

RESOLUTION NO. 7700

**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 RECLASSIFY ONE ASSISTANT ENGINEER POSITION TO AN ASSOCIATE ENGINEER POSITION, UPDATE THE JOB SPECIFICATION FOR THE ASSOCIATE ENGINEER POSITION IN THE PUBLIC WORKS DEPARTMENT, AND UPDATE THE CODE ENFORCEMENT JOB SPECIFICATION IN THE COMMUNITY DEVELOPMENT 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 Associate Engineer position in the Public Works Department, attached hereto as Exhibit "A", and the Code Enforcement Officer position in the Community Development Department, attached hereto as Exhibit "B"; and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Public Works Department and Community Development Department, has determined that it is proper to reclassify one Assistant Engineer position to an Associate Engineer position and to update the Associate Engineer and Code Enforcement Officer job specifications;

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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 reclassify one Assistant Engineer position to an Associate Engineer position in the Public Works Department.

SECTION 2. The City Council hereby approves and adopts the proposed Job Specifications for the Associate Engineer position in the Public Works Department, attached hereto as Exhibit "A," and the Code Enforcement Officer position in the Community Development Department, attached hereto as Exhibit "B."

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

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

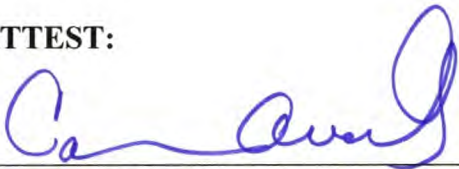
PASSED, APPROVED and ADOPTED this 22nd day of March 2016.

CITY OF SOUTH GATE:



Jorge Morales, Mayor

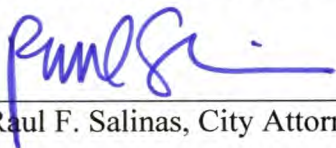
ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

ASSOCIATE ENGINEER

DESCRIPTION

Under general supervision, performs journey level professional civil engineering office and field work in the planning, design, development, construction and maintenance of the City's public works, environmental, traffic engineering work, inclusive of engineering work needed for the management of development projects; review plans, evaluates costs, conducts field review, participates in the preparation of engineering reports; performs related duties as required.

CLASS CHARACTERISTICS

The Associate Engineer is the journey class in the professional level engineering series. This classification performs varied engineering assignments requiring knowledge of civil engineering principals, design standards, and construction regulations. Incumbents are distinguished from the Assistant Engineer in that the Associate may provide technical supervision to lower level staff and has responsibility for managing engineering projects.

SUPERVISION RECEIVED

Works under the direct supervision of higher level professional engineering staff.

SUPERVISION EXERCISED

May provide technical supervision to lower level professional, technical and clerical engineering staff.

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.

Designs and develops engineering public works plans, drawings and specifications, engineering calculations, cost estimates, assessments, contract provisions, legal descriptions and maps, ensuring compliance with policies, local and state codes, ordinances and regulations; prepares conditions for approval.

Participates in the preparation of cost estimates and construction specifications; monitors project budget expenses. Prepare and maintain project funding plans and schedules. Reviews and approves contract specifications

Administers projects.

Drafts Council actions and reports

Manages such projects as street, sewers, storm drains, structures, water distribution facilities, street lighting and traffic control facilities; develops, updates project schedules; monitors expenditures and fund sources; performs general engineering review analysis of designs and checks calculations; conducts related research.

Manages or supports the management of environmental programs and projects such as to comply with the National Pollution Discharge Elimination System MS4 Permit.

Prepares and administers professional engineering and professional service contracts.

Performs field inspections and coordinates inspections with consultant staff on a wide variety of public works projects; prepares inspection reports.

Provides technical supervision to lower level engineering and clerical support staff in engineering project work.

Prepares reports, recommendations and correspondence on current and proposed projects; maintains accurate and up-to-date project files.

