

Members of the public may address the City Council on any item shown on the agenda or matter of the Council's authority after completion of "Request to Address the Council Form" available in the lobby of the Council Chambers or in the City Clerk's office. This form must be completed 15 minutes prior to the scheduled meeting time. Pursuant to Section 54957.5 of the California Government Code, Any writings (Except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the City Council are available for public inspection in the lobby of the City Council Chambers and in the office of the City Clerk during regular business hours.

**COMPTON CITY COUNCIL
AGENDA
10/22/2019
5:30 PM**

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Salazar v. City of Compton et al, USDC Case No. 2:19-cv-08138-PA-SS

Woods v. City of Compton, LASC Case No. 19STCV34211

Pursuant to California Government Code Section 54956.9(a)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 2 potential cases

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Controller

Pursuant to California Government Code Section 54957.

OPENING

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

INTRODUCTION OF SPECIAL GUESTS

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

CONSENT AGENDA

Consent items are routine and expected to be non-controversial. They will be acted upon by the Council at one time without discussion unless a Council Member requests an item be removed or discussed..

CITY MANAGER/CITY ATTORNEY/CITY CONTROLLER/CITY TREASURER REPORTS

- 2 Gaming Revenue Report - September 2019 (Receive and File)
- 3 Controller's Office Monthly Update Report - July 2019 (Receive and File)

REGULAR AGENDA

CITY MANAGER'S REPORT

- 4 ORAL REPORT - SENATOR STEVEN BRADFORD - YEAR END LEGISLATIVE BRIEFING
- 5 ORAL REPORTS - CENSUS BUREAU
- 6 POWER POINT PRESENTATION - BUDGET AMENDMENT

NEW BUSINESS

- 7 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWELVE (12) MONTH AGREEMENT WITH RESTORATION DIVERSION SERVICES FOR THE LEASE OF CITY-OWNED PROPERTY LOCATED AT 208 NORTH LONG BEACH BOULEVARD
- 8 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWELVE (12) MONTH AGREEMENT WITH THE COMPTON CHAMBER OF COMMERCE FOR THE LEASE OF CITY-OWNED PROPERTY LOCATED AT THE CAREERLINK FACILITY (700 NORTH BULLIS ROAD)
- 9 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 21,759 AND AUTHORIZING THE CITY MANAGER TO RE-ESTABLISH THE CITY'S CORPORATE CREDIT CARD ACCOUNT TO BE UTILIZED SOLELY AND EXCLUSIVELY FOR APPROVED CITY BUSINESS INCLUDING BUT NOT LIMITED TO PAYMENT OF MANDATORY ELECTRONIC COURT FILING FEES

- 10 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF ENVIRONMENTAL SERVICES ADMINISTRATOR AND AUTHORIZING CHANGES TO THE SPECIFICATION OF THE REPROGRAPHIC SERVICES MANAGER POSITION
- 11 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN TO INCLUDE THE CLASSIFICATION SPECIFICATIONS OF DEPUTY DIRECTOR OF HUMAN RESOURCES
- 12 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE POSITION CLASSIFICATION PLAN TO INCLUDE THE CLASSIFICATION SPECIFICATION OF LEGAL INTERN

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: 11/5/2019 5:30:00 PM

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October 15, 2019

TO: THE HONORABLE MAYOR & COUNCIL MEMBERS
 FROM: CITY CONTROLLER
 SUBJECT: **GAMING REVENUE - SEPTEMBER 2019**

The license fee for Celebrity Casino Inc., (dba Crystal Park and Hotel) was agreed to reflect the following calculation of revenues:

<u>Gross Gaming Revenues</u>	<u>Fee</u>
\$ Less than \$300,000.00	5.7% per month
\$300,000.01 to \$400,000.00	6.7% per month
\$400,000.01 to \$1,200,000.00	7.7% per month
\$1,200,000.01 to \$3,000,000.00	10.0% per month
\$3,000,000.01 to \$7,000,000.00	12.0% per month
\$7,000,000.01 and over	14.0% per month

The Celebrity Casino Inc. submitted the Gross Gaming Revenues Report for the month of September 2019, showing gross revenue of \$1,744,400.00 recorded by the Casino in September 2019.

