

MAY 04 2022

1:00pm

City of South Gate
CITY COUNCIL

AGENDA BILL

For the Regular Meeting of: May 10, 2022
Originating Department: City Manager's Office

Interim City Manager:


Chris Jeffers

Interim City Manager:


Chris Jeffers

SUBJECT: RESOLUTION CREATING THE DIRECTOR OF HUMAN RESOURCES POSITION AND THE RISK MANAGER POSITION, APPROVING THE CORRESPONDING UNCLASSIFIED POSITION SPECIFICATIONS, AND UPDATING THE SALARY SCHEDULE FOR EXECUTIVE MANAGEMENT CONTRACT EMPLOYEES HIRED AFTER JULY 1, 2021

PURPOSE: In recent weeks, the City completed a review of the Human Resource functions within the organization to ensure duties and responsibilities are meeting the needs of both operating departments and the employees. Approving these positions will assist the City in transforming these critical operations into a more effective and efficient organization.

RECOMMENDED ACTION: The City Council will consider adopting a Resolution creating the positions of Director of Human Resources and Risk Manager, approving the corresponding unclassified positions' specifications, and updating the Monthly Salary Schedule for Executive Management Contract Employees hired after July 1, 2021 (Exhibit "B" of Resolution No. 2021-62-CC) to reflect the added positions.

FISCAL IMPACT: The actual expenses will be determined based on where a potential candidate is placed on the salary range at the time of appointment. For the Director of Human Resources, the total monthly compensation (salary/benefits) will range between \$16,845 - \$20,475. For the Risk Manager, the total monthly compensation (salary/benefits) will range between \$12,719 - \$15,460. These costs of the positions will be spread across various funding sources such as General, Water, Sewer, and Insurance funds.

ANALYSIS: Recently the City, through an outside consulting firm, reviewed its Human Resources operations to see what is being performed well and what areas we can perform better. The services of Human Resource operations are important to any organization. Over the last 10 years, Human Resources, as an industry, has become increasingly complex and burdened with legal and other compliance-related requirements. Recent implications regarding the COVID-19 pandemic have further complicated roles and responsibilities of this function. As a result, it has become even more imperative that Human Resources functions demonstrate the following core competencies:

- **Strategic/Provider of Effective Transformational Services:** Human Resources should be well aligned to organizational priorities, innovative and forward thinking, assume the role of strategic partners, understand, and assist stakeholders in operational goals and objectives.
- **Compliance-Oriented/Provide Reliable Transactional Services:** Human Resources should ensure program integrity through adherence to legal and ethical requirements, follow best practices, possess technical competency and knowledge to serve as guides.
- **Customer Service focused:** Human Resources should visualize work from the customer's frame of reference, be responsive, prompt, polite, professional, positive, and helpful.
- **Results Oriented:** Human Resources should engage in data-driven decisions; establish and communicate standards such as turn-around times; monitor/track/report results, facilitate higher levels efficiency, performance, and productivity, etc.

Separating Human Resources from the Administrative Services Department into its own stand-alone department with its own director in leadership is critical to ensuring that the functions mentioned above are available to the City workforce by providing the tools, support, and leadership to meet the challenges stated. By implementing this recommendation by MRG of creating a stand-alone department led by a seasoned and qualified Director-level position, the services can better meet the needs of departments in recruitment and managing workforce priorities. At the same time, enhancing services to employees concerning benefits, processes, and employee assistance programs will improve a more effective and efficient operations at all levels.

The creation of the Risk Manager position is critical to put more emphasis on creating a safer environment for the workforce in terms of safety training, workstation analysis, and developing up-to-date best practices. This position will also develop data analysis for departments, allowing the City Manager and City Council to better understand how to reduce expenses in this area. If this position can help create an environment where the City avoids two to three incidents that would have likely occurred, then it will not only have paid for itself but actually saved the City money.

More importantly, by implementing best practices in safety training, the City is making an investment in its employees. No organization wants to experience a greater than normal worker's compensation experience modification rate ("EMR"). This important area is gauged using a rating of 1.0 as normal by insurance providers for typical organizations. Insurance providers will price their insurance coverage based on the organizations' EMR. Having a rating greater than 1.0 means the organization is experiencing higher than normal claims being filed. Correspondingly, a rating below 1.0 represents lower than normal; which should be the goal for an employer. Of course, rating for a particular year can rise and fall, but the EMR should be looked at in perspectives of 5 and 10-year increments to fairly judge the organization.

MRG has identified other recommendations but believes if the steps of creating and filling these two positions, along with the transition to a standalone human resources department, can be accomplished within the next 6-7 months, the City will have made significant strides to fulfilling the goal of core competencies described above.

BACKGROUND: At the June 22, 2021 City Council meeting, the City Council adopted a new compensation and benefits schedule for any new Executive Management Contract employee hired after July 1, 2021 (Resolution No. 2021-36-CC). At the December 14, 2021 City Council meeting, the City Council adopted Resolution No. 2021-61-CC which modified the compensation schedule titled, Monthly Salary Schedule of Executive Management Contract Employees (Exhibit "B") to reflect a

new salary range for the position of Director of Administrative Services. If this Resolution is approved, the compensation and benefits schedule will be modified to include the salary ranges for the proposed Director of Human Services and Risk Manager positions.

