

RESOLUTION NO. 7718

**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 CUSTODIAN POSITION TO A PARK FACILITIES MAINTENANCE WORKER POSITION, THE SENIOR CUSTODIAN POSITION TO A PARK FACILITIES MAINTENANCE LEAD WORKER POSITION, THE CUSTODIAL SUPERVISOR POSITION TO A PARK FACILITIES MAINTENANCE SUPERVISOR POSITION, CREATING THE JOB SPECIFICATIONS FOR THE PARK FACILITIES MAINTENANCE WORKER, THE PARK FACILITIES MAINTENANCE LEAD WORKER AND THE PARK FACILITIES MAINTENANCE SUPERVISOR POSITIONS IN THE PARKS AND RECREATION DEPARTMENT, AND CREATING THE JOB SPECIFICATION FOR THE HOURLY FAMILY VIOLENCE PREVENTION SPECIALIST POSITION IN THE POLICE DEPARTMENT, 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 City desires to update job 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 Park Facilities Maintenance Worker, Park Facilities Maintenance Lead Worker and Park Facilities Maintenance Supervisor positions in the Parks and Recreation Department, attached hereto as Exhibits "A," "B," and "C," respectively; and

WHEREAS, the City, based on evaluation and need, has determined it necessary to create the hourly Family Violence Prevention Specialist position in Police Department, attached hereto as Exhibit "D;" and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Parks and Recreation Department and Police Department, has determined that it is proper to reclassify the positions of Custodian to Park Facilities Maintenance Worker, Senior Custodian to Park Facilities Maintenance Lead Worker and Custodial Supervisor to Park Facilities Maintenance Supervisor, create the job specifications for the Park Facilities Maintenance Worker, Park Facilities Maintenance Lead Worker and Park Facilities Maintenance Supervisor positions in the Parks and Recreation Department and create the job specification for the hourly Family Violence Prevention Specialist in the Police Department;

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 the positions of Custodian to Park Facilities Maintenance Worker, Senior Custodian to Park Facilities Maintenance Lead Worker and Custodial Supervisor to Park Facilities Maintenance Supervisor in the Parks and Recreation Department.

SECTION 2. The City Council hereby approves and adopts the proposed job specifications for the Park Facilities Maintenance Worker, Park Facilities Maintenance Lead Worker and Park Facilities Maintenance Supervisor positions in the Parks and Recreation Department, attached hereto as Exhibits "A," "B," and "C," respectively, and the Family Violence Prevention Specialist position in Police Department, attached hereto as Exhibit "D."

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

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

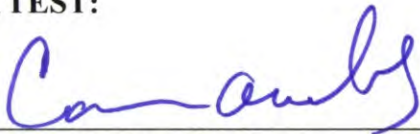
PASSED, APPROVED and ADOPTED this 26th day of July 2016.

CITY OF SOUTH GATE:



W. H. (Bill) De Witt, Mayor

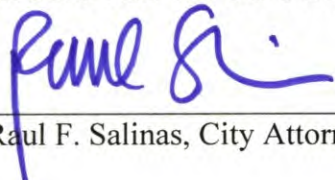
ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

PARK FACILITIES MAINTENANCE WORKER

DESCRIPTION

Under direction, provides maintenance at City parks and facilities; maintains an assigned area clean and orderly; prepares event set-ups; makes minor repairs; performs related duties as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Park Facilities Maintenance Lead Worker and Supervisor.

SUPERVISION EXERCISED

May provide technical direction to hourly maintenance staff and volunteers.

ESSENTIAL FUNCTIONS

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

Performs a variety of maintenance duties; cleans and dusts office areas, cleans and sanitizes restrooms, polishes furniture and other woodworks. Polishes brass fixtures, clears debris from walkways, and cleans debris from rooftops and gutters. Cleans kitchens and snack bars, cleans stoves, ovens, refrigerators, sinks, microwave ovens and cupboards. Sweeps, mops, strips, waxes, buffs and oils floors; dusts, waxes and polishes furniture, trim and office fixtures; vacuums and shampoos carpets and mats.

Empties and cleans waste receptacles, cleans and disinfects park and facility restrooms, washes windows, walls and tiles, replaces various light bulbs, removes graffiti.

