

RESOLUTION NO. 7727

**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) TO CREATE THE POSITION AND JOB SPECIFICATION FOR THE OFFICE ASSISTANT – GENERAL POSITION, TO UPDATE THE JOB SPECIFICATION FOR THE STREET LEAD WORKER POSITION, AND TO UPDATE 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 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 City desires to update job specifications to reflect current guidelines of the Americans with Disabilities Act; and

WHEREAS, the City, based on evaluation and need, has determined is necessary to create the Office Assistant – General position in the Public Works 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 Street Lead Worker position in the Public Works Department, attached hereto as Exhibit "B," and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Public Works Department, has determined that it is proper to create the Office Assistant - General job specification and update the Street Lead Worker job specification;

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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 Position Classification Plan to create the Office Assistant - General position in the Public Works Department.

SECTION 2. The City Council hereby approves and adopts the proposed Job Specifications for the Office Assistant - General position, attached hereto as Exhibit "A," and the Street Lead Worker position, attached hereto as Exhibit "B," both in the Public Works Department.

SECTION 3. The City Council hereby approves and adopts the proposed amended MEA Salary Pay Table attached hereto as Exhibit "C."

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 13th day of September 2016.

CITY OF SOUTH GATE:



W. H. (Bill) De Witt, Mayor

ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

OFFICE ASSISTANT - GENERAL

DESCRIPTION

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

CLASS CHARACTERISTICS

This classification supports the clerical needs related to a City department and/or division.

SUPERVISION RECEIVED

Works under the direct supervision of higher level department staff.

SUPERVISION EXERCISED

Does not exercise supervisory responsibility.

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.

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;

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 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.

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

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: Skill in the operation of a variety of office equipment, including computer; ability to type 30 words per minute net, 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-GENERAL

Created 08/25/16

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

STREET LEAD WORKER

DESCRIPTION

Under supervision, perform a variety of skilled heavy manual labor and repetitive tasks in connection with public works construction, maintenance and repair.

CLASS CHARACTERISTICS

Work as lead member of one of the crews in our Streets Division performing skilled heavy manual labor to ensure safety and aesthetic enhancement throughout the City, including assignments in: Trees, Concrete (cement and gutter), Asphalt (patch and paving), Right-of-way, Flood Control, Signs, Street Sweeping and Sewers.

SUPERVISION RECEIVED

Works under the direct supervision of the Street Foreman and/or Street & Sewer Superintendent

SUPERVISION EXERCISED

May direct, review, and assign work and provide training to others.

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.

Oversee the work of, assign work and provide direction to, and provide input on the evaluations of members a small crew.

Perform regular and emergency tree care, such as trimming, thinning, balancing, and removal, using ladders and aerial buckets.

Operate and maintain sewer and flood control related equipment to keep the sewer manholes, sewer mainlines and flow channels clear of debris.

Repair, form and finish concrete curbs, gutters, sidewalks and spandrels.

Remove, replace and repair hazards in streets, such as potholes and cracks.

Clean-up and removal of bulky items from alleys, sidewalks, streets and walls, as well as organize and lead city crews to in various tasks such as clearing debris from roadway after auto accidents, spills

Monitor, maintain and replace informational and service signs throughout the City.

Drive, operate, inspect, clean and maintain cars, trucks, street sweepers, power-driven street maintenance and construction equipment, including three-axle trucks and trailers, front-end loaders, small tractors, skip loaders and asphalt rollers, as well as a variety of power and mechanical equipment to ensure safety and optimum performance.

STREET LEAD WORKER (cont.)

Load, transport and unload stone, gravel, asphalt, slurry materials, dirt and a variety of other materials.

Represent the City and communicate effectively over the phone and in person with co-workers, the public, contractors, manufacturers and representatives in a courteous, effective, and professional manner.

Set road signs, cones and barricades to route traffic in a safe manner.

Keep detailed daily manual records and logs; gather data and compile records, make field computations, investigate and troubleshoot problems.

Respond to emergency calls during off-hours as needed and operate street sweeper during operator's absence.

Assist with special projects as needed.

Use a handheld or personal computer to input data, and retrieve work orders.

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 of obtaining the knowledge and abilities would be: graduation from high school or equivalent and two (2) years of experience performing skilled heavy manual labor in a related construction or maintenance field, including some experience in the operation of power-driven street maintenance and construction equipment. Technical school or courses in public works field desirable.

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. Possession of, or ability to obtain a valid California Class B Driver's License within six (6) months of appointment and maintain throughout employment in this position.

This classification is subject to random drug/alcohol testing pursuant to Department of Transportation guidelines/requirements.

Knowledge, Skills, and Abilities

Knowledge of: methods, practices, materials, tools and equipment used in the installation, maintenance and repair of streets, alleys, sidewalks, curbs, gutters, the right-of-way, trees and informational signs, as well as the removal of graffiti and weeds; the guidelines and rules of organizations governing such service, such as OSHA, State Health Department, Cal Trans and the Watch Handbook; map, blueprint and diagram reading techniques; safe and proper operation of related vehicles, equipment and tools, such as a forklift, banding machine, concrete drill, jack hammer, three-axle trucks and trailers, front-end loaders, small tractors, skip loaders, asphalt rollers, air ratchets, shovels, hoses, spades, picks, rakes, sledge hammer, hand tamp, applicator wand, saws, sand and water blaster, brush chipper, aerial bucket, and a variety of hand tools; related equipment and site cleaning procedures; proper procedures for handling emergencies, including hazardous materials and the clean-up of accident sites; proper care and use of two-way radios, personal safety techniques; and customer service techniques..