The City received a check for \$174,440.00 based on the Casino's revenue for the month of September 2019. The check for \$174,440.00 was recorded in account number 1001-000-000-3248.

The total revenue received by the City from July 1, 2019 to June 30, 2020 is \$554,936.55.



Rafaela T. King
 City Controller

**City of Compton
Gaming Revenue
Fiscal Year 2019-2020**

Month	Gross Revenue to Casino	Revenue Remitted to City	Projected Monthly Budget	% of Budget
July	\$ 1,784,569.00	\$ 178,456.90	\$ 162,500.00	110%
August	\$ 2,020,396.50	\$ 202,039.65	\$ 162,500.00	124%
September	\$ 1,744,400.00	\$ 174,440.00	\$ 162,500.00	107%
October			\$ 162,500.00	0%
November			\$ 162,500.00	0%
December			\$ 162,500.00	0%
January			\$ 162,500.00	0%
February			\$ 162,500.00	0%
March			\$ 162,500.00	0%
April			\$ 162,500.00	0%
May			\$ 162,500.00	0%
June			\$ 162,500.00	0%
	\$ 5,549,365.50	\$ 554,936.55	\$ 1,950,000.00	28.5%

CITY OF COMPTON MEMORANDUM

Date: September 15, 2019

To: Mayor and City Council

From: Rafaela T. King, City Controller

Subject: **MONTHLY REPORT: JULY 1 – 31, 2019**

CONTROLLER'S OFFICE UPDATES

Below is a brief summary of the Audits for the City of Compton.

Audit Updates

- **Audits Completed During Fiscal Year (FY) 2018-2019**
 - Single Audit Fiscal Year 2013-2014
 - Single Audit Fiscal Year 2014-2015
 - Single Audit Fiscal Year 2015-2016
 - Single Audit Fiscal Year 2016-2017
 - MTA Audit Fiscal Year 2017-2018
 - Annual Street Audit Fiscal Year 2017-2018
 - HUD
 - PERS 2016 Audit
- **Audits In-Progress**
 - Financial Audit Fiscal Year 2017-2018
 - Single Audit Fiscal Year 2017-2018
 - Financial Audit Fiscal Year 2018-2019
 - Single Audit Fiscal Year 2018-2019
- **Upcoming Audits**
 - HUD (NSP) Audit – Grants Division (August 2019)
 - HUD Housing Audit – Housing Division (August 2019)
 - MTA Audit (August 2019)
 - AB2611 (AQMD) Audit (September 2019)
 - PERS Audit (September 2019)
 - Annual Street Audit (October 2019)

Business License Division

Below is a summary of the Business License Activity for the current month. Please note that during the month of July, the Business License Division along with the Code Enforcement Division are in the process of changing our citation processing company. Once the process has been completed, the number of citations issued will increase to at least normal numbers.

MONTHLY REPORT: JULY 1 – 31, 2019

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Business License Activity

• Counter Customers	468
• Inspections Conducted	47
• Notice of Violations Issued	10
• Cease & Desist Notices Issued	0
• Administrative Citations Issued	0
• Total Administrative Citation Fines	\$0
• Film Permits Issued	3
• Licenses Within City	12,117
• Licenses Outside City	13,054
• Closed Businesses	4
• Renewals Mailed	423
• Renewals Processed	239
• New Applications Processed	163
• Online Applications	81
• Waived Fees	\$0

Summary of Fees Collected

July 2019 - June 2020

Account Type	July '19	Aug '19	Sept '19	Totals
Business License	\$293,543.15			\$293,543.15
Property Rental	\$12,006.00			\$12,006.00
Tobacco Permits	\$6,000.00			\$6,000.00
Total BL Revenue	\$311,549.15	\$0.00	\$0.00	\$311,549.15
Fire Permit Fee	\$40,416.00			\$40,416.00
SB1186 State Fee	\$2,294.68			\$2,294.68
Totals	\$354,259.83	\$0.00	\$0.00	\$354,259.83

Corrective Action Plan Updates

During the process of the audits, the external auditors identified 263 audit findings combined from their audit work as well previous audits where left unaddressed. These included financial statement findings and single audit findings related to compliance and internal control over compliance. For the 2017 fiscal year, the corrective action plan was created and included a plan to address and

resolve those findings. The plan included resolving 57 by June 30, 2019, another 81 by June 30, 2020 and the remaining 90 by June 30, 2021.