ATTACHMENTS: A. Proposed Resolution
B. Position Specification – Director of Human Resources
C. Position Specification – Risk Manager
D.. Resolution No. 2021-62-CC

RESOLUTION NO.

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE,
CALIFORNIA, CREATING THE POSITION OF DIRECTOR OF HUMAN
RESOURCES AND THE POSITION OF RISK MANAGER, APPROVING
THE CORRESPONDING UNCLASSIFIED POSITION SPECIFICATIONS,
AND UPDATING THE MONTHLY SALARY SCHEDULE FOR
EXECUTIVE MANAGEMENT CONTRACT EMPLOYEES HIRED AFTER
JULY 1, 2021**

WHEREAS, Section 36506 of the California Government Code requires that a city council fix the compensation of all appointive officers and employees by resolution or ordinance; and

WHEREAS, the City Manager of the City of South Gate ("City") has authority to appoint, promote, discipline, demote and remove any officers and employees of the City except the City Clerk, City Treasurer and City Attorney, pursuant to South Gate Municipal Code Section 1.06.060 (Power and Duties), of Chapter 106 (City Manager), of Title 1 (Administrative and Personnel); and

WHEREAS, the City currently has unclassified Executive Management Contract Employee classifications, excluding the City Manager, that include the Police Chief, Assistant City Manager/Director of Public Works, Director of Public Works/City Engineer, Director of Community Development, Director of Parks and Recreation, Director of Administrative Services and Field Operations Manager (hereinafter collectively referred to as "Executive Management Contract Employees") which are exempt under the Fair Labor Standards Act ("FLSA") and are considered "at-will"; and

WHEREAS, a recent analysis of the City's Human Resources services recommended the creation of a standalone department with its own Director of Human Resources to oversee the City's human resources, risk management, benefit assistance, and labor relations of the City of South Gate. In addition, the analysis recommends the creation of a Risk Manager to oversee and improve training, risk identification and management of this critical area; and

WHEREAS, the City wishes to update salary table in Exhibit "B" of Resolution No. 2021-61-CC to reflect the establishment of salary ranges for these new positions within the City; and

WHEREAS, the attached Exhibit "A" is restated as adopted on June 22, 2021, and Exhibit "B" is updated to reflect the proposed salary ranges for the positions of Director of Human Resources and Risk Manager.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council does hereby approve and re-adopt Exhibit "A," titled Executive Management Contract Employees Benefit Schedule, incorporated herein by reference, which will cover any new Executive Management Contract Employee hired after July 21, 2021.

SECTION 3. The City Council does hereby approve and adopt a new Exhibit "B," titled Monthly Salary Schedule of Executive Management Contract Employees, incorporated herein by reference, which updates the previously adopted version on December 14, 2021 (Resolution No. 2021-61-CC), to include the newly created positions of Director of Human Resources and Risk Manager.

SECTION 4. Nothing in this Resolution shall be considered to effect, change, or alter any previously adopted or approved salary and benefits bestowed upon an existing member of the Executive Management Contract Employees group hired before July 1, 2021.

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 10th day of May 2022.

CITY OF SOUTH GATE:

By: _____
Al Rios, Mayor

ATTEST:

By: _____
Chris Jeffers, Deputy City Clerk
(SEAL)

APPROVED AS TO FORM:

DRAFT
By: _____
Raul F. Salinas, City Attorney

**City of South Gate
Executive Management Contract Employees Benefit Schedule
(Applicable to Employees Hired After July 1, 2021)**

- A. **Applicability.** This Schedule sets forth the benefits levels for Executive Management Contract Employees (which excludes the City Manager whose terms of wages, benefits, hours and working conditions are separately determined by City Council Resolution and contract) who are appointed by the City Manager after July 1, 2021. Executive Management Contract Employees includes the following classifications: Police Chief, Assistant City Manager/ Director of Public Works, Director of Public Works/ City Engineer, Director of Community Development, Director of Parks & Recreation, Director of Administrative Services, Director of Human Resources, Risk Manager and Field Operations Manager. This list of applicable positions may be altered in accordance with the South Gate Municipal and/or Personnel Rules Regulations.
- B. **City Manager Authorized to Execute Employment Agreements.** The City Manager shall be authorized to execute an employment agreement with any Executive Management Contract Employee hired on or after July 1, 2021 with benefits not to exceed those set forth herein. In the event the City Manager desires to exceed any of the parameters set forth herein, City Council authorization shall be required. The City shall not reduce any benefit level contained herein once incorporated into an employee's employment contract, unless both parties voluntarily agree to those changes.
- C. **Current Agreement Terms and Conditions Remain In Effect.** Executive Management Contract Employees with an existing employment contract with the City as of July 21, 2021 are entitled only to the level of salary and benefits contained in their respective contracts, and the terms and conditions of their employment shall be governed by the employment contract rather than this resolution. .
- D. **Miscellaneous Terms and Conditions.**
1. **Workweek and Hours.** Executive Management Contract Employees are expected to engage in the hours of work that are necessary to fulfill the obligations of the position, must be available at all times, and must devote a great deal of time outside the normal office hours to the business of the City. The proper performance of duties will require Executive Management Contract Employees to generally observe normal business hours (currently 7:00 a.m. to 6:00 p.m., Monday through Thursday, including a standard one-hour lunch period), as set by the City and as may be duly revised from time-to-time by the City, and will also often require the performance of necessary services outside of normal business hours.
 2. **At-Will Employment.** The employment of Executive Management Contract Employees with the City is "at-will," and Executive Management Contract Employees serve at the pleasure of the City Manager pursuant to Section 1.06.060(C) of the South Gate Municipal Code. As such, the City Manager may

