

**RESOLUTION NO. 7641**

**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) RECLASSIFYING THE POSITION OF SECRETARY TO MANAGEMENT  
ANALYST IN THE HUMAN RESOURCES DIVISION, ELIMINATING THE PERS HOURLY  
INTERMEDIATE TYPIST CLERK POSITION IN THE HUMAN RESOURCES DIVISION,  
CREATING THE FULL-TIME POSITION OF OFFICE ASSISTANT IN THE HUMAN  
RESOURCES DIVISION, CREATING THE JOB SPECIFICATIONS FOR OFFICE  
ASSISTANT AND UPDATING 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 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 personnel structure of the Human Resources Division, along with their respective classifications, duties, qualifications and pay, must from time to time be assessed and adjusted to meet the changing needs of the Division and the City, to appropriately reflect the duties performed, and to achieve and deliver the highest possible productivity and quality of work product and services provided by the Division; and

**WHEREAS**, an evaluation has been conducted of the positions within the Human Resources Division and its need to fulfill obligations for multiple projects and programs in place and it has been determined that the Division warrants the reclassification of the Secretary position to Management Analyst; and

**WHEREAS**, the evaluation of the Human Resources Division also determined the need to eliminate the PERS Hourly Intermediate Typist Clerk position and create the Full-time position of Office Assistant; and

**WHEREAS**, based on said evaluations, staff has determined that changes are necessary as detailed in the proposed Position Specifications & Attributes for Full-time Office Assistant attached hereto as Exhibit "B,"; and

[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 Class Specifications and Attributes to the City's Classification Plan to reclassify the position of Secretary to Management Analyst in the Human Resources Division.

**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specifications for Management Analyst attached hereto as Exhibit "A" and Full-time Office Assistant attached hereto as Exhibit "B," for the Human Resources Division.

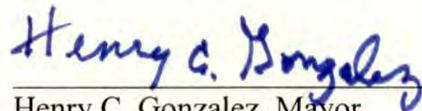
**SECTION 3.** The City Council hereby eliminates the positions of Secretary and PERS Hourly Intermediate Typist Clerk in the Human Resources Division.

**SECTION 4.** The City Council hereby approves and adopts the proposed amended Salary Pay Table attached hereto as Exhibit "C."

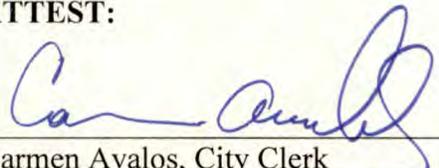
**SECTION 5.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 25<sup>th</sup> day of November 2014.

**CITY OF SOUTH GATE:**

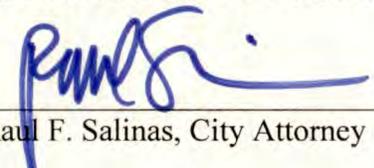
  
Henry C. Gonzalez, Mayor

**ATTEST:**

  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
Raul F. Salinas, City Attorney

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

**MANAGEMENT ANALYST**

**DESCRIPTION**

Under general supervision, performs varied and complex professional and administrative work; conducts administrative studies and analysis of operations in order to solve budget, organizational, program, or procedural problems; acts as staff support to executive level management and authorized committees, commissions, or boards; performs related work as assigned.

**CLASS CHARACTERISTICS**

The Management Analyst is a journey level classification. Under general supervision, incumbents perform a full range of analytical duties to support a specific department and/or the entire City organization.

**SUPERVISION RECEIVED**

Works under the direct supervision of the City Manager, Assistant City Manager and/or Department Director.

**SUPERVISION EXERCISED**

May supervise interns, clerical staff, or other staff as assigned.

**ESSENTIAL FUNCTIONS**

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

Research, analyze data, and prepare recommendations in written or oral form to the City Council, City Manager, Department Director, or other staff;

Drafts, reviews and finalizes staff reports, agreements, resolutions, correspondence and memorandums;

Assists in budget preparation, expenditure monitoring, and routine performance measurement monitoring;

Assists in the development and implementation of City programs;

Provides direct assistance to department head or other staff;

Reviews and provides recommendations to improve departmental operating efficiencies;

Reviews and prepares revisions of various department or City policies;

Develops written policies, processes and procedures;

## **MANAGEMENT ANALYST cont'd**

Assists with implementation of and compliance monitoring for contracts;

Attends Council or Commission meetings when assigned;