In order to resolve the findings, there are at least three different stages that need to be addressed in order to call them completed and remove them from the list. In some cases, the finding is very specific and needs to have a single issue corrected. In other cases, the internal controls need to be evaluated and updated for best practices, the city staff needs to be trained on the policy and the policy is then implemented. Once the findings have been addressed in this manner, during the next audit, the external auditors will test that the new policies have indeed been implemented and followed.

The findings have been categorized into three sections as follows:

Material weaknesses	129
Significant deficiencies	67
Non-compliance	52
Best practices	15

The City's internal auditor has been tasked to concentrate exclusively on resolving the findings issues. Between the Controller's Office and other offices working on the corrections as it relates to their specific areas, as of the end of June 2019, 54 audit findings had been addressed. Individual corrections were made, policies were written or updated. The updated policies are in the review and implementation stage. We expect those procedures already put into practice will be tested during the audits for the 2017-18 and 2018-19 fiscal years for clearance.

GENERAL LEDGER ACCOUNTING DIVISION

Ongoing

The Controller's Office General Ledger staff continues to maintain the daily operations of the Department including accounts payable, revenues, internal controls, reporting and budget monitoring and modifications.

Bank Reconciliations

Please note the following list of City Bank Accounts and Bond Accounts and the last completion date of each bank reconciliation.

Balance Sheet Audit – Fiscal Year 2017-2018

The Controller's Office staff is in the process of finalizing the close of the books for the 2018 Fiscal Year. Staff has received the Prepared by Client (PBC) list from our external auditors and is working on compiling all audit schedules and other requested information.

Budget Modifications and Transfers Processed

During the month of July 2019, there were two budget modifications. The two transactions totaled to \$139,242.00 and transferred funds from one department and account number to a different department and account number.

Comprehensive Annual Financial Report (CAFR) – Fiscal Year 2018-2019

The Controller's Office staff is in the process of closing the books for the 2019 Fiscal Year. Staff has received the Prepared by Client (PBC) list from our external auditors and is working on compiling all audit schedules and other requested information.

Contracts Under \$25,000

During the month of July 2019, the following contracts were entered into utilizing the City Manager's \$25,000 spending authority by Resolution number 25,001:

City of Compton Contracts Under 25K For FY 2019-2020 Under City Manager Authority per Resolution No. 25,001				
Date	Purchase Order Number	Requesting Department	Vendor	Encumbrance
5/29/2019	19FY1346	Human Resources	Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	\$ 2,600
6/27/2019	19FY1537	Human Resources	Liebert Cassidy Whitmore	\$ 3,855
7/30/2019	56R01634	Human Resources	Liebert Cassidy Whitmore	pending
9/3/2019	20FY0226	City Attorney	Liebert Cassidy Whitmore	\$ 2,478
9/17/2019	20FY0347	Human Resources	Liebert Cassidy Whitmore	\$ 13,000
			Sub-Total	\$ 19,333
9/19/2019	19FY1425	City Manager	Ecamssecure	\$ 7,313
9/24/2019	20FY0358	City Manager	Screamin Eagle Services Inc.	\$ 25,000
9/24/2019	20FY0345	City Manager	DCA Civil Engineering Group Inc	\$ 11,900
9/24/2019	20FY0341	Public Works	Elliott Auto Supply Co Inc dba Factory Motor Parts	\$ 25,000
9/26/2019	20FY0377	City Manager	Duncan Hauling	\$ 25,000

Single Audit for FY 2017-2018

The Single Audit which specifically reports on Federally funded grants is in progress. The expected completion date is December 2019.

Single Audit for FY 2018-2019

The Single Audit which specifically reports on Federally funded grants is in progress. The expected completion date is March 31, 2020.

