

RESOLUTION NO. 7472

CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA

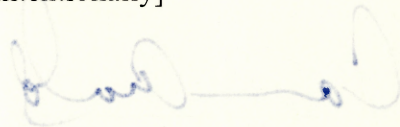
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE
AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND
CLASSIFICATION PLAN) ADOPTING A NEW HOURLY WAGE FOR ONE
EQUIPMENT MECHANIC HOURLY POSITION AND CREATING A NEW
MECHANIC HELPER TEMPORARY HOURLY POSITION, JOB CLASS
SPECIFICATION AND UPDATING THE HOURLY PAY TABLE**

WHEREAS, the City must, from time and time, create job class specifications and compensation in order to more closely match the jobs which need to be performed by employees in the City's various departments; and

WHEREAS, the Public Works Department, in consultation with the City Manager's Office and Personnel Office, have determined that it is proper to create a class specification; and

WHEREAS, the City is updating its Hourly Pay Table to reflect rates for the Equipment Mechanic (Hourly) position and the newly created temporary hourly position of Mechanic Helper, and in no event are Hourly employees authorized to work more than 1000 hours in any given calendar or fiscal year;

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

SECTION 1. Resolution No. 6454 relating to Pay Tables and Position Classifications is hereby amended to include the referenced new job class specification of Mechanic Helper as detailed on attachment as "Exhibit A".

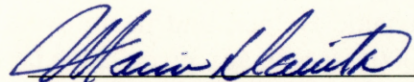
SECTION 2. An hourly wage rate of \$11.29 for Mechanic Helper, an hourly classification as detailed in Exhibit "B".

SECTION 3. A new hourly wage rate of \$20.19 for Equipment Mechanic (Hourly), a current City classification as detailed in Exhibit "B."

SECTION 4. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

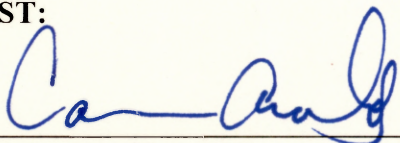
PASSED, APPROVED and ADOPTED on this 10th day of January, 2012.

CITY OF SOUTH GATE:



Maria Davila, Mayor


ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

Exhibit A

City of South Gate

CLASS SPECIFICATIONS AND ATTRIBUTES

MECHANIC HELPER

DESCRIPTION

Under supervision, performs a variety of unskilled and semi-skilled tasks involved in the maintenance, repair or servicing of City vehicles; operates vehicles, trucks and heavy equipment; uses a variety of hand and power tools and equipment; performs related duties as required.

CLASS CHARACTERISTICS

The Mechanic Helper is an entry level classification assigned to the public works area.

SUPERVISION RECEIVED

Works under the lead direction of a higher level mechanic or under the supervision of a maintenance supervisor.

SUPERVISION EXERCISED

Does not exercise supervisory responsibilities.

ESSENTIAL FUNCTIONS

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

Assists with in repairing automobiles, trucks, and other automotive vehicles.

Raises vehicle to specified level, using hydraulic jack.

Removes and disassembles unit, such as engine, transmission, or differential, to be repaired.

Operates hand, power and heavy equipment related to maintenance; may perform routine maintenance on equipment; cleans up work sites upon completion of jobs.

Completes log of work performed; may prepare records to note facility conditions and equipment use.

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 of graduation from high school or equivalent and six (6) months of experience in automotive mechanic field. Possession of or ability to obtain a valid California Class C driver's license and a satisfactory driving record is required.

Knowledge, Skills, and Abilities

Knowledge of: methods, materials and equipment used in general automotive repair work; safety regulations related to mechanic work.

Ability to: use hand tools appropriately; operate mechanical and power equipment; make minor repairs to automobiles and equipment; work safely and independently; understand and follow oral and written directions; organize various work tasks; generate and maintain accurate work records; perform physically demanding work; establish and maintain cooperative working relationships with supervisors, other employees and the public.

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, bend, crouch, talk or hear. The employee is frequently required to 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 75 pounds and is subject to vibration. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is sometimes noisy. Work requires regular exposure to traffic, fumes, airborne particles, toxic or caustic chemicals. Incumbents are occasionally exposed to adverse environmental conditions.

