

**RESOLUTION NO. 7644**

**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) CREATING THE POLICE CUSTODIAN OF RECORDS POSITION AND  
JOB SPECIFICATION IN THE POLICE DEPARTMENT, AND UPDATING  
THE HOURLY 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 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 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 Police Custodian of Records position attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Personnel Department, and the key personnel in the Police Department, has determined that it is proper to create the Police Custodian of Records position 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 Classification Plan to create the Police Custodian of Records position in the Police Department.

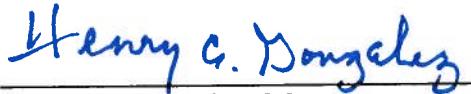
**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specifications for Police Custodian of Records as attached hereto as Exhibit "A."

**SECTION 3.** The City Council hereby approves and adopts the proposed amended Hourly Salary Pay Table 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 9<sup>th</sup> day of December 2014.

**CITY OF SOUTH GATE:**

  
Henry C. Gonzalez, Mayor

**ATTEST:**

  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
Raul F. Salinas, City Attorney

# Attachment A

## *City of South Gate*

### CLASS SPECIFICATIONS AND ATTRIBUTES

#### POLICE CUSTODIAN OF RECORDS

##### DESCRIPTION

Under general direction, assists with the day-to-day activities of the Police Department's Records Bureau and coordinates with Police Records Specialists and hourly clerical staff on the maintenance, retrieval, protection, retention and destruction of all police records; adheres to established policies and procedures, as well as local, state, and federal law and regulations; performs tasks relative to assigned area of responsibility; prepares and maintains police records; and performs related duties as assigned.

##### CLASS CHARACTERISTICS

This classification is a single position supporting specialized activities related to the Police Department.

##### SUPERVISION RECEIVED

Works under the general supervision of a Police Lieutenant.

##### SUPERVISION EXERCISED

Does not exercise supervisory responsibility.

##### ESSENTIAL FUNCTIONS

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

Manages police records preparation, processing and file management activities; maintains security of police records, ensuring information is released in accordance with related laws and department policies. Oversees destruction of records according to City procedures.

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.

Updates record keeping systems, procedures and policies to maintain currency 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 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.

Coordinates and provides information requested from 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 telephone from members of the public, providing explanation of procedures and requested information; contacts other City staff, the public or other agencies to verify, obtain or distribute routine information regarding related City activity.

Monitors general office operations in such areas as inventory, supplies, equipment, and office equipment repair.

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

Participates in the development of goals and objectives and makes recommendations for changes and improvements to existing standards, policies, and procedures relating to the retention, storage and release of police records.

Maintains user identifications and passwords and monitors security level for all police personnel for access to various law enforcement databases; updates 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. A typical way of obtaining the knowledge and abilities would be: graduation from high school or equivalent and at least (2) years of progressively responsible office and record keeping practices, techniques and statistical management analysis. A Bachelor's or Associate of Arts Degree with course work in police administration, public administration or a related field is highly 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.

Ability to: analyze record keeping issues and implement systems to meet needs; ; interpret and explain technical written documents when necessary; 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 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:****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 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.

POLICE CUSTODIAN OF RECORDS  
CREATED, 12/09/2014

**Pay Plan Category L - Unclassified Hourly Employees (Flat Rated)**

Effective 12/09/2014

<u>Range</u>	<u>Hourly Rate</u>	<u>Hourly Position</u>
999	\$ 14.14	Administrative Aide (Hourly)
	\$ 26.02	Administrative Assistant - Confidential (Advanced)
	\$ 21.41	Administrative Assistant - Confidential (Entry Level)
	\$ 11.73	Clerical Assistant I
	\$ 12.70	Clerical Assistant II
	\$ 14.47	Clerical Assistant III
	\$ 15.55	Community Development Intern
	\$ 14.04	Computer Information Systems (CIS) Aide
	\$ 16.08	Court Officer
	\$ 15.55	Engineering Aide
	\$ 12.70	Maintenance Helper (Public Works)
	\$ 17.53	Maintenance Service Worker (Public Works)
	\$ 12.70	Mechanic Helper (Public Works)
	\$ 16.97	Police Cadet
	\$ 19.41	Police Custodian of Records
	\$ 11.32	Police Vehicle Service Attendant
	\$ 16.97	Program Assistant (Police)
	\$ 13.13	Public Safety Officer
	\$ 14.07	Receptionist
	\$ 11.26	Research Aide (Hourly)
	\$ 70.00	Temp. Personnel Management Representative (Extra Help)
998	\$ 9.00	Student Worker

<u>Range</u>	<u>Hourly Rate Equivalent</u>	<u>Full-Time Classification - Hourly Equivalent</u>
999	Step A 07/01/12 Monthly Salary / 173.33 Hours	Municipal Employees' Association (MEA) Positions
999	Step E 07/01/12 Monthly Salary / 173.33 Hours	Municipal Employees' Association (MEA) Positions

<u>Range</u>	<u>Hourly Rate</u>	<u>Sworn Hourly Position</u>
999	\$ 31.84	Police Officer (Hourly) <i>Equiv. to C Step rate per Council Action 06/12/07</i>

<u>Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Hourly Position</u>
997	\$9.000	\$9.450	\$9.923	\$10.419	\$10.940	Recreation Leader I (Rec Aide, Maint Aide I, Tutor Asst)
996	\$9.750	\$10.238	\$10.750	\$11.287	\$11.852	Recreation Leader II (Rec Attendant, Maint Aide II, Tutor)
995	\$11.300	\$11.865	\$12.458	\$13.081	\$13.735	Recreation Leader III (Cashier, Golf Starter) Swim Instructor
994	\$12.900	\$13.545	\$14.222	\$14.933	\$15.680	Recreation Leader IV (Recreation Leader, Sr. Golf Starter)
993	\$10.000	\$10.500	\$11.025	\$11.577	\$12.156	Lifeguard
992	\$12.900	\$13.545	\$14.222	\$14.933	\$15.680	Senior Lifeguard

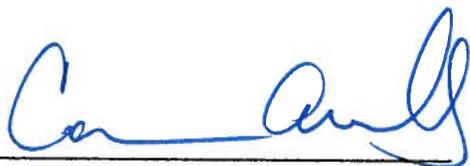
**RESOLUTION CERTIFICATION PAGE**

**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. 7644 was adopted by the City Council at their Regular Meeting held on December 9, 2014, by the following vote:

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

Witness my hand and the seal of said City on December 17, 2014.



**Carmen Avalos, City Clerk  
City of South Gate, California**