terminate a Department Director's employment at any time, with or without cause and with or without advance notice.

3. Exempt Status. Employees subject to this resolution are considered to be "exempt" employees within the definition of the Fair Labor Standards Act ("FLSA"), and shall not receive overtime compensation for time worked outside of the regular work schedule.
4. Exclusion from Civil Service Rules and Regulations. Executive Management Contract Employees are excluded from the City's civil service rules and regulations pursuant to Section 1.24.105 of the South Gate Municipal Code.

E. Benefits. The benefits for Executive Management Contract Employees shall be as set forth below. The benefits contained in this Exhibit shall not be altered, changed or eliminated without an amending Resolution or change in State/federal law which requires such action.

1. Social Security - No contributions are paid by the City or employee into Social Security.
2. Medicare Withholding - 1.45% of salary paid by City and 1.45% employee for a total of 2.9% (for employees hired after 4/1/1986).
3. CalPERS Pension - Executive Management Contract Employees will be provided with California Public Employees' Retirement System ("CalPERS") pension benefits consistent with the City's contract with CalPERS, with benefits differing depending on whether the employee is a "classic member" or "new member" as defined by the Public Employee's Pension Reform Act ("PEPRA"). The City will pay the Employer contribution of pension cost and the employee shall pay the Employee contribution of pension costs consistent with CalPERS requirements. The City's CalPERS contract provides for 1959 Survivor Benefit Level 4 and sick leave credit, such that sick leave is converted to service credit upon retirement from the City within four months of employment separation subject to current CalPERS regulations.
4. Medical Insurance - The City provides health coverage through the CalPERS Health Program. All new Executive Management Contract Employees will receive up to \$1,000 + 1.00% of annual salary, monthly towards mandatory health and dental coverage, which includes the required CalPERS monthly contribution. In lieu of this benefit, Employees may receive an amount in cash upon submittal of waiver and proof of enrollment in an alternative group health plan and annually each year after. However, in-lieu cash out is limited to \$600 per month.
5. Retire Medical Plan contribution - The City shall only pay the required CalPERS monthly contribution towards CalPERS health plans, which is the PEMHCA minimum set by CalPERS annually. The City shall reimburse said employee on a quarterly basis.

6. Vision - City pays employee and up to 2 dependents party HMO plan premium.
7. Life Insurance - City pays for \$100,000 policy for such group members. Employee may obtain more coverage, but such additional costs are the sole responsibility of the employee.
8. Long Term Disability - City pays 50% of the plan cost, should employee chose to participate in CalPERS (or successor) offered program.
9. Communication allowance - In-lieu of the City providing a cell phone, the employee shall receive \$120 per month for communication expenses. The employee understands the monthly records of calls may be subject to the California Public Records Act relating to city business items. The City Attorney's Office will make any determination as to applicability.
10. Deferred Compensation - The City shall match employee contribution up to \$550 per month.
11. Holidays - Employees shall be entitled to a total of 130 paid holiday hours per year. The City is closed for holidays the week between Christmas and New Year's Day and the following holidays or as amended from time to time by City Council resolution:

New Year's Day
Martin Luther King Day
Cesar Chavez Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day
12. Sick Days - 96 hours per year at 3.69 hours per pay period (no maximum accumulation). No cash-out is allowed.
13. Administrative Leave - 50 hours per year is authorized (accrued on a per pay period of 1.92 hours), with no more than 100 hours may be accumulated at any one time. Upon reaching such maximum accumulation, employee shall cease earning additional administrative leave hours or may choose to cash out up to 80 hours upon their anniversary date at 50% of their hourly rate.
14. Vacation Leave - 120 hours per year at 4.62 hours per pay period. The employee can have maximum vacation leave bank accrual of 300 hours at any time. Upon reaching that limit, the employee shall stop accruing any additional hours until they

fall below that maximum level. The employee may choose to cash out up to 40 hours of vacation leave during any single fiscal year at their full hourly rate.

