

**RESOLUTION NO. 7638**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND CLASSIFICATION PLAN) RECLASSIFYING THE POSITION OF HOUSING SPECIALIST TO MANAGEMENT ANALYST IN THE COMMUNITY DEVELOPMENT DEPARTMENT, ELIMINATING THE POSITION OF PUBLIC WORKS INSPECTOR IN THE PUBLIC WORKS DEPARTMENT, CREATING THE POSITION OF MANAGEMENT ANALYST IN THE PUBLIC WORKS DEPARTMENT AND UPDATING THE SALARY PAY TABLE**

**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 of the position within the Community Development Department and it has been determined that the Department requires the reclassification of the Housing Specialist position to Management Analyst to accomplish the City's desired results; and

**WHEREAS**, an evaluation has been conducted of the positions 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 creation of the Management Analyst position; 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 Class Specifications and Attributes to the City's Classification Plan to reclassify the position of Housing Specialist to Management Analyst in the Community Development Department.

**SECTION 2.** The City Council hereby approves and adopts the proposed Job Specification for Management Analyst attached hereto as Exhibit "A", for the Community Development Department and Public Works Department.

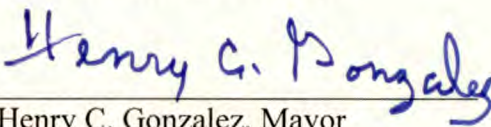
**SECTION 3.** The City Council hereby approves and adopts the proposed amended Salary Pay Table attached hereto as Exhibit "B."

**SECTION 4.** The City Council hereby eliminates one Housing Specialist position in the Community Development Department and the Public Works Inspector position in the Public Works Department.

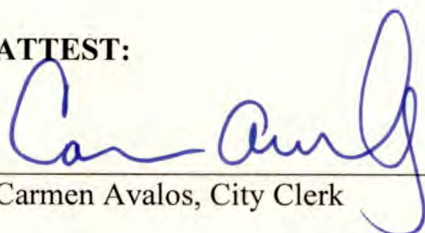
**SECTION 5.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 28<sup>th</sup> day of October 2014.

**CITY OF SOUTH GATE:**

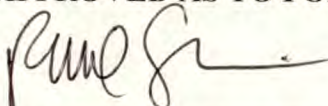
  
Henry C. Gonzalez, Mayor

**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

#### 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









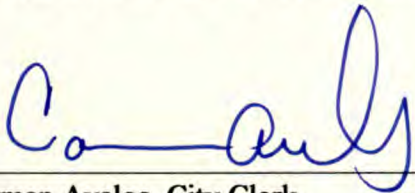
**RESOLUTION CERTIFICATION PAGE**

**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. 7638 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.



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Carmen Avalos, City Clerk  
City of South Gate, California