Provides information on City services, policies and procedures to departments, other agencies and/or citizen groups;

Prepares written communications regarding City programs, policies or activities for public dissemination;

Functions as a liaison between City staff and outside agencies or contractors, consultants and vendors;

Tracks and reviews legislation that could affect the City or department;

Writes legislative correspondence;

Participates in labor negotiations;

Represents City management in interactions with division managers in preparation, organization, and justification of department budget;

Writes RFPs and/or RFQs for professional services;

Writes and administers grants;

May make oral presentations to the City Council, Commissions, or to the public;

May serve as a team leader/project manager or member of City task forces organized to address problems or issues related to governmental activities or community concerns;

May represent the City Manager or Department Director at meetings involving other City Departments, governmental organizations or community groups;

May serve as staff to Elected Officials;

Performs other related duties as assigned.

## **QUALIFICATIONS**

### Training and Experience

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, finance or a related field AND three (3) years of increasingly responsible, related professional experience. Lead or supervisory experience is desirable. A Master's degree in related field is desirable. Bilingual in English and Spanish is desirable.

## MANAGEMENT ANALYST cont'd

### License Requirement

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.

### Knowledge, Skills and Abilities

Knowledge of: the principles, practices and trends of public administration; research, statistical analysis, and report preparation; organization and functions of the assigned municipal department and municipal government overall; principles of accounting and auditing; evaluation techniques and organizational principles; applicable federal, state and local laws, codes, and regulations; methods and procedures of budget preparation; modern office practices, procedures and equipment, including word processing and computer applications (Word, Microsoft Outlook, Excel, PowerPoint, etc.).

Skill and Ability to: perform specialized administrative tasks; conduct research, perform analysis, and prepare and present reports of findings; work independently; interpret and apply related laws, ordinance, and policies; follow oral and written directions; evaluate the work of others; use computer and related software; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others.

### **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. Work is performed mostly in office settings. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, stoop, crouch 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, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus and perform office machine operations. Incumbents are not substantially exposed to adverse environmental conditions.

MANAGEMENT ANALYST

Created 09/2014

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

**OFFICE ASSISTANT**

**DESCRIPTION**

Under varying degrees of supervision, perform wide variety of general clerical, record keeping and administrative support duties related to human resources and risk management. Perform reception duties and provide customer service for the public; and perform related duties as assigned.

**CLASS CHARACTERISTICS**

This classification is a single position supporting clerical needs related to Human Resources and Risk Management.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Human Resources Manager and general direction of higher level department staff.

**SUPERVISION EXERCISED**

Does not exercise supervisory responsibility.

**ESSENTIAL FUNCTIONS**

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

Greet visitors, answer telephone and assist the public with scheduling appointments and giving out information as required;

Give information and interpretations of policy or procedure which require considerable knowledge of the department and/or function;

Create and maintain a variety of general and specialized files, records, inventory, indexes and calendars related to human resources and risk management;

Coordinate meetings, trainings, conferences and appointments as needed for department staff;

Receive records and applications, verifies information and enter data into City computer systems;

Provide a variety of assistance duties to include photocopying, processing and distribution of mail, invoices, recruitments and other material;

Type letters, memorandums, documents and reports, using a personal computer, from rough drafts, marginal notes or verbal instructions;

Operate office equipment including personal computers and duplicating machines;

Represent the City to the public when giving and obtaining information from the public and employees of other units in situations which require tact, discretion and courtesy;

May provide back-up coverage for other department support staff;

## **OFFICE ASSISTANT cont'd**

2

Maintain absolute confidentiality of work-related issues, documents, records and materials pertaining to City employees, officials, agents and others;

When assigned, may be required to operate vehicle;

Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Training and Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way to obtain the knowledge and skills would be: graduation from high school or equivalent AND two (2) years of general clerical experience involving customer service, typing and personal computer operation.

#### **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: correct English usage, grammar, spelling, punctuation and vocabulary; modern office practices, procedures and equipment; telephone techniques and etiquette; City policies and procedures; general office, mail processing, and customer service procedures and methods; record keeping and file maintenance.

Skill and Ability to: operate basic office equipment, personal computer utilizing standard software; follow oral and written directions; perform a variety of clerical work; establish and maintain effective relationships with others; maintain confidential files, interpret and explain laws and regulations; deal courteously and tactfully with the public. Ability to fluently speak, read, and write Spanish is highly desirable.

