

RESOLUTION NO. 7873

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

A 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 JOB SPECIFICATION FOR THE POSITION OF EXECUTIVE ASSISTANT TO THE POLICE CHIEF IN THE POLICE DEPARTMENT 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 reclassification of the position of Police Secretary to Executive Assistant to the Police Chief was approved and included in the Fiscal Year 2019/20 budget; and

WHEREAS, the City desires to create the job specification for the position of Executive Assistant to the Police Chief in the Police Department, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibit "A;" and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Police Department, have determined that it is proper to create the job specification for the position of Executive Assistant to the Police Chief;

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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 amendment to the City's Classification Plan to create the job specification for the position of Executive Assistant to the Police Chief in the Police Department.

SECTION 2. The City Council hereby approves and adopts the proposed job specification for the Executive Assistant to the Police Chief, attached hereto as Exhibit "A."

SECTION 3. The City Council hereby approves and adopts the proposed amended Professional and Mid-Management Association (PMMA) Salary Pay Table, effective July 23, 2019, 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.

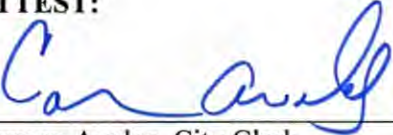
PASSED, APPROVED and ADOPTED this 23th day July 2019.

CITY OF SOUTH GATE:



Jorge Morales, Mayor


ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

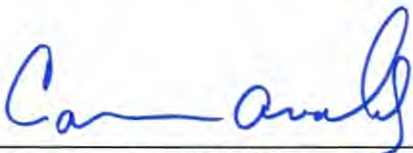
RESOLUTION CERTIFICATION PAGE

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. 7873 was adopted by the City Council at their Regular Meeting held on July 23, 2019, by the following vote:

Ayes: Council Members: Bernal, Davila, Diaz, Morales, and Rios
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Witness my hand and the seal of said City on June 24, 2019.



Carmen Avalos, City Clerk
City of South Gate, California

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

EXECUTIVE ASSISTANT TO THE POLICE CHIEF

DESCRIPTION

Under general administrative direction, the Executive Assistant to the Police Chief performs a variety of highly responsible, specialized and confidential secretarial and clerical duties; acts as a liaison between the Office of the Police Chief and City departments; coordinates daily office activities, serves as the Secretary to the Commission for South Gate Youth and other meetings as needed; and performs related duties as required.

CLASS CHARACTERISTICS

The Executive Assistant to the Police Chief is a single classification that supports and performs various executive level administrative functions related to the Police Department.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

May supervise part-time employees, student workers and volunteers, as assigned.

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.

Provides administrative support to the Police Chief; assists with special projects as assigned; compiles information for sensitive reports and evaluations; assists in preparing comprehensive reports; prepares minutes of meetings; utilizes a high degree of independent judgment and initiative in performing highly complex technical and responsible functions of the office while maintaining the confidentiality required.

Relieves the Police Chief of administrative and clerical tasks, including maintaining the calendar of Police Department activities, meetings and various events; coordinating department events, employee promotion and recognition ceremonies, and activities with other City departments, the public and outside agencies. Makes travel arrangements for the Police Chief when traveling to meetings, training and conferences.

Processes, tracks and monitors department injury on duty claims.

Serves as the Secretary to the Commission for South Gate Youth and other meetings as needed.

Screens visitors and telephone calls directed to the Police Chief; screens and distributes department mail; responds to requests for information and assistance; resolves complaints and interprets and explains policies and procedures; ensures the appropriate distribution and release of confidential and sensitive information; exercises considerable independent judgment in providing and making referrals to the proper party.

Communicates with other supervisors and departments; prepares and obtains documents and information which may be needed in the course of conferences or meetings; creates and maintains personnel records and confidential files.

Operates a variety of office equipment including a computer, scanner, typewriter, photo copier, facsimile machine and calculator; uses various computer applications and software packages; develops, enters data, maintains and generates reports from database or network systems.

Maintains and prepares department payroll, recommends improvements in workflow, procedures and use of equipment and forms; processes the Police Chief's credit card statement for payment; handles the department's petty cash; maintains records of all department-issued credit cards; orders supplies for the Police Department's Administration Division.

Composes letters and memoranda in accordance with known policies or on the basis of brief instruction; arranges meetings and schedules; directs and review the work of other employees when assigned.

QUALIFICATIONS

Education and Experience

Graduation from high school or satisfactory equivalent; completion of college level related courses or completion of a related college degree is highly desirable. Five or more years of increasingly responsible and varied secretarial or administrative assistant experience in a municipal government setting which involved project management responsibilities and public contact.

License/Certification/Special Requirements

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

Special Requirements

Ability to attend special City events and meetings on weekends, evenings and holidays, as required. Ability to work extended hours, as needed and/or required. Applicants must be able to provide proof of right to work in the United States; background, fingerprinting, polygraph examination, and medical clearance required.

Knowledge, Skills, and Abilities

Knowledge of: Organization and function of City government; organization, procedures, policies, rules and operating details of the City; principles and practices of budget administration; methods and techniques of researching and compiling data for reports and presentations; modern office practices; business correspondence, filing systems and standard office operations; methods, procedures and standards for public sector accounting, record keeping, file maintenance and records management; personal computer operation and related software applications; customer service and customer relations practices and principles; English usage, spelling, grammar and punctuation; principles and practices of sound business communications; safe work methods and safety regulations.

