

RESOLUTION NO. 7589

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) RECLASSIFYING A SENIOR TYPIST CLERK TO A SECRETARY IN THE PUBLIC WORKS DEPARTMENT AND AMENDING THE JOB SPECIFICATION FOR SECRETARY**

**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 personnel structure of the Department of Public Works, along with their respective classifications, duties, qualifications and pay, must from time to time be assessed and adjusted to meet the changing needs of the Department and the City, to appropriately reflect the duties performed, and to achieve and deliver the highest possible productivity and quality of work product and services provided by the Department; and

**WHEREAS**, an evaluation has been conducted of the position within the Public Works Department and its need to fulfill obligations for multiple projects and programs in place and it has been determined that the Department warrants the reclassification of the Senior Typist Clerk position to a Secretary 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 "B"; and

**WHEREAS**, the City, in consultation with the Personnel Office, and the key personnel in the Public Works Department, has determined that is proper to make updates to the Secretary position specification;

[remainder of page left blank intentionally]

**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 Classification Plan to reclassify a Senior Typist Clerk position to a Secretary position within the Public Works Department and appoint its incumbent accordingly.

**SECTION 2.** The City Council hereby approves and adopts the proposed amended position specification for Secretary as detailed in Exhibit "B".

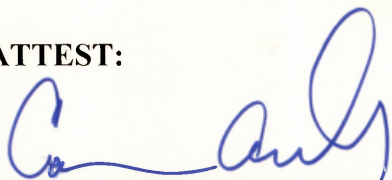
**SECTION 3.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 11<sup>th</sup> day of March 2014.

**CITY OF SOUTH GATE:**

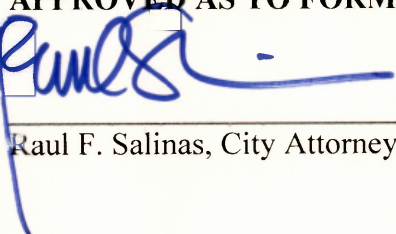
  
\_\_\_\_\_  
Gil Hurtado, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Raul F. Salinas, City Attorney

***City of South Gate***  
CLASS SPECIFICATIONS AND ATTRIBUTES

**SECRETARY**

**DESCRIPTION**

Under general supervision, to perform responsible secretarial and complex clerical, typing, personal computer, stenographic and public contact work in assisting a department head in the conduct of office activities; and to do related work as required.

**CLASS CHARACTERISTICS**

This classification supports and performs various administrative functions related to the Department.

**SUPERVISION RECEIVED**

Works under the general supervision of a department director or subordinate supervisor.

**SUPERVISION EXERCISED**

May provide technical oversight to part time staff.

**ESSENTIAL FUNCTIONS**

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

Plans and performs a variety of complex clerical and secretarial work related to the function to which assigned.

Screens visitors, telephone calls and mail giving information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary.

Types correspondence, agenda, minutes, reports, memoranda, records, ordinances, resolutions, documents and statistical data using a personal computer; takes and transcribes office dictation; may prepare data; may prepare agendas and take minutes of meetings; composes correspondence in a variety of matters with a minimum of instruction.

Receives application, prepares permits; and collects various fees, schedules meetings and makes travel arrangements; prepares requisitions and other forms.

Indexes and maintains complex filing systems; keeps various records and data current and may prepare reports of billings concerning departmental activities; may perform the work of other clerical staff in maintaining smooth work flow and answering questions requiring the interpretation of rules and regulations in problem cases.

May handle confidential or sensitive matters.

## QUALIFICATIONS

### Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary. Graduation from high school or equivalent, and five (5) years of increasingly responsible clerical experience.

### 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: modern office practices, procedures and equipment; business letter writing and forms; knowledge of correct spelling and good English usage; the operation of a variety of office equipment, including computer and calculator.

Ability to: follow oral and written directions; communicate effectively orally and in writing; perform difficult clerical work; operate a variety of office equipment including word processing and various computer applications on a personal computer; establish and maintain effective relationship with others.

Skills: Type forty (40) words per minute utilizing a personal computer; Take dictation at eighty (80) words per minute or transcribe from a recorder in an accurate manner at a rate of no less than twenty (20) words per minute utilizing a personal computer.

## 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 operate, 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 work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SECRETARY  
CREATED  
AMENDED 08/1997, 10/1981, 03/1984  
AMENDED MARCH, 2014

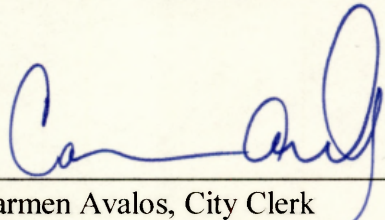
**RESOLUTION CERTIFICATION PAGE**

**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. 7589 was adopted by the City Council at their Regular Meeting held on March 11, 2014, by the following vote:

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

Witness my hand and the seal of said City on March 18, 2014.

  
\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California