Investigates public complaints and problems and takes appropriate action to resolve issues; provides technical assistance and information to the public in person, by computer and by telephone.

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 a Bachelor's degree in civil engineering or related field and five (5) years of responsible civil engineering experience in the design and construction of public works projects.

License/Certification/Special Requirements

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. Certificate as an Engineer in Training (E.I.T.) is required; State of California registration as a Professional Civil Engineer is desirable.

Knowledge, Skills, and Abilities

Knowledge of: municipal public works planning, design and constructions; civil and structural engineering principles and practices; public works construction methods, design and materials; engineering specifications and public works construction standards; mathematical techniques used in engineering calculations; map reading and surveying techniques; Geographic Information System (GIS), AutoCAD and other computer software applications.

Ability to: prepare plans, specifications and comprehensive engineering estimates; read and interpret specifications and blueprints; prepare comprehensive technical reports and contract

documents; understand and interpret legal property descriptions, engineering maps and other records; interpret and follow City and departmental policies, rules and regulations; supervise assigned staff in project work; communicate effectively both orally and in writing; work independently with little direction; plan and organize work to meet deadlines; exercise sound judgment; establish and maintain cooperative working relationships.

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.

ASSOCIATE ENGINEER

Revised, 12/10/96

Revised, 06/09/09

Revised, 03/08/16

CODE ENFORCEMENT OFFICER

DESCRIPTION

Under general supervision, perform the duties insuring community compliance of the Municipal Code; receive complaints; investigate and identify municipal code violations; take appropriate action related to the violations; keep an accurate record of all cases; perform field inspections; work with the public at the counter; perform related duties as assigned.

CLASS CHARACTERISTICS

The Code Enforcement Officer position is responsible for performing the full range of code enforcement activities.

SUPERVISION RECEIVED

Works under the direct supervision of the Code Enforcement Supervisor.

SUPERVISION EXERCISED

Does not exercise supervision.

ESSENTIAL FUNCTIONS

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

Investigate complaints involving violations and illegal uses of private property or public right-of-way such as noise, vehicle storage, sign placement, littering, zoning; address and resolve complaints regarding compliance with the enforcement of Zoning Code and other City Ordinances;

Maintain records of investigations conducted and actions taken; conduct field investigations; issue correction notices and orders to comply;

Prepare and compile documentation for prosecution cases involving municipal code violations and give testimony in court;

Interpret municipal code; maintain investigation files, record and log; meet with property owners to develop a plan to resolve violations; refer complaints and observed violations to proper department or agency for enforcement;

Enforce vehicle codes with respect to abandoned vehicles; issue citations;

Research proposed ordinances as directed; prepare statistical and photographic reports on a regular basis to resolve zoning enforcement issues;

Irregular hours may be required for position, must be able to work weekends, holidays and nights when necessary.

Perform 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 equivalent and two (2) years of public contact work experience relating to the interpretation

and enforcement of municipal rules and regulations, complaints procedures, zoning enforcement, code enforcement or related field. Experience in code enforcement in a governmental agency or closely related field of an investigative nature is preferred.

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. Possession of or ability to obtain a P.C. 832, Arrest, Search and Seizure certificate within six (6) months of appointment.

Knowledge, Skills and Abilities

Knowledge of: zoning and municipal codes; procedures involved in the investigation and enforcement of codes and regulations; the basic elements of public relations; the preservation of evidence applicable to enforcement work; privileges of confidentiality.

Skill and Ability to: conduct inspections, ascertain facts and apply appropriate codes; keep logs; write complex inspection reports; work independently; establish and maintain effective relationships with those contacted in the course of work, including other City staff and the public; communicate clearly and concisely both orally and in writing; understand and carry out oral and written instructions. The ability to fluently speak, read, and write in Spanish is highly desirable.