15. Vehicle Allowance - In lieu of the City providing a vehicle or paying mileage reimbursement for city business use, the employee may receive up to \$500 per month as vehicle allowance. The employee shall annually present proof of vehicle insurance and employee understands that such coverage shall cover the vehicle operation for city business purposes by said employee. The Employee shall also participate in the City's annual DMV verification program.
16. Tuition Reimbursement - Up to \$3,500 for Cal State/University; private university or recognized professional organization (American Planner Association, Government Finance Officers Association, etc.) annually for enrolling in classes related to their professional development with the City. Such reimbursement shall be pre-approved by the City Manager prior to enrollment by the employee. To be eligible for reimbursement, an employee must obtain a grade of "C" or better (a Pass if the class is a pass-fail standard) and shall submit a grade slip or other evidence of successful course completion and appropriate invoices and/or receipts.
17. Master's Degree - The City shall pay \$125 per month for any employee that has obtained such a degree from a fully accredited university.
18. Bereavement Leave - 40 hours (8 additional hours if interment service is over 300 miles away).
19. Personal Emergency Leave - Up to 24 hours in any fiscal year. Such hours shall be taken out of the employee's sick leave bank.
20. Family Illness Leave - The Employee governed by the Family Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA") standards.
21. Employee is eligible to participate at no cost with the City's Employee Assistance Plan Program.
22. Employee is eligible to participate in the City's Sports Center facility/programs at no cost to the employee while employed with the City of South Gate.

RESOLUTION NO. _____

MONTHLY SALARY SCHEDULE OF EXECUTIVE MANAGEMENT CONTRACT EMPLOYEES

(ALL POSITIONS)

Position Title	Step A	Step B	Step C	Step D	Step E
Director of Community Development	\$12,958	\$13,605	\$14,286	\$15,000	\$15,750
Director of Administrative Services	\$13,369	\$14,037	\$14,739	\$15,476	\$16,250
Director of Human Resources	\$13,176	\$13,834	\$14,526	\$15,253	\$16,015
Assistant City Manager/ Director of Public Works	\$13,176	\$13,834	\$14,526	\$15,253	\$16,015
Director of Public Works/ City Engineer	\$13,176	\$13,834	\$14,526	\$15,253	\$16,015
Director of Parks & Recreation	\$11,652	\$12,235	\$12,846	\$13,489	\$14,163
Risk Manager	\$ 9,784	\$10,273	\$10,787	\$11,326	\$11,893
Field Operations Manager	\$ 9,784	\$10,273	\$10,787	\$11,326	\$11,893
Police Chief	\$15,715	\$16,501	\$17,326	\$18,192	\$19,102

City of South Gate
Unclassified Position Specification and Attributes
Director of Human Resources

Description:

Under the direction of the City Manager, plans, organizes, directs, and manages the activities and operations of the Human Resources Department; oversees and directs comprehensive City-wide human resources management programs including recruitment, selection, employment, classification, compensation, employee relations, management and employee development, performance appraisal, benefits administration, safety, workers' compensation, wellness programs, risk management and liabilities, and other services; coordinates assigned activities with other divisions, department, and outside agencies; provides expert professional assistance and guidance to City management in human resources and employee relations matters; provides highly responsible and complex administrative support to the City Manager; and performs other related duties as assigned.

This position is designated as "at will", serving at the pleasure of the City Manager.

Class Characteristics:

The Human Resources Director is a department head with responsibility for policy development, program planning, fiscal management, administration, and operational direction of all departmental functions. The incumbent is responsible for developing and accomplishing department objectives and goals within guidance established by the City Council and City Manager. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution. The Human Resources Director is responsible for managing and integrating broad, comprehensive human resources management programs and services for the City to achieve effective utilization and development of City staff, good morale and productivity, and effective communications between management and employees. The Director will establish goals and objectives and plan, organize, and direct the work of staff within the department. and objectives and for planning, organizing, and directing the work of subordinate staff.

Essential Functions:

Plans, organizes, controls, integrates, and evaluates Human Resources Department activities and operations; develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the Department's mission and priorities; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals and work standards.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and Regulations, and Memorandum of Understanding.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services, and staffing levels.

Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the city's mission and values.

Directs the development of and monitors performance against the annual department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

Develops, implements and administers comprehensive human resources management programs, policies, rules, regulations and procedures across all City departments, consistent with state and federal requirements and sound professional principles and practices; confers with and coordinates the implementation of program, rules and policies with City departments; provides expert advice to city managers and supervisors on a wide range of human resource management issues and practices.

Under the direction of the City Manager, serves as the City's chief spokesperson during collective bargaining processes; negotiates, presents for approval, and administers Memoranda of Understanding after agreement is reached.

Advises the City Council, City Manager, department heads, and other managers on employee relations matters including grievance and disciplinary procedures and action; represents the City in grievance and disciplinary action; works with employee organizations to resolve problems; proposes and implements new and revised human resources rules and regulations.

Interprets City rules, regulations, policies and procedures for managers and employees; provides individual counseling services.

Directs recruitment, testing, and selection activities for all City positions as well as the development, administration, and maintenance of the City's classification and compensation plans; approve completed classification studies; administers the City's.

Proposes, develops, and administers the City's benefit and employee wellness programs.

Directs and conducts programs of employee and management training and development.

Directs the maintenance of central human resources records.

Provides staff assistance to the City Manager; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.

