

RESOLUTION NO. 2021-42-CC

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO CREATE THE PRINCIPAL CIVIL ENGINEER POSITION IN THE PUBLIC WORKS DEPARTMENT, APPROVE THE CORRESPONDING JOB SPECIFICATION, ADJUST THE SALARY FOR THE DEPUTY CITY ENGINEER POSITION AND UPDATE THE APPROPRIATE 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 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 create the position of Principal Civil Engineer and corresponding job specification in the Public Works Department, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibit "A"; and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Public Works Department, have determined that it is proper to create the position of Principal Civil Engineer and job specification; and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Public Works Department, have determined that it is proper to increase the salary of the Deputy City Engineer position by 3.8%, to create a proper separation from the proposed Principal Civil Engineer Salary;

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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 Salary Resolution and Position Classification Plan to create the position of Principal Civil Engineer for the Public Works Department.

SECTION 2. The City Council hereby approves and adopts the proposed job specification for the Principal Civil Engineer position, attached hereto as Exhibit "A".

SECTION 3. The City Council hereby approves and adopts the proposed updated Professional and Mid-Management Association (PMMA) Salary Pay Table, effective September 14, 2021, attached hereto as Exhibit "B".

SECTION 4. The City Council hereby approves and adopts the proposed updated Division Management Association (DMA) Salary Pay Table, effective September 14, 2021, attached hereto as Exhibit "C".

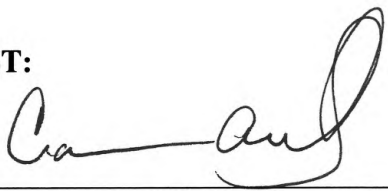
SECTION 5. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 14th day of September 2021.

CITY OF SOUTH GATE:

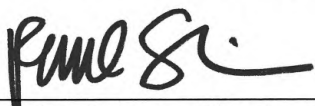
By: 
Al Rios, Mayor

ATTEST:

By: 
Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:

By: 
Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

PRINCIPAL CIVIL ENGINEER

DESCRIPTION

Under direction of the Director of Public Works or the Deputy City Engineer, supervises major functions of a section in the Public Works Department, Engineering Division, in performing the planning, design and construction of the City's Capital Improvement Program, Office Engineering or Environmental Engineering; performs Engineering Division duties as assigned.

CLASS CHARACTERISTICS

The Principal Civil Engineer is the advanced journey and supervisory class in the professional level engineering series. Incumbents have responsibility for the highly complex and large engineering projects and supervising staff in the delivery of public works projects. May act as the Deputy City Engineer, as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Works or Deputy City Engineer.

SUPERVISION EXERCISED

Exercises supervision over senior level or lower level engineering staff.

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.

Principal Civil Engineer (Section Manager)

Manages the planning, environmental, design and construction, of highly complex public works projects in a wide variety of civil engineering works such as streets and highways, bridges, street lighting, municipal parks, structures and buildings, storm drains and sanitary sewers.

Collaborates with regional transportation agencies such as the California of Transportation (Caltrans) and the Los Angeles Metropolitan Transportation Authority (LA Metro), for the implementation of local and regional projects, transportation policies and programs. Participates in regional activities such as Streets and Highways Committee and Strategic Transportation Plan.

Principal Civil Engineer (Water Resources Section Manager)

Manages the planning, environmental, design and construction, of highly complex public works projects in the areas of water resources and environmental engineering including but not limited to potable water systems, storm drains, storm water quality, flood control, sanitary sewers and waste water. Collaborates with the Water Manager of the Field Operations Division to assess and review the operation of the water system. Identifies technical issues and develops capital projects to address them.

Collaborates with Federal, State and regional water agencies such as the Environmental Protection Agency, Division of Drinking Water, Los Angeles County Sanitation District, and Water Replenishment District, for the implementation of capital projects, water policies and programs. Participates in regional activities such as the Southeast Water Coalition and Central Basin Water Association. Stays abreast of the latest legislative bills and collaborates with the Director of Public Works as necessary.

Manages the City's water rights program. Oversees preparation of periodic reports to Federal and State, County and local agencies. Leases water rights when necessary.

Provide support to the Field Operations, Water Division in complex administrative tasks that require technical expertise such as communications with and submittal of reports to regulatory agencies; preparing Requests for Proposals to procure services; and developing staff reports and presentations.

