

RESOLUTION NO. 7674

**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 CLASSIFICATION
PLAN) CREATING THE POSITIONS AND THE JOB SPECIFICATIONS FOR THE
OFFICE ASSISTANT IN THE POLICE DEPARTMENT, THE MANAGEMENT ASSISTANT
IN THE CITY MANAGER'S OFFICE, AND THE RECREATION SPECIALISTS IN THE
PARKS AND RECREATION DEPARTMENT, AND UPDATING THE SALARY PAY
TABLES**

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 class 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 Office Assistant 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 Management Assistant position in the City Manager's Office, attached hereto as Exhibit "B"; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Recreation Specialist positions in the Parks and Recreation Department, attached hereto as Exhibit "C"; and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Police Department, City Manager's Office, and Parks and Recreation Department, has determined that it is proper to create the Police Department's Office Assistant, the City Manager's Management Assistant, and the Park & Recreation Department's Recreation Specialist job specifications.

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 Office Assistant position in the Police Department.

SECTION 2. The City Council hereby approves and adopts the proposed amendment to the City's Classification Plan to create the Management Assistant position in the City Manager's Office.

SECTION 3. The City Council hereby approves and adopts the proposed amendment to the City's Classification Plan to create the three (3) Recreation Specialist positions in the Parks and Recreation Department.

SECTION 4. The City Council hereby approves and adopts the proposed Job Specification for Office Assistant in the Police Department, as attached hereto as Exhibit "A".

SECTION 5. The City Council hereby approves and adopts the proposed Job Specification for Management Assistant in the City Manager's Office, as attached hereto as Exhibit "B".

SECTION 6. The City Council hereby approves and adopts the proposed Job Specification for Recreation Specialist in the Parks and Recreation Department, as attached hereto as Exhibit "C".

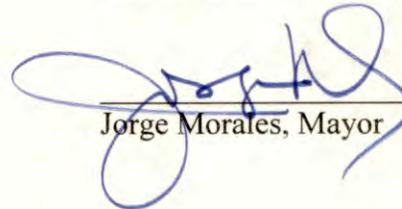
SECTION 7. The City Council hereby approves and adopts the proposed amended MEA Salary Pay Table attached hereto as Exhibit "D".

SECTION 8. The City Council hereby approves and adopts the proposed amended PMMA Salary Pay Table attached hereto as Exhibit "E".

SECTION 9. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 28th day of July 2015.

CITY OF SOUTH GATE:



Jorge Morales, Mayor

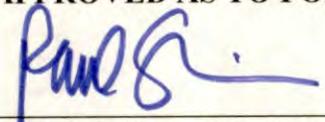
ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

Exhibit A

City of South Gate CLASS SPECIFICATIONS AND ATTRIBUTES

OFFICE ASSISTANT- POLICE DEPARTMENT

DESCRIPTION

Under varying degrees of supervision, perform a wide variety of general clerical, record keeping and administrative support duties related to human resources functions in the Police Department. May also perform receptionist duties and provide customer service to the public, and perform related duties as assigned.

CLASS CHARACTERISTICS

This classification is a single position supporting clerical needs related to human resources functions in the Police Department.

SUPERVISION RECEIVED

Works under the direct supervision of the Administration Division Sergeant and/or general direction of higher level department staff.

SUPERVISION EXERCISED

Does not exercise supervisory responsibility.

ESSENTIAL FUNCTIONS

Depending on the assignment, essential functions include, but are not limited to, the following:

Greet visitors, answer telephones and assist the Office of the Chief of Police and Police Administration staff with scheduling appointments and giving out information as required;

Give information and interpretations of policies or procedures 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 the Police Department;

Provide assistance with processing the department payroll. Coordinate and set-up meetings, trainings, conferences, department events and appointments as needed for the Office of the Chief of Police and the Administration Division;

Assist with departmental testing to include written examinations, oral interviews, physical agility tests, and background orientations; and is a Commission on Peace Officer Standards and Training (POST) proctor for these examinations;

Provide Notary Public services for background investigations;

Receive records and applications, verify information and enter data into City computer systems, the Training Management System related to employee training and department-issued equipment, and the JDIC for applicant warrant and restraining order checks;

Provide assistance with a variety of duties which include photocopying, processing and distribution of mail, processing invoices, background files, recruitments and other materials;

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;

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 a vehicle;

Perform related duties as assigned.

QUALIFICATIONS

Education 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 and a satisfactory driving record is required at time of appointment and throughout employment in 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. The ability to fluently speak, read, and write in 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, 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, 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 - POLICE DEPARTMENT
CREATED 7/28/15

Exhibit B

City of South Gate CLASS SPECIFICATIONS AND ATTRIBUTES

MANAGEMENT ASSISTANT

DESCRIPTION

Under general supervision, performs varied professional and administrative work, assists with administrative studies and analysis of operations in order to solve budget, organizational, program, or procedural problems; prepares and disseminates City communications, both in written and oral form; independently organizes and completes assigned tasks; and acts as staff support to executive level management and authorized committees, commissions, or boards.