STREET LEAD WORKER (cont.)

Skill and Ability to: perform the physical actions necessary to install, maintain and repair various street and tree related job sites; safely operate motorized vehicles, equipment and power and hand tools; work both independently and as part of a team; apply herbicides and use atmospheric gas monitoring equipment, self-contained breathing apparatus and related permit entry confined space equipment; interpret and follow City and departmental policies, rules and regulations; operate and instruct others in the safe operation of manual tools and power equipment; supervise the work of others; operate personal and handheld computers, two-way radios, cameras; complete handwritten or computerized paperwork; perform arithmetical calculations to estimate material needs and cost estimates; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

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, stand, stoop, bend, lean, turn, twist, crouch, talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents are occasionally exposed to hazardous conditions and must occasionally work at heights of up to 45 feet. The employee must occasionally lift and/or move up to 90 pounds, kneel, squat, push, pull, and reach above and below shoulder level. Specific vision abilities required by this job include close vision, long distance, color perception and the ability to adjust focus. Incumbents usually work in a shop environment but can be exposed to adverse environmental conditions including performing work around moving machinery, equipment, vehicles, noise, dust, dirt, gas and fumes. The noise level in the work environment is usually noisy. Incumbents are occasionally exposed to adverse environmental conditions.

STREET LEAD WORKER

Revised, 08/12/97

Revised, 09/13/16

Salary Pay Table
Pay Plan Category I - Classified Municipal Employees' Association

Salary Effective 09-13-2016

		Step A	Step B	Step C	Step D	Step E
500	TYPIST CLERK	2,895	3,040	3,192	3,351	3,519
500	CITY HALL RECEPTIONIST	2,895	3,040	3,192	3,351	3,519
501	STOCK CLERK	2,973	3,121	3,277	3,441	3,613
502	GRAFFITI REMOVAL WORKER	3,110	3,266	3,429	3,600	3,780
503	CUSTODIAN	3,123	3,280	3,444	3,616	3,797
504	COMMUNITY DEVELOPMENT TECH I	3,184	3,343	3,510	3,686	3,870
505	INTERMEDIATE TYPIST CLERK (PARKS)	3,260	3,423	3,595	3,774	3,963
505	BILLING & SHIPPING CLERK	3,260	3,423	3,595	3,774	3,963
505	OFFICE ASSISTANT-HR	3,260	3,423	3,595	3,774	3,963
505	OFFICE ASSISTANT-POLICE	3,260	3,423	3,595	3,774	3,963
506	GROUPS MAINTENANCE WORKER	3,272	3,435	3,607	3,787	3,977
506	FACILITIES MAINTENANCE TECHNICIAN I	3,272	3,435	3,607	3,787	3,977
506	PARK FACILITIES MAINTENANCE WORKER	3,272	3,435	3,607	3,787	3,977
507	WATER METER READER I	3,379	3,548	3,725	3,912	4,107
508	POLICE RECORDS SPECIALIST	3,386	3,555	3,733	3,919	4,115
509	SENIOR TYPIST CLERK	3,408	3,579	3,758	3,945	4,143
510	BUSINESS LICENSE CLERK	3,442	3,614	3,795	3,985	4,184
510	INTERMEDIATE ACCOUNT CLERK - Acct	3,442	3,614	3,795	3,985	4,184
510	CUSTOMER SERVICE REPRESENTATIVE	3,442	3,614	3,795	3,985	4,184
511	CIVILIAN CUSTODY OFFICER	3,491	3,665	3,849	4,041	4,243
511	COMMUNITY SERVICES OFFICER	3,491	3,665	3,849	4,041	4,243
511	SENIOR CUSTODIAN	3,491	3,665	3,849	4,041	4,243
512	AQUATICS COORDINATOR	3,520	3,696	3,880	4,074	4,278
512	RECREATION COORDINATOR	3,520	3,696	3,880	4,074	4,278
513	CRIME PREVENTION SPECIALIST	3,551	3,729	3,915	4,111	4,317
514	WATER METER READER II	3,566	3,745	3,932	4,129	4,335
515	WATER DISTRIBUTION OPERATOR I	3,585	3,765	3,953	4,150	4,358
516	FACILITIES MAINTENANCE TECHNICIAN II	3,608	3,788	3,978	4,176	4,385
516	STREET MAINTENANCE WORKER	3,608	3,788	3,978	4,176	4,385
517	PROPERTY CONTROL CLERK	3,640	3,822	4,013	4,214	4,424
518	COMMUNITY DEVELOPMENT TECH II	3,660	3,843	4,035	4,237	4,449
519	PARKS EQUIPMENT MECHANIC	3,754	3,941	4,138	4,345	4,562
520	WATER SERVICE REPRESENTATIVE I	3,800	3,990	4,190	4,399	4,619
521	SECRETARY	3,851	4,044	4,246	4,458	4,681
522	SENIOR GROUNDS MAINTENANCE WORKER	3,858	4,051	4,253	4,466	4,689
522	PARK FACILITIES MAINTENANCE LEAD	3,858	4,051	4,253	4,466	4,689

