

**RESOLUTION NO. 7624**

**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)  
CREATING THE MANAGEMENT ANALYST POSITIONS IN THE DEPARTMENTS OF  
ADMINISTRATION AND COMMUNITY DEVELOPMENT AND RECLASSIFYING THE  
HOURLY RECEPTIONIST TO FULL-TIME RECEPTIONIST AND ADMINISTRATIVE  
ASSISTANT TO THE CITY ATTORNEY TO EXECUTIVE ASSISTANT TO THE CITY  
ATTORNEY IN THE ADMINISTRATION DEPARTMENT, AND AMENDING JOB  
SPECIFICATIONS AND UPDATING THE 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 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 Departments of Community Development and Administration, 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 Departments 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 Departments; and

**WHEREAS**, an evaluation has been conducted of the positions within the Community Development and Administration Departments and its need to fulfill obligations for multiple projects and programs in place and it has been determined that these Departments warrant the creation of the Management Analyst positions; and

**WHEREAS**, the evaluation of the Administration Department also determined the need to reclassify the Hourly Receptionist position to Full-time Receptionist and the Administrative Assistant to the City Attorney position to Executive Assistant to the City Attorney; and

**WHEREAS**, based on said evaluations, staff has determined that changes are necessary as detailed in the proposed Position Specifications & Attributes for Management Analyst, Full-time Receptionist and Executive Assistant to the City Attorney attached hereto as Exhibit "A," "B" and "C," respectively; and

**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 create the Management Analyst positions in the Community Development and Administration Departments and reclassify the Hourly Receptionist position to Full-time Receptionist and the Administrative Assistant to the City Attorney position to Executive Assistant to the City Attorney within the Administration Department and appoint Enedina Zaragoza, the Administrative Assistant to the City Attorney as the Executive Assistant to the City Attorney.

**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specifications for Management Analyst as attached hereto as Exhibit "A" and amended Job Specifications for Full-time Receptionist attached hereto as Exhibit "B" and Executive Assistant to the City Attorney attached hereto as Exhibit "C".

**SECTION 3.** The City Council hereby approves and adopts the proposed amended Salary Pay Tables attached hereto as Exhibit "D".

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

**PASSED, APPROVED and ADOPTED** this 9<sup>th</sup> day of September 2014.

**CITY OF SOUTH GATE:**

  
Henry C. Gonzalez, 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

**MANAGEMENT ANALYST**

**DESCRIPTION**

Under general supervision, performs varied and complex professional and administrative work; conducts administrative studies and analysis of operations in order to solve budget, organizational, program, or procedural problems; acts as staff support to executive level management and authorized committees, commissions, or boards; performs related work as assigned.

**CLASS CHARACTERISTICS**

The Management Analyst is a journey level classification. Under general supervision, incumbents perform a full range of analytical duties to support a specific department and/or the entire City organization.

**SUPERVISION RECEIVED**

Works under the direct supervision of the City Manager, Assistant City Manager and/or Department Director.

**SUPERVISION EXERCISED**

May supervise interns, clerical staff, or other staff as assigned.

**ESSENTIAL FUNCTIONS**

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

Research, analyze data, and prepare recommendations in written or oral form to the City Council, City Manager, Department Director, or other staff;

Drafts, reviews and finalizes staff reports, agreements, resolutions, correspondence and memorandums;

Assists in budget preparation, expenditure monitoring, and routine performance measurement monitoring;

Assists in the development and implementation of City programs;

Provides direct assistance to department head or other staff;

Reviews and provides recommendations to improve departmental operating efficiencies;

Reviews and prepares revisions of various department or City policies;

Develops written policies, processes and procedures;

## **MANAGEMENT ANALYST cont'd**

Assists with implementation of and compliance monitoring for contracts;

Attends Council or Commission meetings when assigned;

Provides information on City services, policies and procedures to departments, other agencies and/or citizen groups;

Prepares written communications regarding City programs, policies or activities for public dissemination;

