

RESOLUTION NO. 7879

CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA

**A RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY AND POSITION CLASSIFICATION PLAN) TO CREATE THE POSITIONS OF FULL-TIME INTERMEDIATE ACCOUNT CLERK (POLICE) AND PART-TIME COMPUTER INFORMATION SYSTEMS AIDE (POLICE), TO ELIMINATE ONE VACANT FULL-TIME CIVILIAN CUSTODY OFFICER POSITION, TO ELIMINATE ONE VACANT PART-TIME INTERMEDIATE ACCOUNT CLERK POSITION, ALL IN THE POLICE DEPARTMENT, TO APPROVE THE CORRESPONDING JOB SPECIFICATIONS, AND TO UPDATE THE APPROPRIATE SALARY PAY TABLES**

**WHEREAS**, the City must, from time to time, add, eliminate, 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 positions of full-time Intermediate Account Clerk (Police) and part-time Computer Information Systems Aide (Police), both in the Police Department, were approved and funded in the Fiscal Year 2019/20 budget; and

**WHEREAS**, the City desires to create the positions of, and job specifications for, full-time Intermediate Account Clerk (Police) and part-time Computer Information Systems Aide (Police) in the Police Department, as detailed in the proposed Class Specification & Attributes, attached hereto as Exhibit "A" and "B, respectively;" 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 create the positions of, and job specifications for, full-time Intermediate Account Clerk (Police) and part-time Computer Information Systems Aide (Police); and

**WHEREAS**, one full-time Civilian Custody Officer position and one part-time Intermediate Account Clerk position, both in the Police Department, were eliminated from the Fiscal Year 2019/20 budget.

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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 Salary and Position Classification Plan to create the positions of full-time Intermediate Account Clerk (Police) and part-time Computer Information Systems Aide (Police), to eliminate one vacant full-time Civilian Custody Officer position, and to eliminate one vacant part-time Intermediate Account Clerk position, all in the Police Department.

**SECTION 2.** The City Council hereby approves and adopts the proposed job specifications for the full-time Intermediate Account Clerk (Police) and for the part-time Computer Information Systems Aide (Police) positions, attached hereto as Exhibits "A" and "B, respectively."

**SECTION 3.** The City Council hereby approves and adopts the proposed amended Municipal Employees Association (MEA) Salary Pay Table, effective August 27, 2019, attached hereto as Exhibit "C."

**SECTION 4.** The City Council hereby approves and adopts the proposed amended Hourly Salary Pay Table, effective August 27, 2019, attached hereto as Exhibit "D."


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

**PASSED, APPROVED and ADOPTED** this 27<sup>th</sup> day August 2019.

**CITY OF SOUTH GATE:**


By:   
Jorge Morales, Mayor

**ATTEST:**

By:   
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

By:   
Raul F. Salinas, City Attorney

**City of South Gate**  
CLASS SPECIFICATIONS AND ATTRIBUTES

**INTERMEDIATE ACCOUNT CLERK (POLICE)**

**DESCRIPTION**

Performs a variety of specialized accounting clerical work of a technical nature in connection with the preparation, validation, examination, coding and reconciliation of fiscal, financial and statistical records; performs related duties as required.

**CLASS CHARACTERISTICS**

This is a multiple position classification characterized by primary responsibility for performing accounting clerical work in the area of accounts receivable and accounts payable.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Administration Division Sergeant and/or general direction of higher level department staff.

**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.

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 related to such fiscal areas 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 and may calculate payments; balances, codes and prepares daily cash reports; issues vouchers and receipts; maintains petty cash and prepares deposits as assigned.

Conducts research on a variety of financial transactions; reviews and analyzes financial reports; prepares related financial worksheets and reports.

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.

May prepare and/or type 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.

Processes requests to purchase and places orders for department supplies and equipment.

Assists Administrative staff with the preparation of the department budget and tracks department expenditures.

Provides assistance with maintaining and preparing the department payroll, processes credit card statements for payment; maintains records of department issued credit cards.

May screen visitors and telephone calls directed to the Office of the Chief of Police and Police Administration staff. May assist with setting up meetings, department events and appointments as needed for the Office of the Chief of Police and the Administration Division.

Represents the City to the public when giving and obtaining information from the public and employees of other units in situations which require tact, discretion and courtesy.

May provide back-up coverage for other department support staff.

Maintain absolute confidentiality of work-related issues, documents, records and materials pertaining to City employees, officials, agents and others.

When assigned, may be required to operate a vehicle.

#### **QUALIFICATIONS**

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:

##### **Education and Experience**

Graduation from high school or equivalent, and two (2) years of increasingly responsible fiscal record keeping experience. Coursework in bookkeeping or accounting is desirable.