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. Considerable outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl. 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 and the ability to adjust focus. While performing the duties of this job, the employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

CODE ENFORCEMENT OFFICER

Created, 09/10/74

Revised, 02/27/84

Revised, 03/25/02

Revised, 03/22/16

Salary Pay Table

Pay Plan Category G - Classified Professional Mid-Management Employees

Salary Effective **03-22-2016** (3.90% Salary Increase)

		Step A	Step B	Step C	Step D	Step E
601	ADMINISTRATIVE ASSISTANT	4,170	4,379	4,598	4,828	5,069
601	ASSISTANT PLANNER	4,170	4,379	4,598	4,828	5,069
601	MANAGEMENT ASSISTANT	4,170	4,379	4,598	4,828	5,069
602	ECONOMIC DEVELOPMENT SPECIALIST	4,273	4,486	4,710	4,946	5,193
606	HOUSING & GRANTS ANALYST	4,426	4,647	4,880	5,124	5,380
609	RECREATION SUPERVISOR	4,909	5,155	5,413	5,683	5,967
610	MANAGEMENT ANALYST	4,976	5,224	5,485	5,760	6,048
610	ADMINISTRATIVE ANALYST	4,976	5,224	5,485	5,760	6,048
610	ADMINISTRATIVE SERVICES COORDINATOR	4,976	5,224	5,485	5,760	6,048
610	BUDGET & PAYROLL ANALYST	4,976	5,224	5,485	5,760	6,048
611	TRAINING SPECIALIST	5,000	5,250	5,513	5,789	6,078
612	CRIME ANALYST	5,036	5,288	5,552	5,830	6,121
613	CUSTOMER SERVICE SUPERVISOR	5,193	5,453	5,726	6,012	6,312
613	PURCHASING SUPERVISOR	5,193	5,453	5,726	6,012	6,312
614	ACCOUNTANT	5,246	5,508	5,784	6,073	6,377
615	ASSISTANT ENGINEER	5,279	5,543	5,821	6,112	6,417
615	CODE ENFORCEMENT SUPERVISOR	5,279	5,543	5,821	6,112	6,417
619	SENIOR ADMINISTRATIVE ANALYST	5,756	6,044	6,346	6,664	6,997
621	SENIOR ACCOUNTANT	5,926	6,223	6,534	6,861	7,204
623	SENIOR PLANNER	6,101	6,406	6,726	7,062	7,415
623	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	6,101	6,406	6,726	7,062	7,415
624	EMERGENCY & TECHNICAL SVCS MANAGER	6,162	6,470	6,793	7,133	7,490
625	INFORMATION SYSTEMS ADMINISTRATOR	6,162	6,470	6,793	7,133	7,490
626	EQUIP. MAINTENANCE SUPERINTENDENT	6,366	6,684	7,018	7,369	7,738
628	SENIOR ENGINEER	6,957	7,305	7,670	8,054	8,457
629	ELECTRIC & GEN MAINT SUPERINTENDENT	7,195	7,555	7,932	8,329	8,745
629	STREET & SEWER SUPERINTENDENT	7,195	7,555	7,932	8,329	8,745
630	WATER DIVISION MANAGER	8,068	8,471	8,895	9,340	9,806
631	SENIOR CIVIL ENGINEER	7,922	8,319	8,734	9,171	9,630
632	FAMILY VIOLENCE PROGRAM COORDINATOR	5,641	5,923	6,219	6,530	6,856
850	POLICE SECRETARY (CONF)	4,294	4,509	4,734	4,971	5,219
851	EXECUTIVE ASSISTANT TO CITY ATTY (CONF)	5,120	5,376	5,644	5,927	6,223
851	EXECUTIVE ASSISTANT (CONF)	5,120	5,376	5,644	5,927	6,223
851	EXECUTIVE ASSISTANT TO CITY MGR (CONF)	5,120	5,376	5,644	5,927	6,223

Salary Pay Table

Pay Plan Category G - Classified Professional Mid-Management Employees

Salary Effective 06-26-2016

(3.90% Salary Increase)