Principal Civil Engineer (Section Manager and Water Resources Section Manager)

Manages and supervises lower level engineering staff assigned to the respective areas of work, in the delivery of public works projects in a wide variety of civil engineering work. Supports staff in the organization of project budgets and schedules and provides guidance for the delivery of projects on time and within budget. Provides guidance, decision-making, and training to staff in all aspects of project implementation and contact services. Provides plans check and specifications to ensure quality and technically sound projects. Assumes personal responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Procures, manages and administers contract services necessary for planning, designing and constructing public works projects or preparing reports. Prepares Requests for Proposals as necessary. Supervises the preparation of engineering designs, specifications and engineering estimates. Establishes project budgets and schedules for their delivery. Prepares project feasibility studies and work related technical research, reports and correspondence.

Reviews private development projects. Prepares conditions of approval. Coordinates with developers as necessary. Review related technical documents and reports.

Coordinates with Federal, State, County, regulatory and grant agencies as necessary for the delivery of capital projects.

Manage engineering programs and projects as assigned including but not limited too regional projects, environmental programs, storm water management, engineering administration, Industrial Waste Discharge Plancheck and Permitting, development review, plan check and permitting, construction inspection, franchise agreement, technical studies and assessment districts.

Researches grant programs and prepares, or secures consultant services to prepare grant applications.

Supervises, trains and evaluates subordinate personnel; assists in the selection of employees; recommends discipline when necessary.

Prepares reports, recommendations and correspondence on current and proposed projects; makes presentations to City Council, community groups and the general public regarding construction projects.

Appear as an expert witness involving litigation on engineering-related matters.

May be assigned any of the duties of the Senior Civil Engineer as necessary to support the functions of the Engineering Division.

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be any combination equivalent to graduation from an accredited college or university with a Bachelor's degree in civil engineering or related field and fifteen (15) years of responsible civil engineering experience in the design and construction of 6

complex public works projects. A minimum of five (5) years of experience in the position of Senior Civil Engineer or a higher classification is required, as is a minimum of four (4) years in a supervisory position. Registration as a Professional Civil Engineer in the State of California is required. Possession of or ability to obtain a California Class C driver's license and a satisfactory driving record is required.

The Principal Civil Engineer (CIP Section Manager) shall have a minimum of 10 years of experience working for a local agency. Principal Civil Engineer (Water CIP Section Manager) shall have a minimum of 10 years of experience working for a water utility company, water district and/or a local agency's water engineering or utilities division.

Knowledge, Skills, and Abilities

Knowledge of: State, Federal and locally applicable statutes, policies, standards, ordinances and regulations related to civil engineering practices of public agencies; municipal public works administration; principles of planning, controlling, and organizing activities of a major civil engineering section; engineering design and analysis; traffic engineering; construction contract law; principles of cost accounting; supervisory techniques; public speaking techniques; and budget preparation and administration practices; public works construction methods, design and materials; and principles and practices of personnel management and supervision.

Ability to: Provide highly complex civil engineering services to the City; analyze problems and prepare written and oral reports; understand and carry out complex oral and written instructions; resolve technical issues in design and construction; supervise the work of others; select and maintain advanced filing systems; analyze and solve difficult engineering problems by arriving at valid conclusions; communicate effectively in English both orally and in writing; effectively present issues and recommendations before the City Council; supervise and maintain effective working relationships.

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 sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision 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 not substantially exposed to adverse environmental conditions.

PRINCIPAL CIVIL ENGINEER
Created, 9/14/2021

Salary Pay Table
South Gate Professional and Mid-Management Employees
Effective 09-14-2021

Exempt Classifications	Step A	Step B	Step C	Step D	Step E
609 RECREATION SUPERVISOR	5,655	5,938	6,235	6,547	6,874
613 CUSTOMER SERVICE SUPERVISOR	5,982	6,282	6,596	6,925	7,272
615 CODE ENFORCEMENT SUPERVISOR	6,082	6,386	6,705	7,040	7,392
621 SENIOR ACCOUNTANT	6,827	7,168	7,527	7,903	8,298
623 SENIOR PLANNER	7,028	7,379	7,748	8,135	8,542
626 EQUIP. MAINTENANCE SUPERINTENDENT	7,333	7,700	8,085	8,489	8,913
626 SENIOR FINANCIAL ANALYST	7,333	7,700	8,085	8,489	8,913
629 ELECTRIC & GEN MAINT SUPERINTENDENT	8,288	8,702	9,138	9,594	10,074
629 STREET & SEWER SUPERINTENDENT	8,288	8,702	9,138	9,594	10,074
630 WATER DIVISION MANAGER	9,294	9,758	10,246	10,759	11,297
631 SENIOR CIVIL ENGINEER	9,126	9,583	10,062	10,565	11,093
632 PRINCIPAL CIVIL ENGINEER	9,856	10,349	10,866	11,410	11,980

