

RESOLUTION NO. 7692

**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) TO CREATE THE POSITION AND THE JOB SPECIFICATION FOR THE PURCHASING SUPERVISOR AND HUMAN RESOURCES TECHNICIAN POSITIONS, TO RECLASSIFY THE ADMINISTRATIVE ASSISTANT POSITION TO A HUMAN RESOURCES TECHNICIAN POSITION, AND TO UPDATE THE JOB SPECIFICATION FOR THE INTERMEDIATE ACCOUNT CLERK POSITION, ALL IN THE ADMINISTRATIVE SERVICES DEPARTMENT, AND UPDATE 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 City desires to update class specifications to reflect current guidelines of the Americans with Disabilities Act; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Purchasing Supervisor position, attached hereto as Exhibit "A", the Human Resources Technician position, attached hereto as Exhibit "B", and the Intermediate Account Clerk position, attached hereto as Exhibit "C"; and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Administrative Services Department, has determined that it is proper to create the Purchasing Supervisor and Human Resources Technician job specifications, reclassify the Administrative Assistant position to a Human Resources Technician position and update the Intermediate Account Clerk job specification;

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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 proposed amendment to the City's Classification Plan to create the Purchasing Supervisor position and the Human Resources Technician position in the Administrative Services Department.

SECTION 2. The City Council hereby approves and adopts the proposed Job Specifications for the Purchasing Supervisor position, attached hereto as Exhibit "A", the Human Resources Technician position, attached hereto as Exhibit "B", and the Intermediate Account Clerk position, attached hereto as Exhibit "C."

SECTION 3. The City Council hereby approves and adopts the proposed amended MEA and PMMA Salary Pay Tables attached hereto as Exhibit "D" and "E", respectively.

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

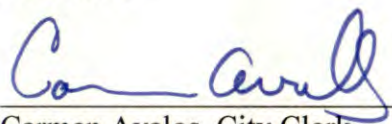
PASSED, APPROVED and ADOPTED this 9th day of February 2016.

CITY OF SOUTH GATE:



Jorge Morales, Mayor

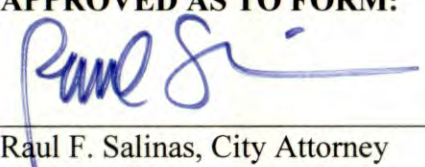
ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

PURCHASING SUPERVISOR

DESCRIPTION

Responsible for the purchase of materials, equipment, supplies and services; supervises the central stores operations; oversees telephone and cell phone services; supervises staff; performs related duties as required.

SUPERVISION RECEIVED

Works under the supervision of the Deputy Director of Administrative Services.

SUPERVISION EXERCISED

Supervises staff involved in procurement and warehousing.

ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Manages the purchase, receipt, storage and distribution of materials, supplies, equipment and services for City departments; negotiates and administers applicable contracts; reviews purchase orders and related documents for completeness, accuracy and compliance with purchasing and budgetary policies and procedures; ensures effective inventory control and issuance of equipment and supplies.

Interviews and negotiates with vendor representatives concerning the availability, price and terms of purchase of supplies and equipment; provides liaison between vendors and City departments as related to purchasing activities; evaluates the quality and suitability of products and services.

Conducts research and develops bid documents and specifications for supplies, materials, equipment and services; obtains and evaluates bids against specifications and recommends contracts or purchases in accordance with City codes, laws and established policy.

Negotiates and manages current contracts for services and equipment related to landline telephones and wireless communication; oversees ordering of new lines and services, monitoring and dispatching helpdesk requests and resolving repair issues; maintains lists of City approved cell phones.

Responsible for the role assigned within the EOC Logistics Division. Assists in disaster preparedness by providing updated information regarding forms, records, federal and state procurement rules and regulations, and emergency contracts and vendor lists for use in a disaster.

Administers the City Purchasing Card program with the bank. Establishes parameters, processes, policies, trains, manages, and may audit this program, citywide.

Oversees the identification, distribution and disposal of City surplus property in accordance with City codes, laws and policies.

Maintains and updates the Shared Drive for citywide use regarding procurement needs such as: an updated and current list of government and cooperative contracts for various department needs citywide, training materials, templates for use with the bidding process, insurance, terms and conditions, and various forms.

Assists in the selection of employees; plans, organizes and assigns work; develops and establishes work methods and standards; supervises, trains and evaluates assigned staff; makes recommendations in disciplinary decisions.

Assists in the development and implementation of City-wide purchasing goals, objectives, policies and procedures; maintains documentation of City purchasing procedures; monitors trends in supply, joint and online purchasing practices and recommends operational and policy changes.

Meets and confers with departments citywide regarding procurement needs. Provides citywide and specific department support/trainings in all areas of purchasing, Public Works contract law, prevailing wage and any other industry regulations that relate to government purchasing.

Receives and conducts trainings to support departments and staff regarding rules and regulations from various regulatory agencies.

Prepares a variety of written reports and correspondence related to purchasing activities and inventory. Assists City departments in development of specifications and budget preparation for equipment and supplies.