		Step A	Step B	Step C	Step D	Step E
601	ADMINISTRATIVE ASSISTANT	3,972	4,170	4,379	4,598	5,267
601	ASSISTANT PLANNER	4,333	4,550	4,777	5,016	5,267
601	MANAGEMENT ASSISTANT	4,333	4,550	4,777	5,016	5,267
602	ECONOMIC DEVELOPMENT SPECIALIST	4,439	4,661	4,894	5,139	5,396
606	HOUSING & GRANTS ANALYST	4,599	4,829	5,070	5,324	5,590
609	RECREATION SUPERVISOR	5,101	5,356	5,624	5,905	6,200
610	MANAGEMENT ANALYST	5,170	5,428	5,699	5,984	6,284
610	ADMINISTRATIVE ANALYST	5,170	5,428	5,699	5,984	6,284
610	ADMINISTRATIVE SERVICES COORDINATOR	5,170	5,428	5,699	5,984	6,284
610	BUDGET & PAYROLL ANALYST	5,170	5,428	5,699	5,984	6,284
611	TRAINING SPECIALIST	5,195	5,455	5,728	6,014	6,315
612	CRIME ANALYST	5,232	5,494	5,769	6,057	6,360
613	CUSTOMER SERVICE SUPERVISOR	5,396	5,666	5,949	6,246	6,559
613	PURCHASING SUPERVISOR	5,396	5,666	5,949	6,246	6,559
614	ACCOUNTANT	5,451	5,723	6,009	6,310	6,625
615	ASSISTANT ENGINEER	5,485	5,760	6,048	6,350	6,668
615	CODE ENFORCEMENT SUPERVISOR	5,485	5,760	6,048	6,350	6,668
619	SENIOR ADMINISTRATIVE ANALYST	5,981	6,280	6,594	6,924	7,270
621	SENIOR ACCOUNTANT	6,158	6,465	6,789	7,128	7,485
623	SENIOR PLANNER	6,339	6,656	6,988	7,338	7,705
623	SENIOR ECONOMIC DEVELOPMENT SPECIALIST	6,339	6,656	6,988	7,338	7,705
624	EMERGENCY & TECHNICAL SVCS MANAGER	6,402	6,722	7,058	7,411	7,782
625	INFORMATION SYSTEMS ADMINISTRATOR	6,402	6,722	7,058	7,411	7,782
626	EQUIP. MAINTENANCE SUPERINTENDENT	6,614	6,945	7,292	7,657	8,039
628	SENIOR ENGINEER	7,229	7,590	7,970	8,368	8,786
629	ELECTRIC & GEN MAINT SUPERINTENDENT	7,475	7,849	8,242	8,654	9,086
629	STREET & SEWER SUPERINTENDENT	7,475	7,849	8,242	8,654	9,086
630	WATER DIVISION MANAGER	8,382	8,802	9,242	9,704	10,189
631	SENIOR CIVIL ENGINEER	8,231	8,643	9,075	9,529	10,005
632	FAMILY VIOLENCE PROGRAM COORDINATOR	5,861	6,154	6,461	6,785	7,124
850	POLICE SECRETARY (CONF)	4,462	4,685	4,919	5,165	5,423
851	EXECUTIVE ASSISTANT TO CITY ATTY (CONF)	5,319	5,585	5,864	6,158	6,466
851	EXECUTIVE ASSISTANT (CONF)	5,319	5,585	5,864	6,158	6,466
851	EXECUTIVE ASSISTANT TO CITY MGR (CONF)	5,319	5,585	5,864	6,158	6,466

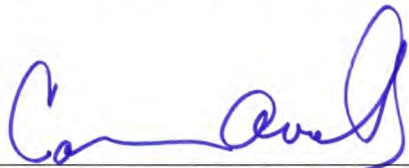
RESOLUTION CERTIFICATION PAGE

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. 7700 was adopted by the City Council at their Regular Meeting held on March 22, 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 March 23, 2016.



Carmen Avalos, City Clerk
City of South Gate, California