##### **License/Certification/Special Requirements**

Ability to work weekends, evenings, and holidays as required. Ability to work extended hours, as needed and/or required. Applicants must be able to provide right to work in the United States; background, fingerprinting, polygraph examination, and medical clearance required.

##### **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 unusual situations involved in fiscal, financial, and statistical record keeping systems and resolve through application of City policy; make arithmetical calculations quickly and accurately; perform clerical, financial record keeping work; understand and follow oral and written directions; devise and implement fiscal record keeping systems and procedures; understand, apply and detect errors in specific segments of a record keeping system; establish and maintain cooperative working relationships.

Skill in the operation of a variety of office equipment, including computer and calculator.

**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 - Police  
Created, 08/27/19

*City of South Gate*  
CLASS SPECIFICATIONS AND ATTRIBUTES

**COMPUTER INFORMATION SYSTEMS AIDE (POLICE)**

**DESCRIPTION**

Under direction, performs a variety of routine to difficult tasks related to information and telecommunication systems; maintains and supports desktop hardware and software; performs a wide variety of technical duties involved in installation, repair, and maintenance of personal computers, peripherals, telephones, and equipment. The position's primary responsibilities are the implementation and support of all networked computers (and their peripherals), printers, Help Desk support, and basic system administration for the network.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Technical Services Manager, Sergeant and Lieutenant.

**SUPERVISION EXERCISED**

None

**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.*

Operates a computer system including input, processing, interfacing and throughput to acquire the information necessary for application software.

Monitors hardware and computer room conditions, reporting faults to immediate supervisor.

Gathers information for inventory support; performs diagnostic testing to correct computing issues.

Provides daily technical/help desk support for staff and user community; receives, logs, and tracks calls from users related to problems and questions.

Installs new and/or updates computer workstations, printers and peripherals, and client software; tests desktop computer configurations for incorporation into standards.

Responds to user requests for hardware or software assistance and helps troubleshoot and solve PC problems.

Completes move/add/change (MAC) requests; inventories computer equipment and maintains computerized inventory system; orders and maintains computer supplies.

Reads hardware and software documentation for the purpose of carrying out core assignments and assisting users with identifying or solving problems.

Repairs personal computers, servers, and peripheral equipment; perform software reloads and upgrades for desktop computer systems.

Develops, enhances, and maintains documentation.

Perform related duties as assigned.

**QUALIFICATIONS**

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary. A typical way would be:

**Education and Experience**

Graduation from high school and an AA/AS degree from an accredited college with major course work in information systems, computer science, or a closely related field and one (1) year of progressively responsible and verifiable experience in an information technology environment, including support for personal computers, networking, and server maintenance. Experience with the latest versions of desktop operating systems, office productivity applications, and networking is highly desirable. Certifications: CompTIA A+ certification preferred.

**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. Ability to work weekends, evenings, and holidays as required. Ability to work extended hours, as needed and/or required. Applicants must be able to provide right to work in the United States; background check, fingerprinting, polygraph examination, and medical clearance required.

**Knowledge, Skills and Abilities**

Knowledge of: the principles and operation of data processing equipment; modern office procedures, practices and equipment; the operation of desktop hardware (PC, laptop and tablets) and software (MS operating and applications); principles and operations of management information systems and peripheral equipment (computers, networks, phones, internet, software and hardware applications, cabling printers); familiarity with telephones and VoIP system; computer hardware and software applications use, configuration, installation, and maintenance; basic electronics methods, techniques, parts, tools, and materials used in the maintenance and repair of a wide variety of electronic and communications systems including telephone, voice mail, fax, and related microcomputer systems.

Ability to: Maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; troubleshoot and resolve technical and product problems; escalate and ask for assistance to resolve problems; organize, prioritize, and coordinate workload activities.

Skills: Operating, installing, maintaining, configuring, and troubleshooting a variety of technical computer equipment, and peripherals, including but not limited to desktop computers, audio/visual equipment, telephone equipment and accessories, mobile computing (vehicular) systems and wireless access devices; developing and implementing procedures for effective installation and maintenance of computer equipment and applications; excellent troubleshooting skills to assist in diagnosing network and computer problems, documenting problems, closing Help Desk tickets, and creating desk procedures.

**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 the City's 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 sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, talk or hear; exposure to confining work space and electrical hazards; ability to travel to different sites and locations. The employee is occasionally 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 50 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.