Functions as a liaison between City staff and outside agencies or contractors, consultants and vendors;

Tracks and reviews legislation that could affect the City or department;

Writes legislative correspondence;

Participates in labor negotiations;

Represents City management in interactions with division managers in preparation, organization, and justification of department budget;

Writes RFPs and/or RFQs for professional services;

Writes and administers grants;

May make oral presentations to the City Council, Commissions, or to the public;

May serve as a team leader/project manager or member of City task forces organized to address problems or issues related to governmental activities or community concerns;

May represent the City Manager or Department Director at meetings involving other City Departments, governmental organizations or community groups;

May serve as staff to Elected Officials;

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Training and Experience**

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, finance or a related field AND three (3) years of increasingly responsible, related professional experience. Lead or supervisory experience is desirable. A Master's degree in related field is desirable. Bilingual in English and Spanish is desirable.

## MANAGEMENT ANALYST cont'd

### 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 administration; research, statistical analysis, and report preparation; organization and functions of the assigned municipal department and municipal government overall; principles of accounting and auditing; evaluation techniques and organizational principles; applicable federal, state and local laws, codes, and regulations; methods and procedures of budget preparation; modern office practices, procedures and equipment, including word processing and computer applications (Word, Microsoft Outlook, Excel, PowerPoint, etc.).

Skill and Ability to: perform specialized administrative tasks; conduct research, perform analysis, and prepare and present reports of findings; work independently; interpret and apply related laws, ordinance, and policies; follow oral and written directions; evaluate the work of others; use computer and related software; 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.

MANAGEMENT ANALYST  
Created 09/2014

## **Exhibit "B"**

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

## **CITY HALL RECEPTIONIST**

### **DESCRIPTION**

Under general supervision, operate a multi-line telephone system; greet and direct City Hall visitors to the appropriate person(s) or department(s); provide the public with general information; perform varied and increasingly responsible clerical, typing, personal computer and public contact work; process outgoing mail; sort, weigh, bundle and affix postage as appropriate; prepare and maintain records and reports related to mail distribution and postage costs and to do related work as required.

### **CLASS CHARACTERISTICS**

The City Hall Receptionist is a single classification for the Administration department.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the City Manager.

### **SUPERVISION EXERCISED**

Does not supervise.

### **ESSENTIAL FUNCTIONS**

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

Answers general City telephone calls and makes connections on a multi-line telephone system;

Replies courteously and promptly to all incoming calls; answers questions over the telephone about City services and functions.

Acts as a receptionist by greeting visitors, providing them with requested information and directing them to the proper individual or department.

Receives, sorts and posts outgoing U. S. Mail according to established procedures. Processes mail in accordance with established postal regulations. Prepares and processes a variety of documents for bulk mailing by hand stuffing as appropriate.

Maintains a file of information on a wide variety of City and other agency subjects commonly requested;

Provides general information regarding City employment opportunities.

May train other Telephone Operator-Receptionists.

When assigned, may be required to operate vehicle.

Performs clerical support duties such as word processing, typing, alphabetizing items and routing materials.

Types letters, documents and reports using a personal computer.

**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: graduation from high school or equivalent AND one (1) year of general clerical experience involving typing, personal computer operation, customer service and heavy telephone work.

**License/Certification/Special Requirements**

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. Must have bilingual verbal skills in English/Spanish.

**Knowledge, Skills, and Abilities**

Knowledge of: customer service standards and telephone answering procedures and practices; City government services and organizational structure; procedures and practices of mail processing.

Ability to: think and act clearly in emergencies; use good diction, enunciation and voice modulation; perform basic clerical duties; establish and maintain effective relationships with others; operate a variety of office and mail room equipment and machines; make arithmetic calculations quickly and accurately; work independently with little direction; maintain current knowledge of postal rates and applicable postage requirements.