Assists all departments with year-end preparation for carryover and liquidation of purchase orders, renewal of blanket purchase orders, and inventory needs for the coming year.

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 equivalent to graduation from an accredited college or university with a Bachelor's degree in public or business administration or closely related field and three (3) years of increasingly responsible professional purchasing experience in the public sector. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

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. Possession of a Certified Purchasing Manager certificate or a Certified Public Procurement Officer certificate, issued by the Institute of Supply Management, and experience with computerized inventory and financial systems are desirable.

Knowledge, Skills, and Abilities

Knowledge of: the principles and practices of public purchasing and inventory control; record keeping methods related to the purchasing function; laws and regulations applicable to public bidding procedures and purchasing operations; contract negotiation; automated procurement systems; sources and types of equipment and supplies used by a municipality; computer network operations; principles and practices of customer service and public contact; methods and techniques of supervision; and basic concepts of budgeting (encumbrance system) and accounting. Knowledge and experience with Tyler's Eden system desired. Adequately familiar with the industry's online and professional resources.

Ability to: perform and/or direct purchasing, centralized stores and inventory control; prepare and present reports; interpret and apply related codes, laws and policies; meet the public in situations requiring diplomacy and tact; work independently with little direction; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; supervise, plan and organize work for subordinate staff to meet deadlines and assists various departments with projects and events citywide; and to present oneself professionally and interface well 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 are those required to perform office machine operations. Incumbents are not substantially exposed to adverse environmental conditions.

PURCHASING SUPERVISOR
Created, 03/25/2002
Revised, 02/09/2016

City of South Gate

CLASS SPECIFICATIONS AND ATTRIBUTES

FLSA: NON-EXEMPT

HUMAN RESOURCES TECHNICIAN**DESCRIPTION**

Under general direction, performs various complex and responsible administrative duties involving recruitment, selection, training, compensation, employee relations, employee benefits and employee assistance; independently organizes and completes assigned tasks; performs related duties as required.

CLASS CHARACTERISTICS

The Human Resources Technician is responsible for performing a full range of technical and administrative work in the Human Resources Division requiring specialized knowledge and judgment in the application of human resources policies, procedures and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy Director of Administrative Services HR/R/M.

SUPERVISION EXERCISED

Does not exercise supervisory responsibility.

ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Performs a variety of professional duties involving recruitment and selection such as job analysis, test development for written exams, practical exams, interviews and development of recruitment plans and materials; enters requisitions and criteria information into computer system; orders written tests; proctors and scores tests as assigned; schedules rooms for oral interviews; schedules and coordinates selection panel and arranges interviews; participates in updating interview questions and oral interview rating sheets; establishes and provides departments with eligibility lists; participates in scheduling physical exams; prepares and administers new hire paperwork including those for fingerprinting procedures; schedules fingerprinting appointments.

Utilizes NEOGOV Human Resources Software, or similar software as may be implemented by the City from time to time, to post job opening, track applicants and for all other recruitment related notifications; sends job announcements to appropriate agencies. Provides support in a variety of other personnel functions such as classification studies; assists in the design and development of salary surveys; provides survey information to outside agencies and jurisdictions related to classifications, compensation and benefits.

Verifies accuracy of personnel transaction forms which include new hires, terminations and other personnel actions and logs all personnel transaction forms.

Collaborates with Finance to process bi-weekly payroll transactions including employee compensation, benefit changes, new hire and termination data using the Tyler Technologies (EDEN) HRIS, or similar software as may be implemented by the City from time to time.

Provides assistance to department administrators regarding employee data, employee contracts, personnel records and other pertinent information; responds to and resolves inquiries and problems from employees and the public related to personnel policies and practices; responds to employment verification requests.

Conducts new employee orientation on personnel policies and available benefits.

Responds to medical, dental, life, and deferred compensation insurance inquiries from participants and providers; assists in updating insurance enrollment information and health plan changes into the payroll system.

Performs a variety of general clerical work including filing, typing, duplicating, taking messages, operating office machines, opening and distributing mail; completing employment verifications; processes financial transactions including invoices and bills.

Maintains and organizes office files including but not limited to recruitment, testing, and employee; ensures accuracy of records and files.

Prepares correspondence, reports, forms and documents.

Learns and applies emerging technologies and, as necessary, to perform duties in an efficient organized, and timely manner.

Performs other related duties as assigned.

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 an Associate Degree in business, public administration, personnel management or related field and two (2) years of progressively responsible human resources experience in performing personnel support functions. Once (1) year of HRIS experience is desirable.

License Requirement

Possession of a valid California Class C Driver's License, proof of insurance and a satisfactory driving record is required at time of appointment and throughout employment in this position.

Knowledge, Skills and Abilities

Knowledge of: principles and practices of public personnel administration including the City Memorandum of Understandings, Civil Service system, and related federal, state and local laws employee benefit packages and insurance programs; proper English usage, spelling, grammar, and punctuation; business letter writing, and research methods; operation of office equipment including personal computers for word processing, spreadsheet and calendar applications

Skills and Ability to: communicate effectively both in writing and orally; prioritize multiple tasks and work in a fast-paced environment; work confidentially with discretion; work independently with little direction; organize and maintain files; interpret and apply related laws and regulations; maintain accurate records; exercise sound judgment; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

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 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.

