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City of South Gate  
CITY COUNCIL

Item No. 10

CITY OF SOUTH GATE  
OFFICE OF THE CITY MANAGER

AGENDA BILL

9:05 pm

For the Regular Meeting of: February 26, 2019  
Originating Department: Administrative Services

Department Director:

  
Jackie Acosta

City Manager:

  
Michael Flad

**SUBJECT: RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION OF THE RECORDS COORDINATOR POSITION**

**PURPOSE:** To update the job specification of the Records Coordinator position in the City Clerk's Office to bring it up to date.

**RECOMMENDED ACTION:** Adopt Resolution amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) to update the job specification of the Records Coordinator position in the City Clerk's Office.

**FISCAL IMPACT:** There is no fiscal impact associated with updating the job specification of the Records Coordinator position. The Fiscal Year 2018/19 budget included funding for this position.

**ANALYSIS:** None

**BACKGROUND:** There is currently a vacant, funded Records Coordinator position in the City Clerk's Office. The Records Coordinator job specification was last updated in 2001.

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.

In the continued effort to bring job specifications up-to-date, Human Resources staff worked with the City Clerk's staff to update the job specification of the Records Coordinator position. As a result, the job specification is being updated to include relevant duties and experience level requirements and to make it compliant with the Americans with Disabilities Act (ADA) by designating essential functions and including physical standards and work environment requirements.

Staff contacted the Municipal Employees Association (MEA) Board Members to inform them of the proposed changes and they were in agreement.

**ATTACHMENTS:** A) Proposed Resolution (with updated job specification)  
B) Red-lined Records Coordinator job specification

RESOLUTION NO. \_\_\_\_\_

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

**A 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 JOB SPECIFICATION FOR THE  
RECORDS COORDINATOR POSITION**

**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 job specification for the Records Coordinator position in the City Clerk's Office; and

**WHEREAS**, the City, based on evaluation, has determined that changes are necessary to the job specification of the Records Coordinator position, 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 City Clerk's Office, has determined that it is proper to update the job specification of the Records Coordinator position;

[Remainder of page left blank intentionally]

**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 job specification for the Records Coordinator position, attached hereto as Exhibit "A."

**SECTION 2.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

**PASSED, APPROVED and ADOPTED** this 26<sup>th</sup> day February 2019.

**CITY OF SOUTH GATE:**

\_\_\_\_\_  
María Belén Bernal, Mayor

**ATTEST:**

\_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**

**DRAFT**  
\_\_\_\_\_  
Rafael Salinas, City Attorney

*City of South Gate*  
CLASS SPECIFICATIONS AND ATTRIBUTES

**RECORDS COORDINATOR**

**DESCRIPTION**

Under general supervision, performs complex and detailed clerical work in the maintenance and administration of official City documents and records; performs a variety of complex and responsible clerical work in assisting the City Clerk in the conduct of office activities; and related work as required.

**CLASS CHARACTERISTICS**

This classification supports the departmental needs related to the City Clerk's Office.

**SUPERVISION RECEIVED**

Works under the direct supervision of the City Clerk.

**SUPERVISION EXERCISED**

Does not supervise.

**ESSENTIAL FUNCTIONS**

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

Organizes and performs a variety of responsible and complex clerical tasks related to the operation of the department;

Coordinates and assembles Public Records Act (PRA) requests, has vast understanding of the time sensitive nature of the laws surrounding PRA's;

Handles citizen requests; provides information where judgment, knowledge and interpretation of policies, rules and regulations are necessary; refers appropriate matters to other departments or division staff;

Develops, implements and coordinates a records retention and management system, a system for the purging of public documents, and coordinates the FPPC Conflict of Interest annual filing program;

Processes and prepares transmittal letters for contracts, ordinances and resolutions;

Indexes and maintains complex filing systems; cross indexes legislative history; keeps various records and data current; tracks document requests;

May prepare and type agendas, correspondence, reports, memoranda, records, documents and statistical data;

May attend meetings and may act as the recording secretary for the City Council, Public Access Corporation, and other meetings as required by the department head; and may prepare reports as necessary.

Assists the City Clerk in receiving and preparing City Council communications, materials, resolutions, ordinances, contracts and other documents;

May assist in performing the work of other clerical staff in order to maintain a smooth work flow;

Prepares bid invitations and processes contracts; receives applications, prepares permits and collects various fees; prepares forms as requested;

Assists in passport services that include handling inquiries about the process and accepts passport applications in compliance with federal guidelines;

Performs related work as required.

## **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, supplemented by college level courses in business practices, computer science, records management, and office management AND, four (4) years of increasingly responsible office experience, which has included responsibility for records management and performing complex clerical duties. Experience in a City Clerk's office 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.

### **Knowledge, Skills and Abilities**

Knowledge of: modern office practices, procedures and equipment; personal computers; business letter writing and forms; correct spelling and business English; principles and practices of customer service and public contact.