Maintains current knowledge of new trends and innovations in the field of human resources; attends and participates in professional group meetings; and participate in professional development activities.

Monitors developments in areas of responsibility and analyzes proposed state and federal law and regulations and court decisions for their impact on City practices and operations; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of human resource and employee relations needs, recommends appropriate actions, and implements programs.

Serves as the City's media spokesperson on human resource and labor relations issues; serves as the City's representative on professional and community boards and committees; explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.

Performs related duties as required.

Knowledge & Abilities

The following generally describes the knowledge and ability required to enter the job and/or be learned with a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a comprehensive human resources management and risk management program.

Theory, principles, practices, and techniques of public human resources administration including recruitment, testing, selection, equal employment opportunity, employee relations, classification and job analysis, compensation, benefits design and administration, employee and management development, and performance planning and appraisal.

Trends in human resource management.

Principles and practices of labor relations including negotiating techniques and Memorandum of Understanding administration.

Principles and practices of management, supervision, training, and performance evaluation.

Principles and practices of municipal budget preparation and administration.

Principles and practices of program development and administration.

Pertinent federal, state, and local laws, codes, and regulations as well as applicable court decisions.

Research methods and analysis techniques.

Risk management principles and practices.

Ability to be a Team Builder, Strategic Thinker, Results Oriented, Planner and Organizer, interpersonally effective, Problem Solver and Decision Maker, and technically knowledgeable.

License/Certificates

License – A valid Class C California driver's License is required

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – A bachelor's Degree from an accredited college or university with major course work in human resources, public administration, business administration, psychology, or a closely related field. A Master's Degree is desirable.

Experience – five years of increasingly responsible professional human resources management experience including two year of management and administrative responsibility and labor management relations experience. Experience in a government setting is preferred.

Working Conditions

The conditions herein 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 job functions.

Physical – Sufficient physical ability to work in an office setting with some travel to attend meetings sit, stand, walk, reach twist, turn, knee, bend, squat, and/or stoop for prolonged periods of time; lifting up to 15 lbs.; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.

While performing the duties for this class, the employee is regularly required to used oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgement in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently, meet intense and changing deadlines given continual interruptions; and interact with staff, management, contractors, vendors, and others encountered in the course of work.

Vision – See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. Hearing in the normal audio range with or without correction.

Environment – Standard office setting; interact with officials, City Staff, representatives of employee organizations, employees, applicants, other government officials and the public. Attends evening meetings.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals with a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents with the position.

Adopted: xx/xx/xxxxPage 5 of 5

City of South Gate
Unclassified Position Specification and Attributes
Risk Manager

Description:

Under administrative direction, manages, and administers the City's risk management programs related to Workers' Compensation, general liability, and property and casualty insurance claims, including evaluation, procurement, and the renewal of programs; administers employee safety, wellness, and training programs; maintains loss and self-insured retention records, and coordinates insurance and indemnity provisions; administers operational and claims budgets for Workers' Compensation and general liability programs; acts as liaison with third party administrators, legal counsel, City management, and others in claims adjudication; and performs related duties as assigned

This position is designated as "at will", serving at the pleasure of the Director of Human Resources.

Class Characteristics:

The Risk Manager is a single division management level classification having broad and independent responsibility for a diverse range of claims, safety, and insurance management functions. This position is distinguished from other division manager positions by its greater breadth of responsibility for risk management and safety administration functions, knowledge of statutory and claims management requirements, and third-party administrative functions. The Risk Manager has lesser responsibility for overseeing the day-to-day functions a department head is expected to carry out in their course of responsibilities.

Essential Functions:

Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.

Develops, implements, coordinates, and manages a comprehensive risk management program; ensures completion of division objectives; evaluates alternative risk financing programs; analyzes losses and potential liabilities; develops and recommends corrective strategies; maintains associated information databases; trains and educates, supervises, and evaluates staff; investigates resolves operational, procedural or personnel matter involving staff or programs.

Manages the contracts between the City and third-party administrators for general liability claims and workers' compensation claims. Monitors performance standards; authorizes claim settlements bases on established dollar limit. Analyses claims to identify loss trends and implements programs to reduce losses. Develops and maintains a comprehensive claims management system.

Administers City's Workers' Compensation program, evaluates employee injuries and makes recommendations regarding courses of action; administers Modified Duty Program; coordinates Fitness for Duty Program; and monitors vocational rehabilitation programs.

Organizes and directs the City-wide loss prevention program; establishes and enforces safety policies and procedures; develops and administers safety training programs; monitors departmental compliance; complies and presents Cal/OSHA reports; investigates citations in order to present findings and course of action.

Receives and processes all tort claim filed against the City; evaluate exposures; coordinates investigation, legal defense, or settlement of liability claims.

Prepares and administers annual operating budget for division programs; allocates costs across general and enterprise funds; reviews and approves operating expenditures and track costs.

Serves as City's representative to the Joint Powers Insurance Authority.

Will coordinate claims with the City Attorney's office or designated legal counsel.