**Skills:** Ability to type thirty (30) words per minute on a personal computer.

**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. 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.

Telephone Receptionist  
Created 07/30/98  
CITY HALL RECEPTIONIST  
Revised 04/18/05  
Revised 09/2014

## **Exhibit "C"**

### ***City of South Gate*** **POSITION SPECIFICATIONS AND ATTRIBUTES**

## **EXECUTIVE ASSISTANT TO CITY ATTORNEY**

### **DESCRIPTION**

Under general administrative direction, the Executive Assistant to the City Attorney performs a variety of highly responsible, specialized and confidential legal secretarial and clerical duties; acts as liaison between the offices of the City Attorney, City Manager and City departments; coordinates daily office activities; serves as an Interpreter/Translator for City Council Meetings and other meetings as needed; and performs related duties as required.

### **CLASS CHARACTERISTICS**

The Executive Assistant to City Attorney classification supports and performs various executive level administrative functions related to the City Attorney and the City Manager's office.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Attorney and City Manager.

### **SUPERVISION EXERCISED**

May supervise seasonal employees, student workers and volunteers, as assigned.

### **ESSENTIAL FUNCTIONS**

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

### **EXAMPLE OF DUTIES**

Facilitate and augment daily communications between the City Manager and City Attorney regarding legal matters. Coordinates workflow between the Offices of the City Manager and City Attorney, utilizing a high degree of independent judgment and initiative in performing highly complex, paralegal, technical and responsible functions of the office while maintaining the confidentiality required, including to preserve privileges.

Serves as an Interpreter/Translator for City Council Meetings and other meetings as needed.

Prepares a variety of materials from written or verbal instructions or transcription equipment, including correspondence, reports, spreadsheets, resolutions, ordinance, briefs, agreements and other documents.

Prepares and processes confidential correspondence, legal papers, and documents (such as tort claims, subpoenas, court pleadings, and real property notices) requiring knowledge of legal format, terminology, and procedures; index and direct the filing of legal documents.

Relieves the City Attorney of administrative and routine legal and clerical tasks, including maintains a calendar and schedules appointments, arranges and coordinates meetings and events, and makes travel arrangements.

Coordinates and assumes responsibility for the distribution of information to other City departments regarding procedures and formats, such as ordinances and agreements.

Interfaces with outside legal counsel representing the City and provides litigation and other support as needed.

Gathers information and composes correspondence in reply to various routine requests, inquiries, including those related to the Public Records Act and questionnaires.

Screens calls, visitors and mail; responds to requests for information and assistance; resolves complaints and interprets and explains policies and procedures, researches applicable municipal code sections, and ensures the appropriate distribution and release of confidential and sensitive information; and exercises considerable independent judgment in providing and making referrals to the proper party.

Operates a variety of office equipment including, a computer, a scanner, typewriter, photo copier, facsimile machine, and calculator; uses various computer applications and software packages; and develops, enters data, maintains and generates reports from database or network systems.

Organizes and maintains complex confidential filing, record keeping and recall systems for the City Attorney's office.

Researches, compiles, organizes, and assembles legal information and materials from files and other sources.

Prepares litigation activity and summary reports; maintains data on outside attorney services, and costs pertaining to legal services and special projects.

Assists in departmental budget preparation, analysis, monitoring and administration.

Maintains a current legal library and other resource materials.

Performs related duties as assigned.

## **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: Graduation from high school or GED, and a Bachelor's Degree from an accredited college or university in Secretarial Science, Office Management, Business Administration, Public Administration or a close related field and five (5) years of increasingly responsible clerical and secretarial experience, including at least two (2) years of secretarial experience in a law office environment, including experience with civil litigation and pleadings and law and motion matters.

### **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:** legal office methods, procedures terminology, and documents; court rules and procedures; legal procedures and practices in composing, processing, and filing a variety of legal documents; standard legal references and their contents; modern office procedures, methods and equipment including computers; computer applications such as word processing, spreadsheets and statistical databases; principles and procedures of filing and record keeping; principles of business letter writing and basic report preparation; methods and techniques of public relations; mathematical principles; basic bookkeeping and clerical accounting principles; English usage, spelling, grammar and punctuation.

