

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 RECLASSIFY A SENIOR PLANNER POSITION TO AN ASSISTANT PLANNER POSITION AND AMEND THE CLASS SPECIFICATION FOR THE ASSISTANT PLANNER POSITION

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City currently has two Senior Planner positions, one of which was vacated recently; and

WHEREAS, the current organizational chart consists of one entry level position, referred to as an Assistant Planner, a mid-level position known as an Assistant Planner, and the top position is known as a Senior Planner; and

WHEREAS, an evaluation has been conducted of the positions within the Community Development Department and its need to fulfill project obligations for multiple projects underway and forthcoming and it has been determined that the Department requires the reclassification of a Senior Planner position to an Assistant Planner position to accomplish the City's desired results; and

WHEREAS, the City, based on evaluation has determined that changes are necessary as detailed in the Position Specification & Attributes attached hereto as Exhibit "A"; and

WHEREAS, the City, in consultation with the Personnel Office, and the key personnel in the Community Development Department, has determined that it is proper to make updates to the Assistant Planner position class specification; and

WHEREAS, the City desires to downgrade the Senior Planner position to an Assistant Planner position, then resulting in a salary savings; and

WHEREAS, the PMMA, Professional Mid Management Association has no objections to this change.

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

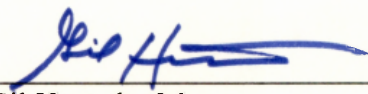
SECTION 1. The City Council hereby approves and adopts the amendment to the City's Classification Plan to reclassify a Senior Planner position to an Assistant Planner position within the Community Development Department.

SECTION 2. The City Council hereby approves and adopts the amended class specification for the Assistant Planner position as detailed in Exhibit "A".

SECTION 3. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

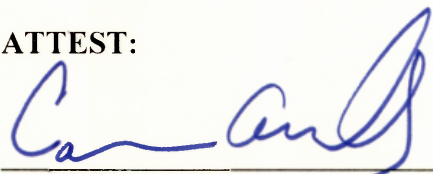
PASSED, APPROVED and ADOPTED this 26th day of November 2013.

CITY OF SOUTH GATE:



Gil Hurtado, 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

ASSISTANT PLANNER

DESCRIPTION

Under general supervision, perform planning, housing and economic development work on projects and assist in the enforcement of regulatory code provisions pertaining to zoning; may assist in the implementation of the Community Development Block Grant Program; perform related work as assigned.

CLASS CHARACTERISTICS

The Assistant Planner is the entry class in the planning series. Under immediate supervision, incumbents learn to perform and perform a variety of fundamental support activities in the area of current and advance planning. Incumbents are distinguished from the Senior Planner in that the Assistant does not supervise staff.

SUPERVISION RECEIVED

Works under the direct supervision of higher level professional planning staff.

SUPERVISION EXERCISED

Does not supervise.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Conduct office and field research and investigations of land use, population trends, community design and other community and economic development projects;

Compile and evaluate data for advanced planning and economic development studies relating to land use and report findings.

Prepare reports regarding applications for Community Development Block Grant programs, housing projects, zoning and rezoning adjustments;

Inspect properties involved in such applications and compile information thereto.

Answer inquiries from the public regarding community development, economic development, environmental and zoning regulations, procedures and policies of the Planning Commission.

Prepare charts, maps and other graphic material to illustrate findings and recommendations.

Attend meetings of the City Council, Planning Commission, Housing Authority and other meeting when assigned to do so;

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Graduation from an accredited college or university with a Bachelor's degree in planning or a related field AND one (1) year of recent planning and community development experience involving local governmental planning.

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.

Knowledge, Skills and Abilities

Knowledge of: the principles, practices and trends of public planning and community development; land use, physical design, demographic, environmental, and economic concepts as applied to municipal planning; statistics and graphic presentation; laws, ordinances, rules and regulations pertaining to planning and zoning; modern office practices, procedures and equipment, including word processing and computer applications (Words, Microsoft Outlook, Excel, etc.).

Ability to: apply policies, procedures and standards pertaining to planning process; interpret and prepare maps, site and building plans and specifications; follow oral and written directions; speak clearly, interpret and explain technical information; listen effectively; use computer and related software; read and interpret maps and specifications; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others.

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. Work is performed mostly in office settings. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, stoop, crouch 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, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus and perform office machine operations. Incumbents are not substantially exposed to adverse environmental conditions.

ASSISTANT PLANNER
REVISED 10/2013

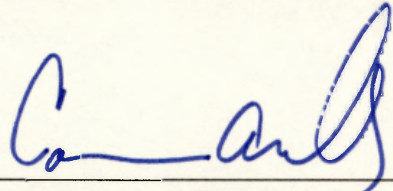
RESOLUTION CERTIFICATION PAGE

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. 7574 was adopted by the City Council at their Regular Meeting held on November 26, 2013, by the following vote:

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

Witness my hand and the seal of said City on December 3, 2013.



Carmen Avalos, City Clerk
City of South Gate, California