Negotiates, places, and analyzes commercial insurance portfolio, consisting of a range of policies, including property and casualty insurance.

Assists in preparing insurance specifications; evaluates contract exposures, and approvals of contracts, leases, and agreement.

Prepares monthly, quarterly, and annual statistical and performance reports.

Responds to public and employee inquires and complaints regarding condition of public property.

Conducts annual inspections of City facilities and operations to detect existence of potential accidents and health hazards; recommends corrective or preventative measures to reduce potential risks.

Searches, investigates, and pursues subrogating for damage to City property or injury to city employees by third parties.

Defends city interests in Small Claims actions and obtains legal counsel as needed.

Provides analysis, reports, and recommendations to City Council, department directors, City Manager, managers, and supervisors regarding risk management and insurance issues.

Reviews and processes Industrial Disability Retirement applications; recommends acceptance or denial, coordinates appeal hearings.

Performs related duties as required.

Knowledge & Abilities

The following generally describes the knowledge and ability required to enter the job and/or be learned with a short period of time in order to successfully perform the assigned duties.

Chris... would they be a collaborator in interactive process/ADA?

Knowledge of:

Federal, State, and local laws, rules, regulations, and standards applicable to Workers' Compensation, general liability, employee safety, environmental management, and related health and safety employee benefit programs, and edibility provisions.

Labor Code provisions related to safe work practices, the Americans with Disability Act and related non-discrimination in employment practices.

City Municipal Code and ordinances related to the acceptance and settlement of general liability claims.

Principles of Tort law and public liability; claims management practices.

Principles, practices and terminology used in claims management and claims adjudication, common medical and physical diagnoses for work-related accidents, injuries and illnesses as well as work restrictions and limitations.

Municipal budgeting practices.

Self-insurance regulations; basic methods, procedures, and requirement related to vocational rehabilitation programs.

Research methods and statistical techniques and applications.

Principles and practices of program development and administration. Project management principles.

Supervisory principles and performance evaluation practices; employee motivation techniques.

Problem Solver and Decision maker, and technically knowledgeable.

License/Certificates

License – A valid Class C California driver's License is required

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – A bachelor's Degree from an accredited college or university with major course work in Public or Business Administration, Risk Management, Safety Administration, or a closely related field. A Master's Degree is desirable.

Experience – five years of increasingly responsible experience in risk management, loss control safety or similar programs involving Workers' Compensation, property, casualty and liability claims are required. Some supervisory and/or management experience is preferred. Prior experience working in the public sector is desirable.

Working Conditions

The conditions herein 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 job functions.

Physical – Sufficient physical ability to work in an office setting with some travel to attend meetings sit, stand, walk, reach twist, turn, knee, bend, squat, and/or stoop for prolonged periods of time; lifting up to 20 lbs.; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.

While performing the duties for this class, the employee is regularly required to used oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgement in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently, meet intense and changing deadlines given continual interruptions; and interact with staff, management, contractors, vendors, and others encountered in the course of work.

Vision – See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing** in the normal audio range with or without correction.

Environment – Standard office setting; interact with officials, City Staff, representatives of employee organizations, employees, applicants, other government officials and the public. Attends evening meetings. Be present on possible accident/injury sites and locations outside of regular business hours. May be exposed to a wide variety of incidents with possible liability exposure for the City.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals with a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents with the position.

Approved xx/xx/xxxx

RESOLUTION NO. 2021-62-CC**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, APPROVING, CORRECTING AND ADOPTING COMPENSATION TABLES AND BENEFITS FOR EXECUTIVE MANAGEMENT CONTRACT EMPLOYEES HIRED AFTER JULY 1, 2021**

WHEREAS, Section 36506 of the California Government Code requires that a city council fix the compensation of all appointive offices and employees by resolution or ordinance;

WHEREAS, the City Manager of the City of South Gate ("CITY") has authority to appoint, promote, discipline, demote and remove any offices and employees of the City except the City Clerk, City Treasurer and City Attorney, pursuant to South Gate Municipal Code Section 1.06.060 (Power and Duties), of Chapter 106 (City Manager), of Title 1 (Administrative and Personnel);

WHEREAS, the City currently has unclassified Executive Management Contract Employee classifications, excluding the City Manager, that include the Police Chief, Assistant City Manager/Director of Public Works, Director of Public Works/City Engineer, Director of Community Development, Director of Parks and Recreation, Director of Administrative Services and Field Operations Manager (hereinafter collectively referred to as "Executive Management Contract Employees") which are exempt under the Fair Labor Standards Act ("FLSA") and are considered "at-will";

WHEREAS, the City Council approved a revised compensation and benefits schedule for Executive Management Contract Employees hired after July 1, 2021, at their August 10, 2021 meeting through Resolution No. 2021-36-CC;

WHEREAS, the Director of Administrative Services oversees the finances, purchasing, information technology, human resources, and risk management functions of the City of South Gate;

WHEREAS, the City wishes to update salary table in Exhibit B" to be able to attract qualified candidates for the position of Director of Administrative Services which the City is currently recruiting for; and

WHEREAS, the attached Exhibit "A" is restated as adopted on June 22, 2021, and Exhibit "B" is updated to reflect the proposed salary range for the position of Director of Administrative Services.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby declare that the above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council does hereby approve and re-adopt Exhibit "A" titled, "Executive Management Contract Employees Benefit Schedule," incorporated herein by reference, which will cover any new Executive Management Contract Employee hired after July 21, 2021.