Ability to: Perform a variety of advanced, moderately complex, and lead level administrative support work with speed and accuracy; use good judgment in handling highly sensitive and/or confidential matters with discretion and maintain the privacy of such information; anticipate needs and plan ahead using initiative; perform highly responsible administrative and secretarial tasks with independence and initiative; analyze administrative and technical problems and implement effective courses of action toward resolving problems; deal tactfully and courteously with internal and external customers; operate a variety of office equipment including computers and applicable software at an intermediate to advanced level; perform assigned duties within established guidelines; establish and maintain effective working relationships with all levels of management, employees, the public and others encountered in the course of work; understand and follow oral and written directions and procedures; work effectively with a small group or individually; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

Skills: Type at a corrected rate of at least forty (40) words per minute; work independently; maintain composure and confidentiality; work effectively in a high-pressure environment with changing priorities; organize and manage complex administrative and technical services with minimum supervision; understand and apply relevant rules, ordinances, codes, regulations, administrative orders, and other governing regulations; write professional reports and correspondence from brief instructions; enter data with high levels of accuracy and productivity; prioritize multiple tasks, projects and demands; communicate effectively verbally and in writing.

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 Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of the City's 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 an employee encounters while performing 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 sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. 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 quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

EXECUTIVE ASSISTANT TO THE POLICE CHIEF
Created July 2019

Salary Pay Table
South Gate Professional and Mid-Management Employees
Effective 07-23-2019

Exempt Classifications		Step A	Step B	Step C	Step D	Step E
609	RECREATION SUPERVISOR	5,655	5,938	6,235	6,547	6,874
613	CUSTOMER SERVICE SUPERVISOR	5,982	6,282	6,596	6,925	7,272
615	CODE ENFORCEMENT SUPERVISOR	6,082	6,386	6,705	7,040	7,392
621	SENIOR ACCOUNTANT	6,827	7,168	7,527	7,903	8,298
623	SENIOR PLANNER	7,028	7,379	7,748	8,135	8,542
626	EQUIP. MAINTENANCE SUPERINTENDENT	7,333	7,700	8,085	8,489	8,913
629	ELECTRIC & GEN MAINT SUPERINTENDENT	8,288	8,702	9,138	9,594	10,074
629	STREET & SEWER SUPERINTENDENT	8,288	8,702	9,138	9,594	10,074
630	WATER DIVISION MANAGER	9,294	9,758	10,246	10,759	11,297
631	SENIOR CIVIL ENGINEER	9,126	9,583	10,062	10,565	11,093

Non-Exempt Classifications		Step A	Step B	Step C	Step D	Step E
601	ADMINISTRATIVE ASSISTANT	4,804	5,044	5,296	5,561	5,839
601	ASSISTANT PLANNER	4,804	5,044	5,296	5,561	5,839
601	MANAGEMENT ASSISTANT	4,804	5,044	5,296	5,561	5,839
606	HOUSING & GRANTS ANALYST	5,099	5,354	5,621	5,902	6,197
610	MANAGEMENT ANALYST	5,732	6,018	6,319	6,635	6,967
610	ADMINISTRATIVE ANALYST	5,732	6,018	6,319	6,635	6,967
610	ADMINISTRATIVE SERVICES COORDINATOR	5,732	6,018	6,319	6,635	6,967
610	BUDGET & PAYROLL ANALYST	5,732	6,018	6,319	6,635	6,967
611	TRAINING SPECIALIST	5,760	6,048	6,351	6,668	7,002
612	CRIME ANALYST	5,801	6,091	6,396	6,716	7,052
613	PURCHASING SUPERVISOR	5,982	6,282	6,596	6,925	7,272
615	ASSISTANT ENGINEER	6,082	6,386	6,705	7,040	7,392
619	SENIOR ADMINISTRATIVE ANALYST	6,631	6,963	7,311	7,676	8,060
622	ASSOCIATE ENGINEER	6,976	7,325	7,691	8,075	8,479
624	TECHNICAL SERVICES MANAGER	7,098	7,453	7,826	8,217	8,628
625	INFORMATION SYSTEMS ADMINISTRATOR	7,098	7,453	7,826	8,217	8,628
632	FAMILY VIOLENCE PROGRAM COORDINATOR	6,498	6,823	7,164	7,522	7,898
850	POLICE SECRETARY (CONF)	4,947	5,194	5,454	5,726	6,013
851	EXECUTIVE ASSISTANT TO POLICE CHIEF	5,898	6,192	6,502	6,827	7,168
851	EXECUTIVE ASSISTANT TO CITY ATTY (CONF)	5,898	6,192	6,502	6,827	7,168
851	EXECUTIVE ASSISTANT (CONF)	5,898	6,192	6,502	6,827	7,168
851	EXECUTIVE ASSISTANT TO CITY MGR (CONF)	5,898	6,192	6,502	6,827	7,168

Exempt Classification (Pending Further Analysis)		Step A	Step B	Step C	Step D	Step E
602	ECONOMIC DEVELOPMENT SPECIALIST	4,922	5,168	5,426	5,698	5,982
614	ACCOUNTANT	6,043	6,345	6,663	6,996	7,346
617	POLICE RECORDS MANAGER	6,505	6,830	7,171	7,530	7,906
623	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	7,028	7,379	7,748	8,135	8,542
628	SENIOR ENGINEER	8,014	8,415	8,836	9,278	9,742
633	CITY TRAFFIC ENGINEER	9,583	10,062	10,565	11,093	11,648