Ability to: learn computerized records storage and retrieval; implement and maintain an effective filing system; follow oral and written directions; deal courteously and tactfully with the public; communicate effectively orally and in writing; work independently in the absence of specific instruction; works under pressure and meet deadlines; compose a variety of correspondence with only general instructions; maintain complex records and prepare reports from such records; operate a variety of office equipment, including computers; working with different software applications, including word processing and spreadsheets; and meeting and dealing with the general public; establish and maintain effective working relationships with others; communicate effectively in English.

Skills: Ability to type thirty (30) words per minute.

### **Special Requirements of Position:**

1. Possess a clear understanding of confidentiality in the maintenance of all official records and correspondence.
3. Computer literacy, including a word processing program, preferably Word.
4. Ability to communicate effectively in Spanish is desired.
5. Highly organized and detailed oriented.

**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 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 noise level in the work environment is usually moderately quiet. Incumbents are not substantially exposed to adverse environmental conditions.

RECORDS COORDINATOR

Created 05/09/95

Updated 2001

Revised 02/26/19

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

**RECORDS COORDINATOR**

**DESCRIPTION**

**DUTIES OF POSITION**

Under general supervision, performs complex and detailed clerical work in the maintenance and administration of official City documents and records; performs a variety of complex and responsible clerical work in assisting the City Clerk in the conduct of office activities; and to do related work as required.

**CLASS CHARACTERISTICS**

This classification supports the departmental needs related to the Office of the City Clerk.

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**SUPERVISION RECEIVED**

Works under the direct supervision of the City Clerk.

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**SUPERVISION EXERCISED**

Does not supervise.

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**ESSENTIAL FUNCTIONS**

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

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**EXAMPLE OF DUTIES**

Organizes and performs a variety of responsible and complex clerical tasks related to the operation of the department;

Coordinates and assembles Public Records Act (PRA) requests, has vast understanding of the time sensitive nature of the laws surrounding PRA's;

Handles citizen requests; provides information where judgment, knowledge and interpretation of policies, rules and regulations are necessary; refers appropriate matters to other departments or division staff;

Develops, implements and coordinates a records retention and management system, a system for the purging of public documents, and coordinates the FPPC Conflict of Interest annual filing program;

Processes and prepares transmittal letters for contracts, ordinances and resolutions;

Indexes and maintains complex filing systems; cross indexes legislative history; keeps various records and data current; tracks document requests;

Handles citizen requests; provides information where judgment, knowledge and interpretation of policies, rules and regulations are necessary; refers appropriate matters to other departments or division staff.

May prepare and type agendas; ~~types~~ correspondence, ~~agendas~~, reports, memoranda, records, documents and statistical data; ~~may prepare data~~;

May attend meetings and may act as the recording secretary for the City Council, Public Access Corporation, and other meetings as required by the department head; and may prepare reports as necessary.

Assists the City Clerk in receiving and preparing City Council communications, materials, resolutions, ordinances, contracts and other documents;

~~M~~ay assist in performing the work of other clerical staff in order to maintain a maintaining smooth work flow ~~and answering questions requiring the interpretation of departmental rules and regulations~~;

Prepares bid invitations and processes contracts; receives applications, prepares permits and collects various fees; prepares forms as requested;

~~Assists in passport services that include handling inquiries about the process and accepts passport applications in compliance with federal guidelines;~~

~~and~~ Performs related work as required.

**QUALIFICATIONS**

~~Formal 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: ~~g~~Any combination equivalent to graduation from high school or equivalent, supplemented by college level courses in business practices, computer science, records management, and office management ~~ANDand~~, four (4) years of increasingly responsible office experience, which has included responsibility for records management and performing complex clerical duties. Experience in a City Clerk's office 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.

~~Experience in a City Clerk's office is preferred.~~

Knowledge, Skills and Abilities:

Knowledge of: modern office practices, procedures and equipment; personal computers; business letter writing and forms; correct spelling and business English; principles and practices of customer service and public contact.

Ability to: learn computerized records storage and retrieval; implement and maintain an effective filing system; follow oral and written directions; deal courteously and tactfully with the public; communicate effectively orally and in writing; work independently in the absence

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of specific instruction; works under pressure and meet deadlines; compose a variety of correspondence with only general instructions; maintain complex records and prepare reports

from such records; operate a variety of office equipment, including computers; working with personal computers and different software applications, including word processing and spreadsheets; and meeting and dealing with the general public; establish and maintain effective working relationships with others; communicate effectively in English.

Skills: Ability to type thirty (30) words per minute.

**Special Requirements of Position:**

1. Possess a clear understanding of confidentiality in the maintenance of all official records and correspondence.
- ~~2. Ability to type forty (40) words per minute.~~
3. Computer literacy, including a word processing program, preferably WordPerfect.
4. Ability to communicate effectively in Spanish is desired.
5. Highly organized and detailed oriented.

**ADDITIONAL INFORMATION:**

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