Assists with preparation of parks and facilities for regular and special events. Sets up, moves, arranges and takes down furniture and equipment for regular activities and special events; moving and setting up bleachers, chairs, benches and public address system. May operate lighting, sound and other audio visual equipment in support of special events and regular activities.

Maintains equipment and materials used in assigned work; makes minor repairs and reports the need for major repairs; orders replenishes supplies.

May lead and provide technical direction to hourly employees and volunteers when working as a group. Ensure that volunteers and hourly assigned check in and out properly, remain within assigned work areas and follow appropriate safety procedures when working in and around areas containing chemicals, equipment or other potential hazards.

Completes and maintains work sheets, materials requisitions and schedules; prepares activity, inspection, malfunction/repair needs, performance reports and replenishes supplies.

Inspects assigned area daily and reports any safety or maintenance issues to supervisor. Properly secures any broken equipment or hazards to ensure employee and patron safety. Documents inspection findings and any actions taken/reported on daily inspection form as provided. Completes daily log of work performed; prepares logs after events to note facility conditions and equipment use.

Aids park patrons and answers questions from the general public. Greets event organizers and permittees at the start of events, provides information, clarifies rules and expectations, assist with customer needs before and during events and inspects facilities for damage and cleanliness at the conclusion of events.

Opens and secures buildings, turns out lights and locks windows, doors, and gates. May turn boiler or building mechanical equipment on or off; raises, lowers and replaces flags; monitors assigned area to prevent vandalism; provides information to the public.

Operates and transports equipment related to park maintenance. May drive a City vehicle or other small utility vehicle inspects and cleans equipment. Performs minor maintenance and repairs to City facilities and equipment or refers problems to appropriate staff. Follows applicable safety rules and regulations, cleans at special events, and 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. A typical way of obtaining the knowledge and abilities would be of graduation from high school or equivalent and one (1) year of experience in custodial maintenance, facility maintenance or grounds maintenance work within the last 10 years. Possession of or ability to obtain a valid California Class C driver's license and a satisfactory driving record is required.

Knowledge, Skills, and Abilities

Knowledge of: Cleaning tools, solutions and cleaning equipment. Workplace safety, proper lifting, hazardous material safe handling practices and basic mathematics. Appropriate cleaning methods, materials and equipment used in custodial work; health and safety regulations related to custodial maintenance work and toxic chemical application.

Ability to: Follows oral and written instructions in English. Understand and follow established departmental work procedures and practices, work safely and independently, communicate effectively orally and in writing, maintain accurate work records, perform physically demanding work, performs continuous physical labor, including bending and lifting. Establish and maintain cooperative working relationships with supervisors, other employees and the public. Ability to operate mechanical and power custodial equipment: make minor repairs to fixtures and equipment, work safely and independently, understand and follow oral and written directions; organize various work tasks, generate and maintain accurate work records, reforms physically demanding work. Clean continuously in large crowds, may be required to learn simple plumbing, painting and carpentry repair techniques. Performs other related duties as assigned.

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 walk, stand, crouch, bend, talk or hear. The employee is frequently required to 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 75 pounds and is subject to vibration. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is sometimes noisy. Work requires regular exposure to fumes, airborne particles, toxic or caustic chemicals. Incumbents are occasionally exposed to adverse environmental conditions.

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

PARK FACILITIES MAINTENANCE LEAD WORKER

DESCRIPTION

Under direction, organizes and provides technical supervision to staff engaged in building maintenance; cleaning and maintaining public areas; prepares event set-ups; makes minor repairs at park facilities; performs related duties as required.

CLASS CHARACTERISTICS

This classification is distinguished from the Park Facilities Maintenance Worker classification by its responsibility to perform more technical and specialized maintenance functions, provide leadership and technical direction to park facility maintenance staff and assist the Park Facilities Maintenance Supervisor with scheduling, oversight of work and other support work.

SUPERVISION RECEIVED

Works under the general supervision of the Park Facilities Maintenance Supervisor.

SUPERVISION EXERCISED

Provides technical supervision to Park Facilities Maintenance Worker and part-time maintenance staff and volunteers.

ESSENTIAL FUNCTIONS

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

Leads, trains, schedule and assist a crew. Provides detailed work assignments and reviews work. Recommends disciplinary actions, recommends solutions, and provides input into employee performance evaluations to supervisor. Maintains employee attendance records and reviews time cards.