**Ability to:** perform responsible and difficult legal secretarial and specialized clerical duties involving the use of independent judgment and personal initiative; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; understand, interpret and apply general and specific administrative and departmental policies and procedures; locate various legal references including statutes, codes, regulations, and citations; participate in the preparation of a variety of reports and documents; independently compose routine legal documents, correspondence and memoranda; implement and maintain standard filing systems; operate and use modern office equipment including a computer and various software packages, work with frequent interruptions and a high degree of public contact by phone or in person; exercise good judgment and maintain confidentiality of critical and sensitive information, records, and reports; analyze situations accurately and adopt an effective course of action; have strong skills in English usage, grammar, spelling, punctuation and vocabulary; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative and effective relationships with those contacted in the course of work

**Skills:** Type at a corrected rate of at least forty (40) words per minute; Type from a recorder at a corrected rate of at least 25 words per minute; Establish fluency in English and Spanish is highly desirable.

**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, employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or control; 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. Incumbents are not substantially exposed to adverse environmental conditions.

Created 11/17/03  
Revised 09/14

**Exhibit "D"**  
**Salary Pay Table**

**Pay Plan Category I - Classified Miscellaneous Employees Association**

Salary Effective **09-09-2014**

		<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
500	TYPIST CLERK	2,682	2,816	2,957	3,104	3,260
500	CITY HALL RECEPTIONIST	2,682	2,816	2,957	3,104	3,260
501	STOCK CLERK	2,754	2,891	3,036	3,188	3,347
502	GRAFFITI REMOVAL WORKER	2,881	3,025	3,176	3,335	3,502
503	CUSTODIAN	2,893	3,038	3,190	3,349	3,517
504	COMMUNITY DEVELOPMENT TECH I	2,949	3,097	3,252	3,414	3,585
505	INTERMEDIATE TYPIST CLERK	3,020	3,171	3,330	3,496	3,671
505	BILLING & SHIPPING CLERK	3,020	3,171	3,330	3,496	3,671
506	GROUND MAINTENANCE WORKER	3,031	3,182	3,341	3,508	3,684
507	WATER METER READER I	3,130	3,287	3,451	3,624	3,805
508	POLICE RECORDS SPECIALIST	3,136	3,293	3,458	3,631	3,812
509	SENIOR TYPIST CLERK	3,157	3,315	3,481	3,655	3,838
510	BUSINESS LICENSE CLERK	3,189	3,348	3,516	3,691	3,876
510	INTERMEDIATE ACCOUNT CLERK - Acct	3,189	3,348	3,516	3,691	3,876
510	CUSTOMER SERVICE REPRESENTATIVE	3,189	3,348	3,516	3,691	3,876
511	CIVILIAN CUSTODY OFFICER	3,234	3,395	3,565	3,743	3,930
511	COMMUNITY SERVICES OFFICER	3,234	3,395	3,565	3,743	3,930
511	SENIOR CUSTODIAN	3,234	3,395	3,565	3,743	3,930
512	AQUATICS COORDINATOR	3,260	3,423	3,595	3,774	3,963
512	RECREATION COORDINATOR	3,260	3,423	3,595	3,774	3,963
513	CRIME PREVENTION SPECIALIST	3,290	3,454	3,627	3,808	3,999
514	WATER METER READER II	3,304	3,469	3,642	3,825	4,016
515	WATER DISTRIBUTION OPERATOR I	3,321	3,487	3,662	3,845	4,037
516	GENERAL MAINTENANCE WORKER	3,342	3,509	3,685	3,869	4,062
516	STREET MAINTENANCE WORKER	3,342	3,509	3,685	3,869	4,062
517	PROPERTY CONTROL CLERK	3,372	3,540	3,717	3,903	4,098
518	COMMUNITY DEVELOPMENT TECH II	3,391	3,560	3,738	3,925	4,121
519	PARKS EQUIPMENT MECHANIC	3,477	3,651	3,833	4,025	4,226
520	WATER SERVICE REPRESENTATIVE I	3,520	3,696	3,881	4,075	4,279
521	SECRETARY	3,568	3,746	3,933	4,130	4,337
522	SENIOR GROUND MAINTENANCE WORKER	3,573	3,752	3,940	4,137	4,344
523	PAYROLL TECHNICIAN	3,576	3,755	3,943	4,140	4,347
524	POLICE DISPATCHER	3,580	3,759	3,947	4,144	4,351
525	WATER PUMP OPERATOR I	3,613	3,793	3,983	4,182	4,391
526	RECORDS COORDINATOR	3,640	3,822	4,013	4,213	4,424

