

RESOLUTION NO. 7831

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE,
CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND
POSITION CLASSIFICATION PLAN) TO UPDATE THE TITLE AND JOB
SPECIFICATION FOR THE PROPERTY CONTROL CLERK POSITION TO POLICE
PROPERTY SPECIALIST AND TO UPDATE THE
APPROPRIATE 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 Position 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 the title and job specification for the Property Control Clerk position to Police Property Specialist in the Police Department; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary to the title and job specification of the Property Control Clerk position in the Police Department, as detailed in the proposed Class Specification & Attributes, attached hereto as Exhibit "A"; and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Police Department, has determined that it is proper to update the title and job specification of the Property Control Clerk position to Police Property Specialist;

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NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

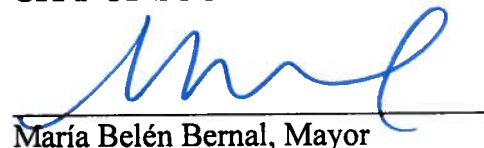
SECTION 1. The City Council hereby approves and adopts the proposed title and job specification for the Police Property Specialist, attached hereto as Exhibit "A."

SECTION 2. The City Council hereby approves and adopts the proposed amended Municipal Employee Association (MEA) Salary Pay Table, attached hereto as Exhibit "B."

SECTION 3. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

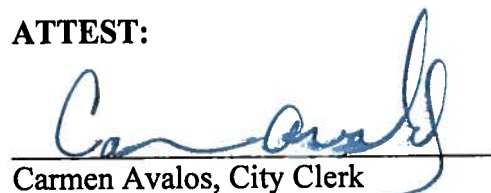
PASSED, APPROVED and ADOPTED this 9th day October 2018.

CITY OF SOUTH GATE:



María Belén Bernal, Mayor

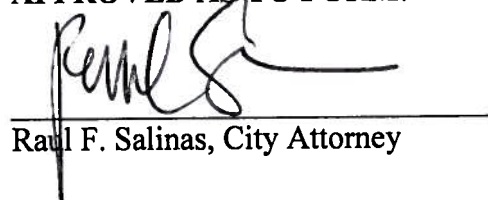
ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

POLICE PROPERTY SPECIALIST

DESCRIPTION

Under general supervision receives, documents, and maintains custody of property and evidence received or confiscated, and/or obtained at crime scenes by police personnel, ensures proper chain of custody rules and procedures are maintained, coordinates the destruction and disposal of obsolete and unclaimed evidence as authorized, releases property items to rightful owners or for court proceedings, maintains an inventory control system with barcodes and other systems to ensure proper compliance and accountability, periodically disposes of weapons and narcotics, prepares written reports, performs basic clerical duties; and related duties as assigned.

CLASS CHARACTERISTICS

The Police Property Specialist is a single classification for the Police Department.

SUPERVISION RECEIVED

Works under the direct supervision of a Sergeant, and/or Lieutenant.

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.

Receives and stores daily all property and evidence placed in the Police Department property system;

Disposes of property and evidence in accordance with specific laws, rules, regulations and policies;

Releases evidence and/or property that was seized or taken from owners, suspects and/or victim during the course of investigations;

Conducts annual purges and/or destruction of seized narcotics and firearms;

Releases evidence for court presentation, releases and receives evidence sent to crime lab for analysis;

Maintains logs, records, and documents for all property entering, processing within, and leaving the Police Department property system; prepares unclaimed property for annual City auction.

QUALIFICATIONS

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education, Training and Experience

High School Diploma or GED equivalent AND two (2) years of clerical or computer experience (technical records preferred) or support work in a law enforcement agency or an equivalent combination of education, training, and experience. Basic knowledge of rules of evidence in civil/criminal cases and the processing,

storage, release and disposal of property and evidence is highly desirable. Course work related to physical sciences, forensic science, or crime scene investigation is also desired.

License Requirements

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

Special Requirements of Position

Work schedule will vary depending on department needs. Must be available to work any shift, including graveyard, weekends and holidays; must be at least 18 years of age; applicants must be able to provide proof of right to work in the United States; background, fingerprinting, polygraph examination, and medical clearance required.

Knowledge, Skills and Abilities

Knowledge of: processing, storing, releasing and disposal of property and evidence; policies, rules, and regulations governing the management of property and evidence records.