Supervises and participates in maintaining facilities by performing a variety of maintenance and custodial duties, including cleaning offices, high pressure washing exterior hardscape, stripping, waxing and buffing floors, vacuuming carpets, washing walls, cleaning debris from floors, roof tops and gutters, and cleaning window and kitchen appliances. Removes graffiti by painting or utilizing removal products.

Organizes and supervises work crews, instructs assigned staff in maintenance procedures, safety procedures, department rules and operations, provides training on work tasks. Sets work priorities for team and assigns task to achieve goals and ensure that all facilities are prepared for activities. Acts as lead in absence of a supervisor on weekends and holidays. May request assistance, provide direction, change priorities or add assignments to Grounds Workers, part time staff and volunteers in preparation and execution of various special events and activities.

Organizes and plans preparation of parks for special events. Ensures all facilities are ready prior to start of activity or event. Ensures all equipment is working and provides assistance or instruction to permittee as needed related to the operation of equipment such as microphones. May operate lighting, sound and other audio visual equipment in support of special events and regular activities. Ensures that all equipment is returned and secured at the end of each event.

Opens and secures buildings, turns out lights and locks windows and doors, inspects buildings to prevent vandalism and ensure safe conditions, provides information to the public. Stores and maintains tables, chairs, risers and other furniture used for meetings and gatherings, assists with set-ups and take-downs of furniture and equipment for activities and events.

Maintains equipment and materials used in assigned facility maintenance work, performs minor maintenance and repairs. Reports the need for major repairs, orders and maintains a stock of supplies and tools, issues materials and supplies as needed for facility maintenance.

Completes and maintains work sheets, materials requisitions and schedules, prepares activity, inspection and performance reports. Oversees paperwork of other crew members including volunteers. May sign volunteer time logs.

Operates and transports power equipment related to facility maintenance, inspects and cleans equipment, reports equipment repair needs.

Follows applicable safety rules and regulations. Aids park and facility patrons and answers questions from the general public, reports vandalism, hazards, damage to equipment or disorderly conduct. Performs other related duties as assigned. Provides customer service to event organizers and permittees, resolves customer problems, provides information, clarifies rules and expectations, assist with customer needs before and during events and may provide tours for prospective clients.

Assists in the development and implementation of performance standards and inspects work for conformance with established standards; assists with estimates for annual budget.

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 experience in facility maintenance work. Possession of or ability to obtain a valid California Class C driver's license and a satisfactory driving record is required. Make accurate calculations and measurements, schedule, train, and provide work assignments. A valid California Pesticide Applicator's License is desirable.

Knowledge, Skills, and Abilities

Knowledge of: Basic cleaning tools, supplies, and solutions. Follow and provide oral and written instructions in English. Operate power cleaning equipment, such as high pressure washers, buffers, steam cleaners, scrubbers and vacuums. Dilute, mix, and measure cleaning products and solutions. Basic mathematics, principles and practices of leading and coordinating the work of others. Reading and understanding labels, directions and work orders. Appropriately handle and provide for disposal of chemical or toxic solutions. Learn simple plumbing, painting and carpentry repair techniques. Dealing with the public in a courteous manner, use effective customer service techniques.

Ability to: Supervise and evaluate the work of staff. Performs minor repairs to fixtures and equipment, work safely and independently, communicate effectively orally and in writing, organize and schedule various work tasks, effectively direct the work of others, generate and maintain accurate work records, perform physically demanding work, establish work standards, establish and maintain cooperative working relationships with supervisors, other 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, the employee is frequently required to walk, stand, crouch, bend, talk or hear. The employee is frequently required to 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 75 pounds and is subject to vibration. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is sometimes noisy. Work requires regular exposure to fumes, airborne particles, toxic or caustic chemicals. Incumbents are occasionally exposed to adverse environmental conditions.

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

PARK FACILITIES MAINTENANCE SUPERVISOR

DESCRIPTION

Supervises schedules and coordinates the work of facility maintenance crews engaged in building maintenance, cleaning and maintaining public areas at City parks and facilities; performs related duties as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks Superintendent.

SUPERVISION EXERCISED

Provides supervision to the Park Facilities Maintenance Worker, Park Facilities Maintenance Lead Worker, and part-time staff.