MECHANIC HELPER
DECEMBER, 2011

Exhibit "B"

Pay Plan Category L - Unclassified Hourly Employees (Flat Rated)

Effective 01/2012

<u>Range</u>	<u>Hourly Rate</u>	<u>Hourly Position</u>
999	\$14.140	Administrative Aide (Hourly)
	\$21.410	Administrative Assistant - Confidential (Entry Level)
	\$26.020	Administrative Assistant - Confidential (Advanced)
	\$29.186	Building Inspector (Advanced)
	\$10.430	Clerical Assistant I
	\$11.290	Clerical Assistant II
	\$12.860	Clerical Assistant III
	\$21.060	Code Enforcement Officer (Hourly)
	\$14.040	Computer Information Systems (CIS) Aide
	\$16.970	Community Services Officer (Hourly)
	\$16.970	Police Cadet
	\$16.080	Court Officer
	\$15.550	Engineering Aide
	\$15.550	Community Development Intern
	\$20.192	Equipment Mechanic (Hourly)
	\$15.110	Graffiti Removal Worker
	\$16.730	Intermediate Account Clerk (Hourly)
	\$15.850	Intermediate Typist Clerk (Hourly)
	\$20.970	Maintenance Electrician (Hourly)
	\$11.290	Maintenance Helper (Public Works)
	\$11.290	Mechanic Helper (Public Works)
	\$15.180	Parks Custodian
	\$15.900	Parks Grounds Maintenance Worker
	\$17.100	Parks & Recreation Coordinator
	\$70.000	Personnel Manager
	\$16.450	Police Records Specialist (Hourly)
	\$10.060	Police Vehicle Service Attendant

Exhibit "B"

Pay Plan Category L - Unclassified Hourly Employees (Flat Rated)

Effective 01/2012

<u>Range</u>	<u>Hourly Rate</u>	<u>Hourly Position</u>
	\$16.970	Program Assistant (Police)
	\$11.670	Public Safety Officer
	\$30 - \$80	Public Works Inspector
	\$14.070	Receptionist
	\$14.070	Typist Clerk
	\$10.010	Research Aide (Hourly)
	\$19.033	Secretary (Entry Level)
	\$23.129	Secretary (Advanced)
	\$18.760	Senior Account Clerk (Hourly)
	\$16.560	Senior Typist Clerk (Hourly)
	\$17.717	Water Distribution Operator I (Entry)
998	\$8.000	Student Worker

<u>Range</u>	<u>Hourly Rate</u>	<u>Sworn Hourly Position</u>
	\$31.840	Police Officer (Hourly) <i>Equiv. to C Step rate per Council Action 06/12/07</i>

<u>Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Hourly Position</u>
997	\$8.0000	\$8.0000	\$8.4100	\$8.8800	\$9.4000	Recreation Leader I (Rec Aide, Maint Aide I, Tutor Asst)
996	\$8.6700	\$9.1600	\$9.6800	\$10.2400	\$10.8300	Recreation Leader II (Rec Attendent, Maint Aide II, Tutor)
995	\$10.0500	\$10.6900	\$11.3800	\$12.1000	\$12.8600	Recreation Leader III (Cashier, Golf Starter) Swim Instructor
994	\$11.4900	\$12.0200	\$12.5800	\$13.1700	\$13.7800	Recreation Leader IV (Recreation Leader, Sr. Golf Starter)
993	\$8.8900	\$9.4500	\$10.0500	\$10.6900	\$11.3800	Lifeguard
992	\$10.2200	\$10.9100	\$11.6500	\$12.4400	\$13.2800	Senior Lifeguard

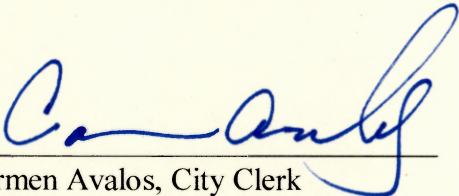
RESOLUTION CERTIFICATION PAGE

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. 7472 was adopted by the City Council at their Regular Meeting held on January 10, 2012, by the following vote:

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

Witness my hand and the seal of said City on January 11, 2012.



Carmen Avalos, City Clerk
City of South Gate, California