPECTOR (PART-TIME)**

**DESCRIPTION**

Under general supervision, performs a variety of investigative, clerical, and technical duties related to the administration of the City's business license code, including the identification, field investigation, notification, tracking, collection of taxes, and citation of businesses not in compliance with City business license code. Keeps an accurate record of all cases and performs field inspections and audits; performs related duties as required.

**CLASS CHARACTERISTICS**

While distinctively uniformed as a non-sworn, non-peace officer, performs duties in several areas related to business license not requiring the service of a sworn police officer.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Customer Service Supervisor.

**SUPERVISION EXERCISED**

Does not exercise supervision.

**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.*

Ensures compliance with the City's business license code by the identification, field investigation, notification, tracking, collection of taxes, and citation of businesses not in compliance with City business license code.

Performs follow up on delinquent accounts.

Conducts field inspections and license audits of businesses.

Investigates complaints involving violations and illegal use of private property such as vehicle storage.

Addresses and resolves complaints regarding compliance with the enforcement of business license.

Maintains records of investigations conducted and actions taken; conducts field investigations; maintains investigation files, records and logs; issue citations.

**QUALIFICATIONS**

*A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:*

**Education, Training and Experience**

Graduation from high school or GED equivalent and two (2) years of business licensing experience involving business license processing, enforcement, inspection and investigation experience or a related field. Experience in code enforcement in a governmental agency or closely related field of an investigative nature is preferred.

License/Certifications/Special Requirements

Possession of a valid California Class C Driver's License, proof of auto insurance, and a satisfactory driving record is required at time of appointment and throughout employment. Certificate of completion of a course in P.C. 832 - Arrest, Search and Seizure must be obtained within the first six months of employment.

Knowledge, Skills and Abilities

Knowledge of: modern principles and practices of business license issuance; practices and techniques for conducting investigations to identify local businesses not in compliance with code provisions; research methods and procedures; basic principles of mathematics; applicable Federal, State, and local laws, codes, and regulations relating to business licensing; methods and techniques of standard office procedures, practices, and equipment, including a computer and applicable software.

Ability to: schedule work assignments and conduct record keeping and report preparation; standard safety practices; ability to conduct inspections, ascertain facts and apply appropriate codes while keeping logs; write complex inspection reports and work independently; maintain effective relationships with those contacted in the course of work, including other City staff and the public; communicate clearly and concisely both orally and in writing; understand and carry out oral and written instructions; irregular hours may be required for position, must be able to work weekends.

Skills: Bilingual in English and Spanish is highly desirable.

BUSINESS LICENSE INSPECTOR (PART-TIME)  
CREATED: 11/13/2018

Pay Plan Category L - Unclassified Hourly Employees (Flat Rated) Effective 11-13-2018		
Range	Hourly Rate	Hourly Position
999	\$ 17.29	Administrative Aide (Hourly)
	\$ 20.84	Business License Inspector (Hourly)
	\$ 14.35	Clerical Assistant I
	\$ 15.53	Clerical Assistant II
	\$ 17.89	Clerical Assistant III
	\$ 18.11	Community Development Intern
	\$ 17.17	Computer Information Systems (CIS) Aide
	\$ 18.16	Court Officer
	\$ 18.11	Engineering Aide
	\$ 26.85	Family Violence Prevention Specialist (Hrly)
	\$ 11.00	Intern - Hourly
	\$ 15.53	Maintenance Helper (Public Works)
	\$ 19.81	Maintenance Service Worker (Public Works)
	\$ 15.53	Mechanic Helper (Public Works)
	\$ 24.50	Outdoor Power Equipment Mechanic
	\$ 19.17	Police Cadet
	\$ 20.92	Police Custodian of Records
	\$ 13.83	Police Vehicle Service Attendant
	\$ 19.17	Program Assistant (Police)
	\$ 16.06	Public Safety Officer
	\$ 13.77	Research Aide (Hourly)
	\$ 75.48	Temp. Personnel Management Representative (Extra Help)
	\$ 44.90	Temp. Technical Services Manager
998	\$ 11.00	Student Worker
Range	Hourly Rate Equivalent	Full-Time Classification - Hourly Equivalent
		Municipal Employees' Association (MEA) Positions <i>Hourly Equivalent to MEA Step A Rate (EN Council Action 12/12/17)</i>
999	\$25.87	Code Enforcement Officer (Hourly)
999	\$21.85	Community Develop Tech II (Hourly)
999	\$20.84	Community Service Officer (Hourly)
999	\$20.56	Customer Service Representative (Hourly)
999	\$24.40	Equipment Mechanic (Hourly)
999	\$25.62	Housing Specialist (Hourly)
999	\$20.56	Intermediate Account Clerk (Hourly)
999	\$19.47	Intermediate Typist Clerk (Hourly)
999	\$22.98	Electrician I (Hourly)
999	\$22.98	Electrician II (Hourly)

<b>Pay Plan Category L - Unclassified Hourly Employees (Flat Rated)</b>						
<b>Effective 11-13-2018</b>						
<b>Range</b>	<b>Hourly Rate Equivalent</b>			<b>Full-Time Classification - Hourly Equivalent Cont.</b>		
999	\$19.53			Park Facilities Maint Worker (Hourly)		
999	\$20.22			Police Records Specialist (Hourly)		
<b>Range</b>	<b>Hourly Rate</b>			<b>Sworn Hourly Position</b>		
999	\$38.920			Police Officer (Hourly) <i>Hourly Equivalent to POA Step C Rate (E# Council Action 09/26/06)</i>		
<b>Range</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Hourly Position</b>
997	\$11.004	\$11.554	\$12.132	\$12.738	\$13.375	Recreation Leader I (Rec Aide, Maint Aide I, Tutor Asst)
996	\$11.921	\$12.517	\$13.143	\$13.800	\$14.490	Recreation Leader II (Rec Attendant, Maint Aide II, Tutor)
995	\$13.816	\$14.507	\$15.232	\$15.994	\$16.793	Recreation Leader III (Cashier, Golf Starter) Swim Instructor
994	\$15.772	\$16.561	\$17.389	\$18.258	\$19.171	Recreation Leader IV (Recreation Leader, Sr. Golf Starter)
993	\$12.227	\$12.838	\$13.480	\$14.154	\$14.861	Lifeguard
992	\$15.772	\$16.561	\$17.389	\$18.258	\$19.171	Senior Lifeguard

**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. 7834 was adopted by the City Council at their Regular Meeting held on November 13, 2018, by the following vote:

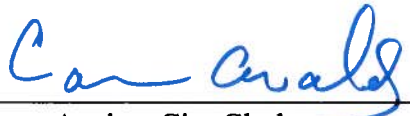
Ayes:            Council Members:    Bernal, Morales, Davila, Diaz and Rios

Noes:            Council Members:    None

Absent:          Council Members:

Abstain:         Council Members:    None

Witness my hand and the seal of said City on November 15, 2018.

  
\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California