ESSENTIAL FUNCTIONS

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

Plans, schedules and oversees the work of facility maintenance staff; determines priorities and makes staff assignments; reviews and inspects work performed; coordinates and directs the work in progress; develops and implements performance standards assures the achievement of department and section goals and performance measures as appropriate.

Supervises and coordinates the work of maintenance crews in the cleaning of park facilities, set-up and take-down of equipment and furniture, public restrooms and community centers. Inspects facilities for deficiencies and potentially hazardous conditions; coordinates needed building repairs; checks lighting, plumbing, and related facilities and reports corrections needed. Receives and responds to service complaints from public and City departments.

Prepares work orders; prepares costs, time, labor and material estimates for planned activities; prepares activity, inspection and performance reports; maintains records related to work performed, inventories, preventative maintenance, requisitions, inspections, training and work orders; maintains chemical use records and material safety data sheets.

Supervises preparation of City park facilities for regular activities and special events; oversees scheduling of staff, trains and evaluates subordinate staff; makes recommendations regarding hiring, promotions and transfers; recommends disciplinary action as needed; approves time off and maintains employee timesheets, vacation and leave records.

Conducts regular safety meetings; provides employee orientation and safety training on equipment and methods; monitors equipment and activities for safe and proper operating conditions and practices; provides instruction and corrective action, as needed.

Orders and maintains stock of supplies and equipment; oversees inventories; issues materials and supplies, as needed; confers with vendors to evaluate equipment and materials.

Assist with payroll records, vacation schedules and budget preparation and control; develops preliminary budget and project goals and performance measures. Manages Department volunteer worker program.

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 of graduation from high school or equivalent and four (4) years of increasingly responsible park facility maintenance experience including at least one (1) year in a supervisory or lead position. Possession of or ability to obtain a valid California Class C driver's license and a satisfactory driving record is required. Must obtain a valid California Pesticide Applicator's License within six (6) months of hire date.

Knowledge, Skills, and Abilities

Knowledge of: Supervisory and personnel management techniques, work scheduling, computers and computer applications, writing and communicating at an appropriate level. Proper cleaning methods, practices and procedures. Proper use of cleaning equipment, tools, materials, supplies and solutions. Environmentally sustainable products and standards for janitorial/custodial services. Basic mathematics. Recordkeeping and scheduling techniques. Safe work practices and procedures. Effective leading and training techniques. Effective customer service skills.

Ability to: Select, supervise, motivate, and train assigned staff. Prioritize work and meet deadlines. Determine needs for building maintenance operations, prepare cost estimates and reports, train, supervise and evaluate the work of others, organize and schedule various work tasks, effectively assign and direct the work of others, establish work standards and take corrective action, respond to complaints and inquiries from the public in a tactful manner, work independently with little direction, establish and maintain cooperative working relationships with supervisors, subordinates, other employees and the public. Interpret and enforce policies, codes, rules and regulation.

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, walk, stand, bend, talk or hear. The employee is frequently required to 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 75 pounds, and may be subject to vibration. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is sometimes noisy. Work requires regular exposure to fumes, airborne particles, toxic or caustic chemicals. Incumbents are occasionally exposed to adverse environmental conditions.

PARK FACILITIES MAINTENANCE SUPERVISOR
CREATED JULY 2016

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

FAMILY VIOLENCE PREVENTION SPECIALIST

OVERVIEW

The South Gate Police Department's Family Violence Prevention & Education Program is a program designed to promote awareness and education about issues related to family violence in our community. Through this program, victims and survivors of family violence have access to support and educational groups, individual counseling, referrals to community resources, and assistance with placement into shelter in emergency situations. The program provides victims and survivors of domestic violence with information and assistance with filling out the necessary paperwork to obtain restraining orders, and provides support during and after the criminal trial.

DESCRIPTION

Under the supervision of the Detective Bureau Lieutenant and under direct supervision of the Department's Family Violence Prevention Program Manager, in a non-sworn part-time capacity, performs duties in specific assigned areas related to family violence prevention; performs related duties as required.

CLASS CHARACTERISTICS

The Family Violence Prevention Specialist will work directly with victims and survivors of domestic violence and sexual assault. This position is contingent upon the availability and receipt of funds through the California Victim Compensation Program.

SUPERVISION RECEIVED

Works under the general supervision of the Family Violence Prevention Program Manager.

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.