Salary Pay Table

Pay Plan Category I - Classified Municipal Employees' Association

Salary Effective 09-13-2016

		Step A	Step B	Step C	Step D	Step E
523	PAYROLL TECHNICIAN	3,860	4,053	4,256	4,469	4,692
524	POLICE DISPATCHER	3,865	4,058	4,261	4,474	4,697
525	WATER PUMP OPERATOR I	3,900	4,095	4,300	4,515	4,741
526	RECORDS COORDINATOR	3,929	4,125	4,332	4,548	4,776
527	INFORMATION SYSTEMS COORDINATOR	3,940	4,137	4,344	4,562	4,790
528	PUBLIC SAFETY SUPERVISOR	4,039	4,241	4,453	4,676	4,910
530	CUSTODIAL SUPERVISOR	4,042	4,244	4,457	4,679	4,913
531	POLICE RECRUIT	4,044	4,246	4,458	4,681	4,915
532	WATER DISTRIBUTION OPERATOR II	4,084	4,289	4,503	4,728	4,965
533	EQUIPMENT MECHANIC	4,087	4,291	4,506	4,731	4,968
534	SENIOR SECRETARY	4,127	4,333	4,550	4,777	5,016
535	EQUIPMENT OPERATOR	4,194	4,404	4,624	4,856	5,098
536	SENIOR TRAFFIC & SIGN PAINTER	4,218	4,429	4,650	4,883	5,127
537	COMMUNITY DEVELOPMENT TECH III	4,218	4,429	4,650	4,883	5,127
538	WATER SERVICE REPRESENTATIVE II	4,252	4,465	4,688	4,922	5,168
539	HOUSING SPECIALIST	4,291	4,506	4,731	4,968	5,216
540	MAINTENANCE ELECTRICIAN	4,316	4,531	4,758	4,996	5,246
541	CODE ENFORCEMENT OFFICER	4,333	4,550	4,777	5,016	5,267
541	HUMAN RESOURCES TECHNICIAN	4,333	4,550	4,777	5,016	5,267
542	FACILITIES MAINTENANCE SPECIALIST	4,427	4,648	4,881	5,125	5,381
543	WATER DISTRIBUTION OPERATOR III	4,433	4,655	4,888	5,132	5,388
544	SENIOR COMMUNITY DEVELOPMENT TECH	4,516	4,742	4,979	5,228	5,490
545	GRAFFITI LEAD WORKER	4,528	4,754	4,992	5,242	5,504
545	STREET LEAD WORKER	4,528	4,754	4,992	5,242	5,504
546	SENIOR EQUIPMENT MECHANIC	4,586	4,815	5,056	5,308	5,574
548	WATER PUMP OPERATOR II	4,662	4,895	5,139	5,396	5,666
550	ENGINEERING TECHNICIAN	4,817	5,058	5,311	5,576	5,855
551	BUILDING INSPECTOR	4,860	5,103	5,358	5,626	5,907
552	WATER LEAD WORKER	4,888	5,132	5,389	5,658	5,941
552	WATER SYSTEM LEAD OPERATOR	4,888	5,132	5,389	5,658	5,941
553	JOURNEY ELECTRICIAN	5,128	5,384	5,653	5,936	6,233
554	EQUIPMENT SUPERVISOR	5,242	5,504	5,779	6,068	6,371
554	STREET FOREMAN	5,242	5,504	5,779	6,068	6,371
555	GENERAL MAINTENANCE FOREMAN	5,305	5,570	5,849	6,141	6,448
556	LEAD ELECTRICIAN	5,466	5,739	6,026	6,328	6,644
557	WATER DISTRIBUTION FOREMAN	5,659	5,942	6,240	6,552	6,879
557	WATER OPERATIONS FOREMAN	5,659	5,942	6,240	6,552	6,879
559	GROUNDS MAINTENANCE SUPERVISOR	4,772	5,011	5,262	5,525	5,801
559	PARK FACILITIES MAINTENANCE SUPERVISOR	4,772	5,011	5,262	5,525	5,801
566	RECREATION SPECIALIST	2,813	2,954	3,102	3,257	3,420

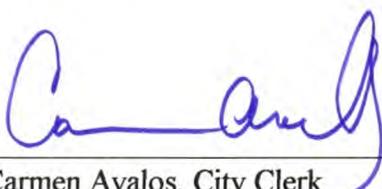
RESOLUTION CERTIFICATION PAGE

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. 7727 was adopted by the City Council at their Regular Meeting held on September 13, 2016, by the following vote:

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

Witness my hand and the seal of said City on September 13, 2016.



Carmen Avalos, City Clerk
City of South Gate, California