COMPUTER INFO. SYS. AIDE - PD  
Created, 08/27/19



**Salary Pay Table**  
**Pay Plan Category I - South Gate Municipal Employees Association (Civil Service)**  
**Effective 8-27-2019**

	Step A	Step B	Step C	Step D	Step E	
500	TYPYST CLERK	3,210	3,370	3,539	3,716	3,901
500	CITY HALL RECEPTIONIST	3,210	3,370	3,539	3,716	3,901
501	STOCK CLERK	3,296	3,461	3,634	3,815	4,006
502	GRAFFITI REMOVAL WORKER	3,448	3,621	3,802	3,992	4,191
503	CUSTODIAN	3,463	3,636	3,818	4,009	4,209
504	COMMUNITY DEVELOPMENT TECH I	3,530	3,706	3,892	4,086	4,291
505	INTERMEDIATE TYPYST CLERK (PARKS)	3,615	3,796	3,985	4,185	4,394
505	BILLING & SHIPPING CLERK	3,615	3,796	3,985	4,185	4,394
505	OFFICE ASSISTANT-HR	3,615	3,796	3,985	4,185	4,394
505	OFFICE ASSISTANT-POLICE	3,615	3,796	3,985	4,185	4,394
505	OFFICE ASSISTANT-GENERAL	3,615	3,796	3,985	4,185	4,394
506	GROUNDS MAINTENANCE WORKER	3,627	3,809	3,999	4,199	4,409
506	FACILITIES MAINTENANCE TECHNICIAN I	3,627	3,809	3,999	4,199	4,409
506	PARK FACILITIES MAINTENANCE WORKER	3,627	3,809	3,999	4,199	4,409
507	WATER METER READER I	3,746	3,934	4,130	4,337	4,554
508	POLICE RECORDS SPECIALIST	3,754	3,941	4,138	4,345	4,563
509	SENIOR TYPYST CLERK	3,779	3,968	4,166	4,374	4,593
510	BUSINESS LICENSE CLERK	3,817	4,007	4,208	4,418	4,639
510	INTERMEDIATE ACCOUNT CLERK - Acct	3,817	4,007	4,208	4,418	4,639
510	INTERMEDIATE ACCOUNT CLERK - POLICE	3,817	4,007	4,208	4,418	4,639
510	CUSTOMER SERVICE REPRESENTATIVE	3,817	4,007	4,208	4,418	4,639
511	CIVILIAN CUSTODY OFFICER	3,870	4,064	4,267	4,480	4,704
511	COMMUNITY SERVICES OFFICER	3,870	4,064	4,267	4,480	4,704
511	SENIOR CUSTODIAN	3,870	4,064	4,267	4,480	4,704
511	INFORMATION SYSTEMS TECHNICIAN	3,870	4,064	4,267	4,480	4,704
512	AQUATICS COORDINATOR	3,902	4,097	4,302	4,517	4,743
512	RECREATION COORDINATOR	3,902	4,097	4,302	4,517	4,743
513	CRIME PREVENTION SPECIALIST	3,937	4,134	4,341	4,558	4,786
514	WATER METER READER II	3,954	4,152	4,360	4,578	4,806
515	WATER DISTRIBUTION OPERATOR I	3,975	4,174	4,382	4,602	4,832
516	FACILITIES MAINTENANCE TECHNICIAN II	4,000	4,200	4,410	4,630	4,862
516	STREET MAINTENANCE WORKER	4,000	4,200	4,410	4,630	4,862
517	PROPERTY CONTROL CLERK	4,036	4,237	4,449	4,672	4,905
518	COMMUNITY DEVELOPMENT TECH II	4,058	4,261	4,474	4,698	4,933
520	WATER SERVICE REPRESENTATIVE I	4,213	4,424	4,645	4,877	5,121
520	ELECTRICIAN I	4,213	4,424	4,645	4,877	5,121
520	SEWER MAINTENANCE WORKER I	4,213	4,424	4,645	4,877	5,121
521	SECRETARY	4,270	4,484	4,708	4,943	5,190
522	SENIOR GROUNDS MAINTENANCE WORKER	4,277	4,491	4,715	4,951	5,199
522	PARK FACILITIES MAINTENANCE LEAD	4,277	4,491	4,715	4,951	5,199
523	PAYROLL TECHNICIAN	4,280	4,494	4,719	4,955	5,202
524	POLICE DISPATCHER	4,285	4,499	4,724	4,960	5,208
525	WATER PUMP OPERATOR I	4,324	4,540	4,767	5,006	5,256
526	RECORDS COORDINATOR	4,356	4,574	4,803	5,043	5,295
527	INFORMATION SYSTEMS COORDINATOR	4,369	4,587	4,817	5,057	5,310

**Salary Pay Table**  
**Pay Plan Category I - South Gate Municipal Employees Association (Civil Service)**  
**Effective 8-27-2019**