## Salary Pay Table

### Pay Plan Category I - Classified Miscellaneous Employees Association

Salary Effective **09-09-2014**

		Step A	Step B	Step C	Step D	Step E
527	INFORMATION SYSTEMS COORDINATOR	3,650	3,833	4,024	4,225	4,437
528	PUBLIC SAFETY SUPERVISOR	3,742	3,929	4,125	4,332	4,548
530	CUSTODIAL SUPERVISOR	3,744	3,932	4,128	4,335	4,551
531	POLICE RECRUIT	3,746	3,933	4,130	4,336	4,553
532	WATER DISTRIBUTION OPERATOR II	3,783	3,973	4,171	4,380	4,599
533	EQUIPMENT MECHANIC	3,786	3,975	4,174	4,383	4,602
534	SENIOR SECRETARY	3,823	4,014	4,215	4,425	4,647
535	EQUIPMENT OPERATOR	3,885	4,080	4,284	4,498	4,723
536	SENIOR TRAFFIC & SIGN PAINTER	3,907	4,102	4,307	4,523	4,749
537	COMMUNITY DEVELOPMENT TECH III	3,907	4,103	4,308	4,523	4,749
538	WATER SERVICE REPRESENTATIVE II	3,939	4,136	4,343	4,560	4,788
539	HOUSING SPECIALIST	3,975	4,174	4,383	4,602	4,832
540	MAINTENANCE ELECTRICIAN	3,998	4,198	4,408	4,628	4,859
541	CODE ENFORCEMENT OFFICER	4,014	4,214	4,425	4,646	4,879
542	PLUMBER/WELDER	4,101	4,306	4,521	4,747	4,985
543	WATER DISTRIBUTION OPERATOR III	4,107	4,312	4,527	4,754	4,992
544	SENIOR COMMUNITY DEVELOPMENT TECH	4,184	4,393	4,613	4,843	5,085
545	GRAFFITI LEAD WORKER	4,194	4,404	4,624	4,855	5,098
545	STREET LEAD WORKER	4,194	4,404	4,624	4,855	5,098
546	SENIOR EQUIPMENT MECHANIC	4,248	4,460	4,683	4,917	5,163
548	WATER PUMP OPERATOR II	4,318	4,534	4,761	4,999	5,249
550	ENGINEERING TECHNICIAN	4,462	4,685	4,919	5,165	5,424
551	BUILDING INSPECTOR	4,502	4,727	4,963	5,211	5,472
552	WATER LEAD WORKER	4,528	4,754	4,992	5,241	5,503
552	WATER SYSTEM LEAD OPERATOR	4,528	4,754	4,992	5,241	5,503
553	JOURNEY ELECTRICIAN	4,750	4,987	5,237	5,499	5,773
554	EQUIPMENT SUPERVISOR	4,856	5,098	5,353	5,621	5,902
554	STREET FOREMAN	4,856	5,098	5,353	5,621	5,902
555	GENERAL MAINTENANCE FOREMAN	4,914	5,160	5,418	5,689	5,973
556	LEAD ELECTRICIAN	5,063	5,317	5,582	5,862	6,155
557	WATER DISTRIBUTION FOREMAN	5,243	5,505	5,780	6,069	6,372
557	WATER OPERATIONS FOREMAN	5,243	5,505	5,780	6,069	6,372
559	GROUNDS MAINTENANCE SUPERVISOR	4,421	4,642	4,874	5,118	5,374
565	PUBLIC WORKS INSPECTOR	4,998	5,248	5,510	5,786	6,075