Provides comprehensive individual and/or group counseling, assessments and case management services to victims and survivors of domestic violence and sexual assault; ability to manage a caseload of approximately 10-18 program participants, providing billable services for no less than 75% (15 hours) of a 20 hour work week. Conduct initial intake assessments, diagnose, and develop objectively quantifiable treatment plan; maintain accurate, thoroughly documented client records; submit a progress note for every client contact; receives daily crime reports and conducts follow-ups; responsible for community outreach and education; organizes community events; provides information and referrals; coordinates educational workshops for program participants, maintains program statistical data, completes and submits monthly reports, completes billing and invoicing forms related to the California Victim Compensation Program.

Administrative tasks include preparing correspondence, reports, spreadsheets, informational material, and presentations using various computer programs. Organizing and/or attending meetings including those pertaining to specific grants or community events and staff trainings.

QUALIFICATIONS

Training and Experience

Masters Degree in Social Work with two years post graduate experience required; registered BBS as an Associate Clinical Social Worker (ACSW); minimum of two years related experience working with victims of family violence; effective oral and written communication skills; strong organizational skills; and bilingual (speak/read/write) in English/Spanish is required. State mandated 40 Hour Domestic Violence Training Certificate.

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: proper English usage, spelling, grammar, and punctuation; 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.

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, 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.

Salary Pay Table

Pay Plan Category I - Classified Miscellaneous Employees Association

Salary Effective 07-26-2016

		Step A	Step B	Step C	Step D	Step E
500	TYPIST CLERK	2,895	3,040	3,192	3,351	3,519
500	CITY HALL RECEPTIONIST	2,895	3,040	3,192	3,351	3,519
501	STOCK CLERK	2,973	3,121	3,277	3,441	3,613
502	GRAFFITI REMOVAL WORKER	3,110	3,266	3,429	3,600	3,780
503	CUSTODIAN	3,123	3,280	3,444	3,616	3,797
504	COMMUNITY DEVELOPMENT TECH I	3,184	3,343	3,510	3,686	3,870
505	INTERMEDIATE TYPIST CLERK	3,260	3,423	3,595	3,774	3,963
505	BILLING & SHIPPING CLERK	3,260	3,423	3,595	3,774	3,963
505	OFFICE ASSISTANT	3,260	3,423	3,595	3,774	3,963
505	OFFICE ASSISTANT-POLICE	3,260	3,423	3,595	3,774	3,963
506	GROUNDS MAINTENANCE WORKER	3,272	3,435	3,607	3,787	3,977
506	FACILITIES MAINTENANCE TECHNICIAN I	3,272	3,435	3,607	3,787	3,977
506						
507	WATER METER READER I	3,379	3,548	3,725	3,912	4,107
508	POLICE RECORDS SPECIALIST	3,386	3,555	3,733	3,919	4,115
509	SENIOR TYPIST CLERK	3,408	3,579	3,758	3,945	4,143
510	BUSINESS LICENSE CLERK	3,442	3,614	3,795	3,985	4,184
510	INTERMEDIATE ACCOUNT CLERK - Acct	3,442	3,614	3,795	3,985	4,184
510	CUSTOMER SERVICE REPRESENTATIVE	3,442	3,614	3,795	3,985	4,184
511	CIVILIAN CUSTODY OFFICER	3,491	3,665	3,849	4,041	4,243
511	COMMUNITY SERVICES OFFICER	3,491	3,665	3,849	4,041	4,243
511	SENIOR CUSTODIAN	3,491	3,665	3,849	4,041	4,243
512	AQUATICS COORDINATOR	3,520	3,696	3,880	4,074	4,278
512	RECREATION COORDINATOR	3,520	3,696	3,880	4,074	4,278
513	CRIME PREVENTION SPECIALIST	3,551	3,729	3,915	4,111	4,317
514	WATER METER READER II	3,566	3,745	3,932	4,129	4,335
515	WATER DISTRIBUTION OPERATOR I	3,585	3,765	3,953	4,150	4,358
516	FACILITIES MAINTENANCE TECHNICIAN II	3,608	3,788	3,978	4,176	4,385
516	STREET MAINTENANCE WORKER	3,608	3,788	3,978	4,176	4,385
517	PROPERTY CONTROL CLERK	3,640	3,822	4,013	4,214	4,424
518	COMMUNITY DEVELOPMENT TECH II	3,660	3,843	4,035	4,237	4,449
519	PARKS EQUIPMENT MECHANIC	3,754	3,941	4,138	4,345	4,562
520	WATER SERVICE REPRESENTATIVE I	3,800	3,990	4,190	4,399	4,619
521	SECRETARY	3,851	4,044	4,246	4,458	4,681
522	SENIOR GROUNDS MAINTENANCE WORKER	3,858	4,051	4,253	4,466	4,689
522	PARK FACILITIES MAINTENANCE LEAD WORKER	3,858	4,051	4,253	4,466	4,689
523	PAYROLL TECHNICIAN	3,860	4,053	4,256	4,469	4,692
524	POLICE DISPATCHER	3,865	4,058	4,261	4,474	4,697