		Step A	Step B	Step C	Step D	Step E
528	PUBLIC SAFETY SUPERVISOR	4,478	4,702	4,938	5,184	5,444
530	CUSTODIAL SUPERVISOR	4,482	4,706	4,941	5,188	5,448
531	POLICE RECRUIT	4,483	4,707	4,943	5,190	5,449
532	WATER DISTRIBUTION OPERATOR II	4,528	4,755	4,992	5,242	5,504
533	EQUIPMENT MECHANIC	4,531	4,758	4,996	5,246	5,508
534	SENIOR SECRETARY	4,575	4,804	5,044	5,296	5,561
535	EQUIPMENT OPERATOR	4,650	4,883	5,127	5,383	5,653
536	SENIOR TRAFFIC & SIGN PAINTER	4,676	4,910	5,155	5,413	5,684
537	COMMUNITY DEVELOPMENT TECH III	4,677	4,910	5,156	5,414	5,684
538	WATER SERVICE REPRESENTATIVE II	4,714	4,950	5,197	5,457	5,730
539	HOUSING SPECIALIST	4,758	4,996	5,245	5,508	5,783
540	ELECTRICIAN II	4,785	5,024	5,275	5,539	5,816
541	CODE ENFORCEMENT OFFICER	4,804	5,044	5,296	5,561	5,839
541	HUMAN RESOURCES TECHNICIAN	4,804	5,044	5,296	5,561	5,839
542	FACILITIES MAINTENANCE SPECIALIST	4,908	5,154	5,412	5,682	5,966
543	WATER DISTRIBUTION OPERATOR III	4,915	5,161	5,419	5,690	5,974
544	SENIOR COMMUNITY DEVELOPMENT TECH	5,007	5,258	5,521	5,797	6,087
545	GRAFFITI LEAD WORKER	5,020	5,271	5,535	5,811	6,102
545	STREET LEAD WORKER	5,020	5,271	5,535	5,811	6,102
546	SENIOR EQUIPMENT MECHANIC	5,084	5,338	5,605	5,886	6,180
546	SENIOR PARK EQUIPMENT MECHANIC	5,084	5,338	5,605	5,886	6,180
547	SEWER MAINTENANCE WORKER II	4,600	4,830	5,071	5,325	5,591
548	WATER PUMP OPERATOR II	5,168	5,427	5,698	5,983	6,282
550	ENGINEERING TECHNICIAN	5,341	5,608	5,888	6,182	6,492
551	BUILDING INSPECTOR	5,388	5,657	5,940	6,237	6,549
552	WATER LEAD WORKER	5,419	5,690	5,974	6,273	6,587
553	JOURNEY ELECTRICIAN	5,685	5,969	6,268	6,581	6,910
554	EQUIPMENT SUPERVISOR	5,812	6,102	6,407	6,728	7,064
554	STREET FOREMAN	5,812	6,102	6,407	6,728	7,064
555	GENERAL MAINTENANCE FOREMAN	5,882	6,176	6,485	6,809	7,149
556	LEAD ELECTRICIAN	6,060	6,363	6,681	7,016	7,366
557	WATER DISTRIBUTION FOREMAN	6,275	6,588	6,918	7,264	7,627
557	WATER OPERATIONS FOREMAN	6,275	6,588	6,918	7,264	7,627
558	WATER QUALITY & SYSTEM LEAD OPERATOR	5,690	5,974	6,273	6,587	6,916
559	GROUNDS MAINTENANCE SUPERVISOR	5,291	5,556	5,834	6,125	6,432
559	PARK FACILITIES MAINTENANCE SUPERVISOR	5,291	5,556	5,834	6,125	6,432
559	SENIOR CODE ENFORCEMENT OFFICER	5,291	5,556	5,834	6,125	6,432
560	SENIOR BUILDING INSPECTOR	5,927	6,223	6,534	6,861	7,204
566	RECREATION SPECIALIST	3,119	3,275	3,439	3,611	3,791

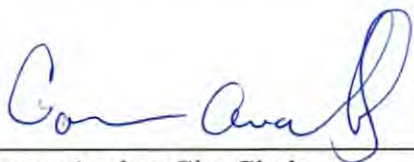
**RESOLUTION CERTIFICATION PAGE**

**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. 7879 was adopted by the City Council at their Regular Meeting held on August 27, 2019, by the following vote:

Ayes:            Council Members:   Morales, Diaz, Bernal, Davila and Rios  
Noes:            Council Members:   None  
Absent:          Council Members:   None  
Abstain:         Council Members:   None

Witness my hand and the seal of said City on August 28, 2019.



\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California