### **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 is frequently required to walk, sit and talk or hear and may stand for extended periods of time. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 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 occasionally exposed to outside weather conditions, traffic, dust, gas, fumes and chemicals.

OFFICE ASSISTANT  
Created 11/25/14



## Salary Pay Table

### Pay Plan Category I - Classified Miscellaneous Employees Association

Salary Effective 11-25-2014

		Step A	Step B	Step C	Step D	Step E
527	INFORMATION SYSTEMS COORDINATOR	3,650	3,833	4,024	4,225	4,437
528	PUBLIC SAFETY SUPERVISOR	3,742	3,929	4,125	4,332	4,548
530	CUSTODIAL SUPERVISOR	3,744	3,932	4,128	4,335	4,551
531	POLICE RECRUIT	3,746	3,933	4,130	4,336	4,553
532	WATER DISTRIBUTION OPERATOR II	3,783	3,973	4,171	4,380	4,599
533	EQUIPMENT MECHANIC	3,786	3,975	4,174	4,383	4,602
534	SENIOR SECRETARY	3,823	4,014	4,215	4,425	4,647
535	EQUIPMENT OPERATOR	3,885	4,080	4,284	4,498	4,723
536	SENIOR TRAFFIC & SIGN PAINTER	3,907	4,102	4,307	4,523	4,749
537	COMMUNITY DEVELOPMENT TECH III	3,907	4,103	4,308	4,523	4,749
538	WATER SERVICE REPRESENTATIVE II	3,939	4,136	4,343	4,560	4,788
539	HOUSING SPECIALIST	3,975	4,174	4,383	4,602	4,832
540	MAINTENANCE ELECTRICIAN	3,998	4,198	4,408	4,628	4,859
541	CODE ENFORCEMENT OFFICER	4,014	4,214	4,425	4,646	4,879
542	PLUMBER/WELDER	4,101	4,306	4,521	4,747	4,985
543	WATER DISTRIBUTION OPERATOR III	4,107	4,312	4,527	4,754	4,992
544	SENIOR COMMUNITY DEVELOPMENT TECH	4,184	4,393	4,613	4,843	5,085
545	GRAFFITI LEAD WORKER	4,194	4,404	4,624	4,855	5,098
545	STREET LEAD WORKER	4,194	4,404	4,624	4,855	5,098
546	SENIOR EQUIPMENT MECHANIC	4,248	4,460	4,683	4,917	5,163
548	WATER PUMP OPERATOR II	4,318	4,534	4,761	4,999	5,249
550	ENGINEERING TECHNICIAN	4,462	4,685	4,919	5,165	5,424
551	BUILDING INSPECTOR	4,502	4,727	4,963	5,211	5,472
552	WATER LEAD WORKER	4,528	4,754	4,992	5,241	5,503
552	WATER SYSTEM LEAD OPERATOR	4,528	4,754	4,992	5,241	5,503
553	JOURNEY ELECTRICIAN	4,750	4,987	5,237	5,499	5,773
554	EQUIPMENT SUPERVISOR	4,856	5,098	5,353	5,621	5,902
554	STREET FOREMAN	4,856	5,098	5,353	5,621	5,902
555	GENERAL MAINTENANCE FOREMAN	4,914	5,160	5,418	5,689	5,973
556	LEAD ELECTRICIAN	5,063	5,317	5,582	5,862	6,155
557	WATER DISTRIBUTION FOREMAN	5,243	5,505	5,780	6,069	6,372
557	WATER OPERATIONS FOREMAN	5,243	5,505	5,780	6,069	6,372
559	GROUNDS MAINTENANCE SUPERVISOR	4,421	4,642	4,874	5,118	5,374
565	PUBLIC WORKS INSPECTOR	4,998	5,248	5,510	5,786	6,075

**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. 7641 was adopted by the City Council at their Regular Meeting held on November 25, 2014, by the following vote:

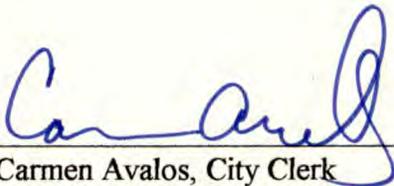
Ayes:            Council Members:    Gonzalez, Davila and Hurtado

Noes:            Council Members:    None

Absent:          Council Members:    Morales and De Witt

Abstain:         Council Members:    None

Witness my hand and the seal of said City on December 1, 2014.



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