Salary Pay Table

Exhibit "E"

Pay Plan Category I - Classified Miscellaneous Employees Association

Salary Effective **07-26-2016**

Step A Step B Step C Step D Step E

525	WATER PUMP OPERATOR I	3,900	4,095	4,300	4,515	4,741
526	RECORDS COORDINATOR	3,929	4,125	4,332	4,548	4,776
527	INFORMATION SYSTEMS COORDINATOR	3,940	4,137	4,344	4,562	4,790
528	PUBLIC SAFETY SUPERVISOR	4,039	4,241	4,453	4,676	4,910
530	CUSTODIAL SUPERVISOR	4,042	4,244	4,457	4,679	4,913
531	POLICE RECRUIT	4,044	4,246	4,458	4,681	4,915
532	WATER DISTRIBUTION OPERATOR II	4,084	4,289	4,503	4,728	4,965
533	EQUIPMENT MECHANIC	4,087	4,291	4,506	4,731	4,968
534	SENIOR SECRETARY	4,127	4,333	4,550	4,777	5,016
535	EQUIPMENT OPERATOR	4,194	4,404	4,624	4,856	5,098
536	SENIOR TRAFFIC & SIGN PAINTER	4,218	4,429	4,650	4,883	5,127
537	COMMUNITY DEVELOPMENT TECH III	4,218	4,429	4,650	4,883	5,127
538	WATER SERVICE REPRESENTATIVE II	4,252	4,465	4,688	4,922	5,168
539	HOUSING SPECIALIST	4,291	4,506	4,731	4,968	5,216
540	MAINTENANCE ELECTRICIAN	4,316	4,531	4,758	4,996	5,246
541	CODE ENFORCEMENT OFFICER	4,333	4,550	4,777	5,016	5,267
541	HUMAN RESOURCES TECHNICIAN	4,333	4,550	4,777	5,016	5,267
542	FACILITIES MAINTENANCE SPECIALIST	4,427	4,648	4,881	5,125	5,381
543	WATER DISTRIBUTION OPERATOR III	4,433	4,655	4,888	5,132	5,388
544	SENIOR COMMUNITY DEVELOPMENT TECH	4,516	4,742	4,979	5,228	5,490
545	GRAFFITI LEAD WORKER	4,528	4,754	4,992	5,242	5,504
545	STREET LEAD WORKER	4,528	4,754	4,992	5,242	5,504
546	SENIOR EQUIPMENT MECHANIC	4,586	4,815	5,056	5,308	5,574
548	WATER PUMP OPERATOR II	4,662	4,895	5,139	5,396	5,666
550	ENGINEERING TECHNICIAN	4,817	5,058	5,311	5,576	5,855
551	BUILDING INSPECTOR	4,860	5,103	5,358	5,626	5,907
552	WATER LEAD WORKER	4,888	5,132	5,389	5,658	5,941
552	WATER SYSTEM LEAD OPERATOR	4,888	5,132	5,389	5,658	5,941
553	JOURNEY ELECTRICIAN	5,128	5,384	5,653	5,936	6,233
554	EQUIPMENT SUPERVISOR	5,242	5,504	5,779	6,068	6,371
554	STREET FOREMAN	5,242	5,504	5,779	6,068	6,371
555	GENERAL MAINTENANCE FOREMAN	5,305	5,570	5,849	6,141	6,448
556	LEAD ELECTRICIAN	5,466	5,739	6,026	6,328	6,644
557	WATER DISTRIBUTION FOREMAN	5,659	5,942	6,240	6,552	6,879
557	WATER OPERATIONS FOREMAN	5,659	5,942	6,240	6,552	6,879
559	GROUPS MAINTENANCE SUPERVISOR	4,772	5,011	5,262	5,525	5,801
559						
566	RECREATION SPECIALIST	2,813	2,954	3,102	3,257	3,420