Administrative Assistant – Personnel
Created, 5/13/02
Revised, 06/09/09
Human Resources Technician
Revised, 02/2016

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

INTERMEDIATE ACCOUNT CLERK

DESCRIPTION

Performs a variety of specialized accounting clerical work of a technical nature in connection with the preparation, validation, examination, coding and reconciliation of financial information, record-keeping, and report generation in an assigned area; performs related duties as required.

CLASS CHARACTERISTICS

This is a multiple position classification characterized by primary responsibility for performing accounting clerical work that includes payroll, accounts receivable and accounts payable. This classification is considered the journey level in an Account Clerk series and requires performance of more difficult tasks.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy Director of Administrative Services/Finance.

SUPERVISION EXERCISED

Does not supervise.

ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Reviews warrant requests; ensures appropriate charges, codes and documentation; makes corrections as needed; processes various bills and invoices; prepares entries, tabulations, standard forms and routine documents; maintains related files; generates computer or manual warrants as assigned.

Verifies claims, warrants, deposit slips, computer source documents and other records for arithmetical accuracy, consistency and budget expenditure codes.

Assembles, sorts, tabulates, codes and files fiscal and statistical data such as purchase orders, labor costs and equipment costs; makes arithmetical calculations and verifies totals and extensions; performs data entry or maintains manual records to post, adjust and balance accounts; allocates funds to correct accounts; balances and reconciles accounts.

Prepares and issues invoices, follows-up on collections and sends delinquent notices; collects and accounts for money for a variety of accounts; reconciles, codes and prepares daily cash reports; issues vouchers and receipts; maintains petty cash and prepares deposits as assigned.

Reviews employee timesheets for accuracy and compliance with policies and procedures, and assist in other payroll duties as needed.

Assist in preparation and input of journal entries into the financial system;
Conducts surveys and research on a variety of financial transactions; reviews and analyzes financial reports; prepares related financial worksheets and reports; prepares a variety of state and federal reports relating to payroll, taxes, retirement systems and employee benefit programs.

INTERMEDIATE ACCOUNT CLERK (cont.)

Responds to inquiries in person or by phone, providing explanation of established procedures and policies; issues routine correspondence to vendors, businesses or the public, including collection correspondence.

Prepares and/or types statistical reports, correspondence and related documents; operates a variety of office equipment.

As required, contacts financial institutions, vendors, businesses, the public or other agencies to verify or obtain routine information regarding City financial activity.

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 two years of increasingly responsible fiscal record keeping experience. Coursework in bookkeeping or accounting is desirable.

Knowledge, Skills, and Abilities

Knowledge of: City policies and procedures involved in the preparation and processing of fiscal records; business arithmetic; procedures, methods, automated technology and office equipment used in financial transactions and record keeping.

Ability to: work independently; analyze and resolve unusual situations involved in fiscal, financial, and statistical record keeping systems; make arithmetical calculations quickly and accurately; perform clerical, financial record keeping work; understand and follow oral and written directions; devise, implement and maintain financial record keeping systems and procedures; establish and maintain cooperative working relationships.

Skill in the operation of a variety of office equipment, including computers and calculators.

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.

INTERMEDIATE ACCOUNT CLERK

Revised July, 2008

Revised 02/09/16

Salary Pay Table

Pay Plan Category I - Classified Miscellaneous Employees Association

Salary Effective 02-09-2016

	Step A	Step B	Step C	Step D	Step E
001	2000	2000	2000	2000	2000
002	2000	2000	2000	2000	2000
003	2000	2000	2000	2000	2000
004	2000	2000	2000	2000	2000
005	2000	2000	2000	2000	2000
006	2000	2000	2000	2000	2000
007	2000	2000	2000	2000	2000
008	2000	2000	2000	2000	2000
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078	2000	2000	2000	2000	2000
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094	2000	2000	2000	2000	2000
095	2000	2000	2000	2000	2000
096	2000	2000	2000	2000	2000
097	2000	2000	2000	2000	2000
098	2000	2000	2000	2000	2000
099	2000	2000	2000	2000	2000
100	2000	2000	2000	2000	2000

Salary Pay Table

Pay Plan Category G - Classified Professional Mid-Management Employees

Effective 02-09-2016

	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
601 MANAGEMENT ASSISTANT	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
613 PURCHASING 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
615 CODE ENFORCEMENT SUPERVISOR	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
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. 7692 was adopted by the City Council at their Regular Meeting held on February 9, 2016, by the following vote:

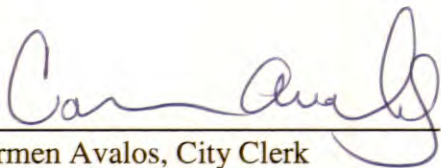
Ayes: Council Members: Morales, De Witt, Davila, Bernal and Hurtado

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Witness my hand and the seal of said City on February 16, 2016.



Carmen Avalos, City Clerk
City of South Gate, California