SECTION 3. The City Council does hereby approve and adopt a new Exhibit "B" titled, "Monthly Salary Schedule of Executive Management Contract Employees," incorporated herein by reference, which updates the previously adopted version on August 10, 2021.

SECTION 4. Nothing in this Resolution shall be considered to effect, change, or alter any previously adopted or approved salary and benefits bestowed upon an existing member of the Executive Management Contract Employees group hired before July 1, 2021.

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 14th day of December 2021.

CITY OF SOUTH GATE:

By: 

AL Rios, Mayor

ATTESTED:

By: 

Carmen Avalos, City Clerk
(SEAL)

APPROVED AS TO FORM:

By: 

Raul F. Salinas, City Attorney

**City of South Gate
Executive Management Contract Employees Benefit Schedule
(Applicable to Employees Hired After July 1, 2021)**

- A. **Applicability.** This Schedule sets forth the benefits levels for Executive Management Contract Employees (which excludes the City Manager whose terms of wages, benefits, hours and working conditions are separately determined by City Council Resolution and contract) who are appointed by the City Manager after July 1, 2021. Executive Management Contract Employees includes the following classifications: Police Chief, Assistant City Manager/ Director of Public Works, Director of Public Works/ City Engineer, Director of Community Development, Director of Parks & Recreation, Director of Administrative Services, and Field Operations Manager.
- B. **City Manager Authorized to Execute Employment Agreements.** The City Manager shall be authorized to execute an employment agreement with any Executive Management Contract Employee hired on or after July 1, 2021 with benefits not to exceed those set forth herein. In the event the City Manager desires to exceed any of the parameters set forth herein, City Council authorization shall be required. The City shall not reduce any benefit level contained herein once incorporated into an employee's employment contract, unless both parties voluntarily agree to those changes.
- C. **Current Agreement Terms and Conditions Remain In Effect.** Executive Management Contract Employees with an existing employment contract with the City as of July 21, 2021 are entitled only to the level of salary and benefits contained in their respective contracts, and the terms and conditions of their employment shall be governed by the employment contract rather than this resolution.
- D. **Miscellaneous Terms and Conditions.**
1. **Workweek and Hours.** Executive Management Contract Employees are expected to engage in the hours of work that are necessary to fulfill the obligations of the position, must be available at all times, and must devote a great deal of time outside the normal office hours to the business of the City. The proper performance of duties will require Executive Management Contract Employees to generally observe normal business hours (currently 7:00 a.m. to 6:00 p.m., Monday through Thursday, including a standard one-hour lunch period), as set by the City and as may be duly revised from time-to-time by the City, and will also often require the performance of necessary services outside of normal business hours.
 2. **At-Will Employment.** The employment of Executive Management Contract Employees with the City is "at-will," and Executive Management Contract Employees serve at the pleasure of the City Manager pursuant to Section 1.06.060(C) of the South Gate Municipal Code. As such, the City Manager may terminate a Department Director's employment at any time, with or without cause and with or without advance notice.

3. Exempt Status. Employees subject to this resolution are considered to be "exempt" employees within the definition of the Fair Labor Standards Act ("FLSA"), and shall not receive overtime compensation for time worked outside of the regular work schedule.
4. Exclusion from Civil Service Rules and Regulations. Executive Management Contract Employees are excluded from the City's civil service rules and regulations pursuant to Section 1.24.105 of the South Gate Municipal Code.

E. **Benefits.** The benefits for Executive Management Contract Employees shall be as set forth below. The benefits contained in this Exhibit shall not be altered, changed or eliminated without an amending Resolution or change in State/federal law which requires such action.

1. Social Security – No contributions are paid by the City or employee into Social Security.
2. Medicare Withholding– 1.45% of salary paid by City and 1.45% employee for a total of 2.9% (for employees hired after 4/1/1986).
3. CalPERS Pension- Executive Management Contract Employees will be provided with California Public Employees' Retirement System ("CalPERS") pension benefits consistent with the City's contract with CalPERS, with benefits differing depending on whether the employee is a "classic member" or "new member" as defined by the Public Employee's Pension Reform Act ("PEPRA"). The City will pay the Employer contribution of pension cost and the employee shall pay the Employee contribution of pension costs consistent with CalPERS requirements. The City's CalPERS contract provides for 1959 Survivor Benefit Level 4 and sick leave credit, such that sick leave is converted to service credit upon retirement from the City within four months of employment separation subject to current CalPERS regulations.
4. Medical Insurance – The City provides health coverage through the CalPERS Health Program. All new Executive Management Contract Employees will receive up to \$1,000 + 1.00% of salary monthly towards mandatory health and dental coverage, which includes the required CalPERS monthly contribution. Employees may receive non used/required benefit amount in cash upon submittal of waiver and proof of enrollment in an alternative group health plan and annually each year after. However, cash out may not be more than \$600 per month.
5. Retire Medical Plan contribution –The City shall only pay the required CalPERS monthly contribution towards CalPERS health plans, which is the PEMHCA minimum set by CalPERS annually. The City shall reimburse said employee on a quarterly basis.
6. Vision – City pays employee and up to 2 dependents party HMO plan premium.