Pay Plan Category L - Unclassified Hourly Employees (Flat Rated)						
						Effective 07/26/2016
<u>Range</u>	<u>Hourly Rate</u>		<u>Hourly Position</u>			
999	\$	15.71	Administrative Aide (Hourly)			
	\$	28.05	Administrative Assistant - Confidential (Advanced)			
	\$	23.08	Administrative Assistant - Confidential (Entry Level)			
	\$	13.04	Clerical Assistant I			
	\$	14.11	Clerical Assistant II			
	\$	16.07	Clerical Assistant III			
	\$	17.28	Community Development Intern			
	\$	15.60	Computer Information Systems (CIS) Aide			
	\$	17.33	Court Officer			
	\$	17.28	Engineering Aide			
	\$	26.85	Family Violence Prevention Specialist			
	\$	14.11	Maintenance Helper (Public Works)			
	\$	18.90	Maintenance Service Worker (Public Works)			
	\$	14.11	Mechanic Helper (Public Works)			
	\$	18.29	Police Cadet			
	\$	20.92	Police Custodian of Records			
	\$	12.57	Police Vehicle Service Attendant			
	\$	18.29	Program Assistant (Police)			
	\$	14.59	Public Safety Officer			
	\$	15.63	Receptionist			
	\$	12.51	Research Aide (Hourly)			
	\$	75.46	Temp. Personnel Management Representative			(Extra Help)
998	\$	10.00	Student Worker			
<u>Range</u>	<u>Hourly Rate Equivalent</u>		<u>Full-Time Classification - Hourly Equivalent</u>			
999	Step A or E	07/01/12 Monthly Salary / 173.33 Hours	Municipal Employees' Association (MEA) Positions			
999	\$23.08		Code Enforcement Officer (Hourly)			
999	\$18.60		Community Service Officer (Hourly)			
999	\$18.34		Customer Service Representative (Hourly)			
999	\$21.76		Equipment Mechanic (Hourly)			
999	\$22.85		Housing Specialist (Hourly)			
999	\$18.34		Intermediate Account Clerk (Hourly)			
999	\$17.37		Intermediate Typist Clerk (Hourly)			
999	\$22.98		Maintenance Electrician (Hourly)			
999	\$18.03		Police Records Specialist (Hourly)			
<u>Range</u>	<u>Hourly Rate</u>		<u>Sworn Hourly Position</u>			
999	\$	34.32	Police Officer (Hourly) <i>Equiv. to C Step rate per Council Action 08/12/07</i>			
<u>Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Hourly Position</u>
997	\$10.000	\$10.500	\$11.025	\$11.576	\$12.155	Recreation Leader I (Rec Aide, Maint Aide I, Tutor Asst)
996	\$10.833	\$11.375	\$11.944	\$12.541	\$13.168	Recreation Leader II (Rec Attendent, Maint Aide II, Tutor)
995	\$12.555	\$13.183	\$13.842	\$14.534	\$15.261	Recreation Leader III (Cashier, Golf Starter) Swim Instructor
994	\$14.333	\$15.050	\$15.802	\$16.592	\$17.422	Recreation Leader IV (Recreation Leader, Sr. Golf Starter)
993	\$11.111	\$11.667	\$12.250	\$12.862	\$13.505	Lifeguard
992	\$14.333	\$15.050	\$15.802	\$16.592	\$17.422	Senior Lifeguard

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. 7718 was adopted by the City Council at their Regular Meeting held on July 26, 2016, by the following vote:

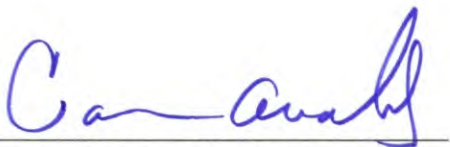
Ayes: Council Members: De Witt, Davila, Bernal, Hurtado and Morales

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Witness my hand and the seal of said City on July 28, 2016.



Carmen Avalos, City Clerk
City of South Gate, California