

RESOLUTION NO. 7637

**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) RECLASSIFYING THE POSITION OF ASSISTANT TO
THE CITY MANAGER TO DEPUTY DIRECTOR OF ADMINISTRATIVE
SERVICES/HUMAN RESOURCES AND RISK MANAGEMENT, CREATING THE JOB
SPECIFICATION FOR THE POSITION OF DEPUTY DIRECTOR OF
ADMINISTRATIVE SERVICES/HUMAN RESOURCES AND RISK MANAGEMENT,
ELIMINATING THE DIRECTOR OF PERSONNEL AND RISK MANAGER
POSITIONS 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, an evaluation has been conducted and it has been determined that the position of Assistant to the City Manager requires reclassification to the position of Deputy Director of Administrative Services/Human Resources and Risk Management to accomplish the City's desired results; and

WHEREAS, as a result of the reorganization of the Personnel Department, the proposed Class Specification & Attributes for the Deputy Director of Administrative Services/Human Resources and Risk Management position was created attached hereto as Exhibit "A"; and

WHEREAS, the Deputy Director of Administrative Services will oversee Human Resources and Risk Management Division and will serve as the Personnel Officer; and

WHEREAS, the Director of Personnel and Risk Manager positions are being eliminated;

[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 Class Specification and Attributes to the City's Classification Plan to reclassify the position of Assistant to the City Manager to Deputy Director of Administrative Services/Human Resources and Risk Management.

SECTION 2. The City Council hereby approves and adopts the proposed Job Specification for Deputy Director of Administrative Services/Human Resources and Risk Management attached hereto as Exhibit "A."

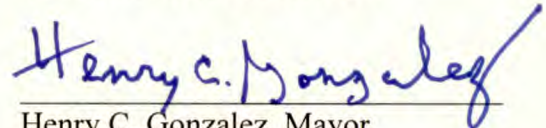
SECTION 3. The City Council hereby eliminates the Director of Personnel and Risk Manager positions.

SECTION 4. The City Council hereby approves and adopts the proposed amended Salary Pay Tables attached hereto as Exhibit "B."

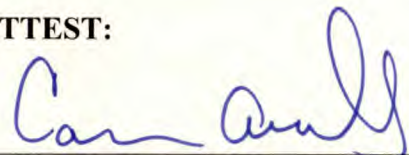
SECTION 5. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 28th day of October 2014.

CITY OF SOUTH GATE:

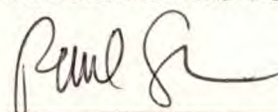

Henry C. Gonzalez, Mayor

ATTEST:


Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:


Raul F. Salinas, City Attorney

Attachment A

City of South Gate

CLASS SPECIFICATIONS AND ATTRIBUTES

DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES/ HUMAN RESOURCES AND RISK MANAGEMENT

DESCRIPTION

Under general administrative direction of the Director of Administrative Services, plans, directs, supervises and oversees the City's human resources, personnel and risk management programs, including benefits, civil service administration, classification and compensation administration, employee and labor relations, human resources records management, recruitment and selection, safety programs, and training and development. Serves as the Personnel Officer, and acts as one of the negotiators in the collective bargaining process. Performs other related duties as required. The Deputy Director of Administrative Services/Human Resources and Risk Management serves as the Personnel Officer.

CLASS CHARACTERISTICS

The Deputy Director of Administrative Services/Human Resources and Risk Management is responsible for management and direction of all the human resources, personnel, and risk management functions and activities city-wide. The Deputy Director of Administrative Services/Human Resources and Risk Management serves as the Personnel Officer.

SUPERVISION RECEIVED

Works under general administrative direction of the Director of Administrative Services.

SUPERVISION EXERCISED

Exercises direct supervision over the Human Resources/Personnel and Risk Management functions and staff.

ESSENTIAL FUNCTIONS

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

Develops, reviews, revises and recommends policies, programs and procedures that support the goals and objectives of the City's human resources, personnel and risk management functions. Implements human resources and risk management best practices staying current to ensure the City maintains compliance with all applicable rules, laws, and regulations. Serves as the Personnel Officer performing duties assigned pursuant to the Municipal Code, and the Rules and Regulations for the Administration of Civil Service Procedures.