Ability to: organize items of evidence and property in an orderly fashion for storage and retrieval; protect the integrity of evidence; collect, lift, move, and sort objects of varying sizes; operate office equipment including an inventory control system and a personal computer; compare names and numbers accurately; prepare evidence and exhibits for court, as well as present testimony in court regarding evidence and/or chain of custody issues, establish and maintain cooperative working relationships; understand and follow verbal and written directions; understand and follow pertinent Federal, State, and local laws, codes and regulations, as well as basic handling and collection of evidence at crime scene investigations; maintain confidentiality of police matters; interact professionally with City Officials, Officials of other organizations, members of other agencies, community organizations, community leaders, the media and the public;

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 that drives a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office and warehouse 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 occasionally required to stand for extended periods of time, use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, 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 and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors.

Property Control Clerk
Created, 07/22/1974
Revised, 08/12/1997
Revised, 07/11/2006
Police Property Specialist
Revised, 10/09/2018

Salary Pay Table

Pay Plan Category I - Classified Municipal Employees' Association

Effective 10-09-2018

Exhibit "B"

		Step A	Step B	Step C	Step D	Step E
500	TYPIST CLERK	3,101	3,256	3,419	3,590	3,769
500	CITY HALL RECEPTIONIST	3,101	3,256	3,419	3,590	3,769
501	STOCK CLERK	3,184	3,344	3,511	3,686	3,871
502	GRAFFITI REMOVAL WORKER	3,332	3,498	3,673	3,857	4,050
503	CUSTODIAN	3,346	3,513	3,689	3,873	4,067
504	COMMUNITY DEVELOPMENT TECH I	3,411	3,581	3,760	3,948	4,146
505	INTERMEDIATE TYPIST CLERK (PARKS)	3,493	3,667	3,851	4,043	4,245
505	BILLING & SHIPPING CLERK	3,493	3,667	3,851	4,043	4,245
505	OFFICE ASSISTANT-HR	3,493	3,667	3,851	4,043	4,245
505	OFFICE ASSISTANT-POLICE	3,493	3,667	3,851	4,043	4,245
505	OFFICE ASSISTANT-GENERAL	3,493	3,667	3,851	4,043	4,245
506	GROUNDS MAINTENANCE WORKER	3,504	3,680	3,864	4,057	4,260
506	FACILITIES MAINTENANCE TECHNICIAN I	3,504	3,680	3,864	4,057	4,260
506	PARK FACILITIES MAINTENANCE WORKER	3,504	3,680	3,864	4,057	4,260
507	WATER METER READER I	3,620	3,801	3,991	4,190	4,400
508	POLICE RECORDS SPECIALIST	3,627	3,808	3,999	4,198	4,408
509	SENIOR TYPIST CLERK	3,651	3,833	4,025	4,226	4,438
510	BUSINESS LICENSE CLERK	3,688	3,872	4,065	4,269	4,482
510	INTERMEDIATE ACCOUNT CLERK - Acct	3,688	3,872	4,065	4,269	4,482
510	CUSTOMER SERVICE REPRESENTATIVE	3,688	3,872	4,065	4,269	4,482
511	CIVILIAN CUSTODY OFFICER	3,739	3,926	4,123	4,329	4,545
511	COMMUNITY SERVICES OFFICER	3,739	3,926	4,123	4,329	4,545
511	SENIOR CUSTODIAN	3,739	3,926	4,123	4,329	4,545
511	INFORMATION SYSTEMS TECHNICIAN	3,739	3,926	4,123	4,329	4,545
512	AQUATICS COORDINATOR	3,770	3,959	4,157	4,365	4,583
512	RECREATION COORDINATOR	3,770	3,959	4,157	4,365	4,583
513	CRIME PREVENTION SPECIALIST	3,804	3,994	4,194	4,404	4,624
514	WATER METER READER II	3,821	4,012	4,212	4,423	4,644
515	WATER DISTRIBUTION OPERATOR I	3,841	4,033	4,234	4,446	4,668
516	FACILITIES MAINTENANCE TECHNICIAN II	3,865	4,058	4,261	4,474	4,698
516	STREET MAINTENANCE WORKER	3,865	4,058	4,261	4,474	4,698
517	POLICE PROPERTY SPECIALIST	3,899	4,094	4,299	4,514	4,739
518	COMMUNITY DEVELOPMENT TECH II	3,921	4,117	4,323	4,539	4,766
519	PARKS EQUIPMENT MECHANIC	4,021	4,222	4,433	4,655	4,887
520	WATER SERVICE REPRESENTATIVE I	4,071	4,274	4,488	4,712	4,948
520	ELECTRICIAN I	4,071	4,274	4,488	4,712	4,948
521	SECRETARY	4,126	4,332	4,549	4,776	5,015
522	SENIOR GROUNDS MAINTENANCE WORKER	4,132	4,339	4,556	4,784	5,023
522	PARK FACILITIES MAINTENANCE LEAD	4,132	4,339	4,556	4,784	5,023
523	PAYROLL TECHNICIAN	4,135	4,342	4,559	4,787	5,026
524	POLICE DISPATCHER	4,140	4,347	4,564	4,792	5,032
525	WATER PUMP OPERATOR I	4,178	4,387	4,606	4,836	5,078
526	RECORDS COORDINATOR	4,209	4,419	4,640	4,872	5,116