CLASS CHARACTERISTICS

The Management Assistant is an entry level classification. Under general supervision, incumbents are expected to work with minimal oversight and perform a full range of professional and administrative 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

Depending on the assignment, essential functions include, but are not limited to, the following:

Assists with various projects or studies including conducting research, collecting, compiling and analyzing various types of data, developing recommendations, and writing 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; provides recommendations to improve departmental operating efficiencies; provides recommendations to improve various department or City policies;

Assists in developing written policies, processes, and procedures; 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 in written and oral form;

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

Plans and coordinates City events, develops and implements strategies to increase attendance and civic participation at City events;

Tracks and reviews legislation that could affect the City or department; writes legislative correspondence; assists in writing RFPs and/or RFQs for professional services; assists in writing and administering grants;

May make oral presentations to the City Council, Commissions, or to the public; may serve as a 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;

When assigned, may be required to operate a vehicle;

Performs other related duties as assigned.

QUALIFICATIONS

Education 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 completion of two years of college or an AA degree with courses in public administration, business administration, finance or a related field AND two (2) years of progressively responsible, related professional experience. Additional years of progressively responsible experience in the above referenced areas may be substituted for the required education on a year-for-year basis.

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 position.

Knowledge, Skills and Abilities

Knowledge of: principles, practices and trends of public administration; research, statistical analysis, and report preparation; organization and functions of the assigned municipal department and/or municipal government; 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, ordinances, and policies; follow oral and written directions; use computer and related software; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others. The 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, 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, 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.

MANAGEMENT ASSISTANT
CREATED 07/28/15

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

RECREATION SPECIALIST

DESCRIPTION

Under general supervision, performs skilled recreation work in planning, coordinating and directing a wide variety of assigned social, cultural or sports activities at assigned neighborhood parks, aquatics facilities or community centers; performs related work as required.

CLASS CHARACTERISTICS

This class is distinguished from Recreation Leader IV by its responsibility for higher level recreation program work in a supervisory capacity, responsibility for the organization and instruction of various programs and activities, and providing lead direction to others.

SUPERVISION RECEIVED

Works under the general supervision of a Recreation Coordinator.

SUPERVISION EXERCISED

Provides lead direction over assistants, volunteers, contract instructors, Recreation Leaders I, II, III, and IV, Lifeguards and Senior Lifeguards.

ESSENTIAL FUNCTIONS

Depending on the assignment, essential functions include, but are not limited to, the following:

Plans, directs and coordinates playground programs, related tournaments, community and regional type contests, arts and craft shows or exhibitions, dance recitals, tournaments and sports events;

May perform work as a cashier, field supervisor, partner organization liaison, MTA assistant or office clerk. Prepares reports, maintains records and performs related duties as assigned; collects and accounts for money; prepares cash reports;

Assumes responsibility for security and minor maintenance of equipment and materials at assigned neighborhood park facilities, play areas or community center;

Supervises overall activities of playground or other sites; observes and monitors activities of participants to ensure that park rules and regulations are followed and that equipment is used in a safe manner; administers first aid as needed;

Ability to work weekdays, weekends, and holidays as needed. Currently there are three (3) available positions: Sports Center Front Counter, Fitness Center, Swim Stadium;

Perform related duties as required.

QUALIFICATIONS

Education 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 an Associate of Arts degree (AA) or 66 semester units from an accredited college preferably in kinesiology, recreation or a related field, (a Bachelors Degree is desirable), and at least three (3) years of increasingly responsible work in the field of Recreation.

Special Requirements

Possession of a valid California Class C Driver's License and a satisfactory driving record, American Red Cross C.P.R. and First Aid Certifications are required at time of appointment and throughout employment in this position.

Fitness Specialist Position Special Requirements

Possession of Fitness Certification from a nationally recognized accredited organization such as: NSCA, NASM, ACSM or equivalent. (Fitness Center Only)

Aquatics Specialist Position Special Requirements

Possession of a valid American Red Cross Water Safety Instructor's certificate, a valid American Red Cross Lifeguard Training certificate, and a valid American Red Cross Cardiopulmonary Resuscitation for the Professional Rescuer certificate. A valid American Red Cross Lifeguard Instructor certification is desirable. (Swim Stadium Only)

Knowledge, Skills, and Abilities

Knowledge of: advanced methods, practices and equipment used in providing and maintaining an effective recreational and special activities program; recreation planning and administration; policies, rules and regulations governing the conduct and safety of persons using the recreational facilities and equipment; cash procedures and modern office practices. Knowledge of registration software, marketing techniques, and Microsoft based programs is highly desirable.

Ability to: develop, coordinate and direct varied activities involved in a community recreation program; supervise, assign, train and organize children and adults; keep accurate records; establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public; communicate effectively orally and in writing; plan and supervise the work of paid staff and volunteers.

ADDITIONAL INFORMATION:

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

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PHYSICAL DEMANDS AND WORK ENVIRONMENT

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While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

Salary Pay Table

Pay Plan Category I - Classified Miscellaneous Employees Association

Salary Effective 07-14-2015

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Exhibit E Salary Pay Table

Pay Plan Category G - Classified Professional Mid-Management Employees

Effective 07-14-2015

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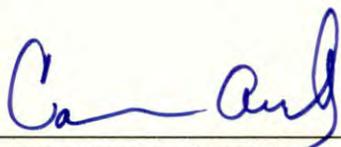
RESOLUTION CERTIFICATION PAGE

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. 7674 was adopted by the City Council at their Regular Meeting held on July 28, 2015, by the following vote:

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

Witness my hand and the seal of said City on July 29, 2015.



Carmen Avalos, City Clerk
City of South Gate, California