## Salary Pay Table

### Pay Plan Category G - Classified Professional Mid-Management Employees

Effective 09-09-2014

		Step A	Step B	Step C	Step D	Step E
601	ADMINISTRATIVE ASSISTANT	4,014	4,215	4,425	4,647	4,879
601	ASSISTANT PLANNER	4,014	4,215	4,425	4,647	4,879
602	ECONOMIC DEVELOPMENT SPECIALIST	4,112	4,318	4,534	4,760	4,998
606	HOUSING & GRANTS ANALYST	4,260	4,473	4,697	4,931	5,178
609	RECREATION SUPERVISOR	4,725	4,961	5,209	5,470	5,743
610	MANAGEMENT ANALYST	4,789	5,028	5,280	5,544	5,821
610	ADMINISTRATIVE ANALYST	4,789	5,028	5,280	5,544	5,821
610	ADMINISTRATIVE SERVICES COORDINATOR	4,789	5,028	5,280	5,544	5,821
610	BUDGET & PAYROLL ANALYST	4,789	5,028	5,280	5,544	5,821
611	TRAINING SPECIALIST	4,813	5,053	5,306	5,571	5,850
612	CRIME ANALYST	4,847	5,089	5,344	5,611	5,892
613	CUSTOMER SERVICE SUPERVISOR	4,998	5,248	5,511	5,786	6,076
614	ACCOUNTANT	5,049	5,302	5,567	5,845	6,137
615	ASSISTANT ENGINEER	5,081	5,335	5,602	5,882	6,176
619	SENIOR ADMINISTRATIVE ANALYST	5,540	5,817	6,108	6,414	6,734
621	SENIOR ACCOUNTANT	5,704	5,989	6,289	6,603	6,933
623	SENIOR PLANNER	5,872	6,165	6,474	6,797	7,137
623	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	5,872	6,165	6,474	6,797	7,137
624	EMERGENCY & TECHNICAL SVCS MANAGER	5,931	6,227	6,538	6,865	7,209
625	INFORMATION SYSTEMS ADMINISTRATOR	5,931	6,227	6,538	6,865	7,209
626	EQUIP. MAINTENANCE SUPERINTENDENT	6,127	6,433	6,755	7,093	7,447
627	PURCHASING MANAGER	6,150	6,457	6,780	7,119	7,475
628	SENIOR ENGINEER	6,696	7,031	7,383	7,752	8,139
629	ELECTRIC & GEN MAINT SUPERINTENDENT	6,925	7,271	7,635	8,016	8,417
629	STREET & SEWER SUPERINTENDENT	6,925	7,271	7,635	8,016	8,417
630	WATER DIVISION MANAGER	7,765	8,153	8,561	8,989	9,438
631	SENIOR CIVIL ENGINEER	7,625	8,006	8,407	8,827	9,268
632	FAMILY VIOLENCE PROGRAM COORDINATOR	5,429	5,701	5,986	6,285	6,599
850	POLICE SECRETARY (CONF)	4,133	4,340	4,557	4,784	5,024
851	EXECUTIVE ASSISTANT TO CITY ATTY (CONF)	4,927	5,174	5,432	5,704	5,989
851	EXECUTIVE ASSISTANT (CONF)	4,927	5,174	5,432	5,704	5,989
851	EXECUTIVE ASSISTANT TO CITY MGR (CONF)	4,927	5,174	5,432	5,704	5,989



**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. 7624 was adopted by the City Council at their Regular Meeting held on September 9, 2014 by the following vote:

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

Witness my hand and the seal of said City on September 11, 2014.

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