Non-Exempt Classifications	Step A	Step B	Step C	Step D	Step E
601 ADMINISTRATIVE ASSISTANT	4,804	5,044	5,296	5,561	5,839
601 ASSISTANT PLANNER	4,804	5,044	5,296	5,561	5,839
601 MANAGEMENT ASSISTANT	4,804	5,044	5,296	5,561	5,839
606 HOUSING & GRANTS ANALYST	5,099	5,354	5,621	5,902	6,197
610 MANAGEMENT ANALYST	5,732	6,018	6,319	6,635	6,967
610 ADMINISTRATIVE ANALYST	5,732	6,018	6,319	6,635	6,967
610 ADMINISTRATIVE SERVICES COORDINATOR	5,732	6,018	6,319	6,635	6,967
610 BUDGET & PAYROLL ANALYST	5,732	6,018	6,319	6,635	6,967
611 TRAINING SPECIALIST	5,760	6,048	6,351	6,668	7,002
612 CRIME ANALYST	5,801	6,091	6,396	6,716	7,052
613 PURCHASING SUPERVISOR	5,982	6,282	6,596	6,925	7,272
615 ASSISTANT ENGINEER	6,082	6,386	6,705	7,040	7,392
619 SENIOR ADMINISTRATIVE ANALYST	6,631	6,963	7,311	7,676	8,060
622 ASSOCIATE ENGINEER	6,976	7,325	7,691	8,075	8,479
624 TECHNICAL SERVICES MANAGER	7,098	7,453	7,826	8,217	8,628
625 INFORMATION SYSTEMS ADMINISTRATOR	7,098	7,453	7,826	8,217	8,628
632 FAMILY VIOLENCE PROGRAM COORDINATOR	6,498	6,823	7,164	7,522	7,898
851 EXECUTIVE ASSISTANT TO POLICE CHIEF	5,898	6,192	6,502	6,827	7,168
851 EXECUTIVE ASSISTANT TO CITY ATTY (CONF)	5,898	6,192	6,502	6,827	7,168
851 EXECUTIVE ASSISTANT (CONF)	5,898	6,192	6,502	6,827	7,168
851 EXECUTIVE ASSISTANT TO CITY MGR (CONF)	5,898	6,192	6,502	6,827	7,168

Exempt Classification (Pending Further Analysis)	Step A	Step B	Step C	Step D	Step E
602 ECONOMIC DEVELOPMENT SPECIALIST	4,922	5,168	5,426	5,698	5,982
614 ACCOUNTANT	6,043	6,345	6,663	6,996	7,346
617 POLICE RECORDS MANAGER	6,505	6,830	7,171	7,530	7,906
623 SENIOR ECONOMIC DEVELOPMENT SPECIALIST	7,028	7,379	7,748	8,135	8,542
628 SENIOR ENGINEER	8,014	8,415	8,836	9,278	9,742
633 CITY TRAFFIC ENGINEER	9,583	10,062	10,565	11,093	11,648

Salary Pay Table
Pay Plan Category F - South Gate Division Management Association (Unclassified)
Effective 09-14-2021

		Step A	Step B	Step C	Step D	Step E
650	BUILDING OFFICIAL	9,433	9,904	10,400	10,919	11,465
650	ECONOMIC DEVELOPMENT MANAGER	9,433	9,904	10,400	10,919	11,465
650	DEPUTY DIRECTOR OF ADMIN SERV/HR & RM	9,433	9,904	10,400	10,919	11,465
650	DEPUTY DIRECTOR OF ADMIN SERV/FINANCE	9,433	9,904	10,400	10,919	11,465
652	HOUSING ADMINISTRATOR	8,372	8,790	9,230	9,691	10,176
654	CODE ENFORCEMENT MANAGER	8,245	8,657	9,090	9,545	10,022
655	DEPUTY DIRECTOR OF PARKS & RECREATION	7,382	7,751	8,138	8,545	8,972
655	PARKS SUPERINTENDENT	7,382	7,751	8,138	8,545	8,972
659	DEPUTY CITY ENGINEER	10,189	10,698	11,233	11,794	12,384
659	DEPUTY CITY ENGINEER	10,644	11,176	11,734	12,321	12,937

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. 2021-42-CC was adopted by the City Council at their Special Meeting held on September 14, 2021, by the following vote:

Ayes: Council Members: Rios, Avalos, Davila, Diaz and Hurtado

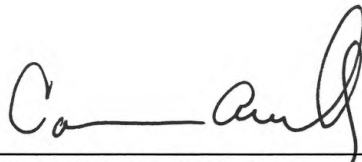
Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Recused: Council Member: None

Witness my hand and the seal of said City on September 21, 2021.



Carmen Avalos, City Clerk
City of South Gate, California