Salary Pay Table

Pay Plan Category I - Classified Municipal Employees' Association

Effective 10-09-2018

Exhibit "B"

		Step A	Step B	Step C	Step D	Step E
527	INFORMATION SYSTEMS COORDINATOR	4,221	4,432	4,654	4,886	5,131
528	PUBLIC SAFETY SUPERVISOR	4,327	4,543	4,771	5,009	5,260
530	CUSTODIAL SUPERVISOR	4,330	4,547	4,774	5,013	5,263
531	POLICE RECRUIT	4,331	4,548	4,775	5,014	5,265
532	WATER DISTRIBUTION OPERATOR II	4,375	4,594	4,824	5,065	5,318
533	EQUIPMENT MECHANIC	4,378	4,597	4,827	5,068	5,322
534	SENIOR SECRETARY	4,421	4,642	4,874	5,117	5,373
535	EQUIPMENT OPERATOR	4,493	4,718	4,954	5,201	5,461
536	SENIOR TRAFFIC & SIGN PAINTER	4,518	4,744	4,981	5,230	5,492
537	COMMUNITY DEVELOPMENT TECH III	4,518	4,744	4,982	5,231	5,492
538	WATER SERVICE REPRESENTATIVE II	4,555	4,783	5,022	5,273	5,536
539	HOUSING SPECIALIST	4,597	4,827	5,068	5,321	5,587
540	ELECTRICIAN II	4,623	4,854	5,097	5,352	5,619
541	CODE ENFORCEMENT OFFICER	4,641	4,874	5,117	5,373	5,642
541	HUMAN RESOURCES TECHNICIAN	4,641	4,874	5,117	5,373	5,642
542	FACILITIES MAINTENANCE SPECIALIST	4,742	4,980	5,229	5,490	5,764
543	WATER DISTRIBUTION OPERATOR III	4,749	4,986	5,236	5,497	5,772
544	SENIOR COMMUNITY DEVELOPMENT TECH	4,838	5,080	5,334	5,601	5,881
545	GRAFFITI LEAD WORKER	4,850	5,093	5,348	5,615	5,896
545	STREET LEAD WORKER	4,850	5,093	5,348	5,615	5,896
546	SENIOR EQUIPMENT MECHANIC	4,912	5,158	5,416	5,687	5,971
548	WATER PUMP OPERATOR II	4,994	5,243	5,506	5,781	6,070
550	ENGINEERING TECHNICIAN	5,160	5,418	5,689	5,973	6,272
551	BUILDING INSPECTOR	5,206	5,466	5,739	6,026	6,328
552	WATER LEAD WORKER	5,236	5,497	5,772	6,061	6,364
552	WATER SYSTEM LEAD OPERATOR	5,236	5,497	5,772	6,061	6,364
553	JOURNEY ELECTRICIAN	5,493	5,767	6,056	6,358	6,676
554	EQUIPMENT SUPERVISOR	5,615	5,896	6,191	6,500	6,825
554	STREET FOREMAN	5,615	5,896	6,191	6,500	6,825
555	GENERAL MAINTENANCE FOREMAN	5,683	5,967	6,265	6,579	6,908
556	LEAD ELECTRICIAN	5,855	6,148	6,456	6,778	7,117
557	WATER DISTRIBUTION FOREMAN	6,063	6,366	6,684	7,018	7,369
557	WATER OPERATIONS FOREMAN	6,063	6,366	6,684	7,018	7,369
559	GROUNDS MAINTENANCE SUPERVISOR	5,112	5,368	5,636	5,918	6,214
559	PARK FACILITIES MAINTENANCE SUPERVISOR	5,112	5,368	5,636	5,918	6,214
566	RECREATION SPECIALIST	3,014	3,164	3,322	3,489	3,663

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. 7831 was adopted by the City Council at their Regular Meeting held on October 9, 2018, by the following vote:


Ayes: Council Members: Bernal, Morales, Davila, Diaz and Rios

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Witness my hand and the seal of said City on October 11, 2018.



Carmen Avalos, City Clerk
City of South Gate, California