Participates in the negotiation process with bargaining units and employee representatives as the key member of the negotiation team, and has responsibility for final implementation of MOU's. Administers the provisions of existing employee contracts and agreements.

Directs and handles employee relations matters, including preparation of reports or responses to inquires from outside agencies such as the EEOC or DFEH. Conducts formal and informal investigations of problems and complaints. Assists in administering employee disciplinary policies and procedures; provides assistance to Department Directors, management and staff on disciplinary issues and actions to be taken; assists in administering formal grievance procedures; conducts and assists in hearings; assists Department Directors in preparing and processing responses to disciplinary actions and grievances. Provides guidance, consultation and advice to the City Manager, Assistant City Manager, and Department Directors on personnel related matters. Responds and handles (or assists) in the resolution of the more difficult, complex and sensitive personnel

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related matters, inquiries and/or complaints. Counsels management, supervisors and employees in handling evaluations, supervisory, and other interpersonal relationship matters.

Administers the city-wide performance appraisal programs, the staff development and training programs, awards and recognition programs, and the safety training programs and procedures.

Directs the preparation and maintenance of personnel records and reports.

Oversees and supervises recruitments, examinations, interviews, and the selection and placement of personnel; and administers the promotion, transfer and separation procedures of current employees.

Administers the City's classification and compensation plan; establishes and maintains class specifications and salary ranges for positions; initiates and conducts classification, wage, and benefit surveys; and analyzes, evaluates and makes recommendations on proposed job specifications.

Selects, trains, motivates and evaluates Human Resources staff members, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Plans, directs and coordinates the Human Resources work plans, meets with staff to assign projects and programmatic areas of responsibility. Reviews and evaluates work methods and procedures. Manages and develops the Human Resources budget, approves expenditures and directs budgetary adjustments as necessary maintaining adequate fiscal controls.

Oversees, supervises and reviews the employee benefits, retirement and leave administration programs.

Oversees, coordinates and supervises the administration of the risk management programs, including the self-insured workers' compensation program, general liability claims, safety and loss prevention programs and other insurance programs.

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 an accredited college or university with a Bachelor's degree with a major study in human resources, personnel administration, public administration, business administration, psychology, sociology, or a closely related field, and at least five (5) years experience of increasing responsibility in human resources administration or related field. Bilingual in English and Spanish is highly desirable.

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.

Knowledge, Skills, and Abilities

Thorough knowledge of: principles, methods, practices and laws applicable to human resources administration; principles of organization, management and supervision; statistical concepts and methods; principals and practices of collective bargaining and labor relations; and services and activities of a comprehensive risk management program.

Ability to work well with Department Directors in resolving organizational issues and with employees in dealing with job-related problems; analyze and make recommendations on personnel policies and

Salary Pay Table

Unclassified Top Management Employees

Effective 10-28-2014

	Step A	Step B	Step C	Step D	Step E

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procedures; develop new or expand existing personnel services and programs; communicate clearly and concisely, orally and in writing and with sensitivity to personnel issues; collect, compile, and analyze information and data to assist in efforts to improve delivery of human resources services; provide leadership and direction for the Human Resources and Risk Management staff; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; and exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

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 regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb stairs; balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. The incumbent is not substantially exposed to adverse environmental conditions, and is regularly required to travel to different sites and locations throughout the City of South Gate.

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HUMAN RESOURCES AND RISK MANAGEMENT
OCTOBER, 2014

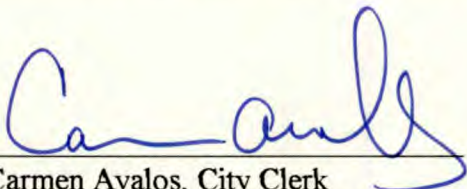
RESOLUTION CERTIFICATION PAGE

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. 7637 was adopted by the City Council at their Regular Meeting held on October 28, 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 November 3, 2014.


Carmen Avalos, City Clerk
City of South Gate, California