7. Life Insurance – City pays for \$100,000 policy for such group members. Employee may obtain more coverage, but such additional costs are the sole responsibility of the employee.
8. Long Term Disability – City pays 50% of the plan cost, should employee chose to participate in CalPERS (or successor) offered program.
9. Communication allowance – In-lieu of the City providing a cell phone, the employee shall receive \$120 per month for communication expenses. The employee understands the monthly records of calls may be subject to the California Public Records Act relating to city business items. The City Attorney's Office will make any determination as to applicability.
10. Deferred Compensation – The City shall match employee contribution up to \$550 per month.
11. Holidays – Employees shall be entitled to a total of 130 paid holiday hours per year. The City is closed for holidays the week between Christmas and New Year's Day and the following holidays:
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Eve
 - Christmas Day
12. Sick Days – 96 hours per year at 3.69 hours per pay period (no maximum accumulation). No cash-out is allowed.
13. Administrative Leave – A range of 40 to 50 hours per year is authorized (accrued on a per pay period of 1.54 to 1.92 hours), with no more than 100 hours may be accumulated at any one time. Upon reaching such maximum accumulation, employee shall cease earning additional administrative leave hours or may choose to cash out up to 80 hours upon their anniversary date at 50% of their hourly rate.
14. Vacation Leave – 120 hours per year at 4.62 hours per pay period. The employee can have maximum vacation leave bank accrual of 300 hours at any time. Upon reaching that limit, the employee shall stop accruing any additional hours until they fall below that maximum level. The employee may choose to cash out up to 40 hours of vacation leave during any single fiscal year at their full hourly rate.

15. Vehicle Allowance – In lieu of the City providing a vehicle or paying mileage reimbursement for city business use, the employee may receive up to \$500 per month as vehicle allowance. The employee shall annually present proof of vehicle insurance and employee understands that such coverage shall cover the vehicle operation for city business purposes by said employee. The Employee shall also participate in the City's annual DMV verification program.
16. Tuition Reimbursement – Up to \$3,500 for Cal State/University; private university or recognized professional organization (American Planner Association, Government Finance Officers Association, etc.) annually for enrolling in classes related to their professional development with the City. Such reimbursement shall be pre-approved by the City Manager prior to enrollment by the employee. To be eligible for reimbursement, an employee must obtain a grade of "C" or better (a Pass if the class is a pass- fail standard) and shall submit a grade slip or other evidence of successful course completion and appropriate invoices and/or receipts.
17. Master's Degree – The City shall pay \$125 per month for any employee that has obtained such a degree from a fully accredited university.
18. Bereavement Leave – 40 hours (8 addition hours if interment service is over 300 miles away).
19. Personal Emergency Leave – Up to 24 hours in any fiscal year. Such hours shall be taken out of the employee's sick leave bank.
20. Family Illness Leave – The Employee governed by the Family Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA") standards.
21. Employee is eligible to participate at no cost with the City's Employee Assistance Plan Program.
22. Employee is eligible to participate in the City's Sports Center facility/programs at no cost to the employee while employed with the City of South Gate.

RESOLUTION NO. _____

**MONTHLY SALARY SCHEDULE OF EXECUTIVE MANAGEMENT CONTRACT EMPLOYEES
(ALL POSITIONS)**

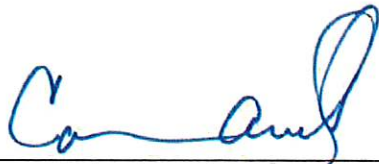
Position Title	Step A	Step B	Step C	Step D	Step E
Director of Community Development	\$12,958	\$13,605	\$14,286	\$15,000	\$15,750
Director of Administrative Services	\$13,369	\$14,037	\$14,739	\$15,476	\$16,250
Assistant City Manager/ Director of Public Works	\$13,176	\$13,834	\$14,526	\$15,253	\$16,015
Director of Public Works/ City Engineer	\$13,176	\$13,834	\$14,526	\$15,253	\$16,015
Director of Parks & Recreation	\$11,652	\$12,235	\$12,846	\$13,489	\$14,163
Field Operations Manager	\$ 9,784	\$10,273	\$10,787	\$11,326	\$11,893
Police Chief	\$15,715	\$16,501	\$17,326	\$18,192	\$19,102

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. 2021-62-CC was adopted by the City Council at their Regular Meeting held on December 14, 2021, by the following vote:

Ayes:	Council Members:	Rios, Avalos, Davila, Diaz, and Hurtado
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recused:	Council Member:	None

Witness my hand and the seal of said City on December 20, 2021.



Carmen Avalos, City Clerk
City of South Gate, California