Monthly Report FY 2018-2019 Budget vs. Actual

Finance is now preparing for the mid-year budget review.

Miscellaneous

Finance has submitted the City and Public Financing Authority's fiscal information to State Controller's Office.

PAYROLL DIVISION

During the month of July 2019, the Payroll division processed 752 regular payroll checks. There were thirty-one (31) Retroactive checks processed totaling to \$48,099.69. Paid Administrative Leave checks amounted to \$11,338.16. There were four settlement checks processed amounting to \$120,086.20. There were four severance checks processed amounting to \$83,278.20. There were seven vacation buy-out checks processed amounting to \$32,560.18.

Total payroll for the month of July was \$2,480,798.25.

UNFUNDED LIABILITY

The annual Unfunded Accrued Liability is calculated by CalPERS each year for the preceding years. The amount of monthly payments due based on the balance as of June 30, 2017 is payable during the 2019-2020 fiscal year. The total amount due during this fiscal year is \$9,948,516.00

The amount paid to California Public Employees' Retirement System (CalPERS) for the Unfunded Accrued Liability the month of July was \$830,814.88

- Miscellaneous Plan \$461,082.00
- Safety Fire \$182,888.81
- PEPRA Safety Fire \$1,932.96
- Safety Police Plan \$184,911.11

MONTHLY REPORT: JULY 1 – 31, 2019

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The City Funded payment has averaged between 65% and 70% paid. As of June 30, 2017, the Unfunded Liability combined balance was One Hundred Thirty-One Million, Six Hundred Eighty-Five Thousand, Two Hundred Thirty-Nine Dollars (\$131,685,239). The 2018 updated report should be received from CalPERS by late September.

Plan	June 30, 2015	Funded Ratio	June 30, 2016	Funded Ratio	June 30, 2017	Funded Ratio
Miscellaneous Plan	62,124,900	67.4%	74,879,923	62.4%	71,976,767	65.0%
Safety Fire Plan	28,234,248	73.2%	33,636,940	69.5%	32,309,185	71.5%
PEPRA Safety Fire Plan	3,236	94.8%	25,205	91.6%	27,064	95.2%
Safety Police Plan	21,656,139	74.5%	26,917,485	68.0%	27,372,223	67.0%
Total City-Wide Unfunded Accrued Liability	\$ 112,018,523	70.6%	\$ 135,459,553	65.6%	\$ 131,685,239	67.3%

PURCHASING DIVISION

Contracts

The department is in the process of securing a copy of all contracts executed in the City. This will include copies of all bids.

Purchasing Manager

Interviews for the Purchasing Manager position are scheduled for September 4, 2019.

Staffing Updates

- Senior Administrative Analyst position filled in Business License - Promotion
- Vacated Code Enforcement officer position filled in Business License
- Vacated Accounting Specialist position filled
- Accountant position vacated
- Financial Analyst position vacated

October 22, 2019

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: VAN WILSON, DIRECTOR
GENERAL SERVICES DEPARTMENT

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWELVE (12) MONTH AGREEMENT WITH RESTORATION DIVERSION SERVICES FOR THE LEASE OF CITY-OWNED PROPERTY LOCATED AT 208 NORTH LONG BEACH BOULEVARD.

SUMMARY

The City Council will consider a request by the Restoration Diversion Services organization to authorize the City Manager to enter into a twelve (12) month (i.e. October 1, 2019 through September 30, 2020), agreement for the lease of approximately 684 square feet of indoor space at City-owned property, located at 208 North Long Beach Boulevard, at a lease rental rate that is less than the recommended amount contained within the City's Leasing Policy.

BACKGROUND

The City of Compton owns certain real property located at 208 North Long Beach Boulevard, Compton. Pursuant to guidance of the City Council, in November 2012, the City Manager implemented a City-wide leasing policy which mandates that City-owned facilities and/or property *shall not* be leased without first obtaining proper authorization from the City Council (i.e. an adopted resolution) and execution of a written lease agreement [City of Compton Standard Operating Manual, Policy 4.17(A)]. In addition to other matters, the Policy specifies that lease rates shall be based on the square footage of the area(s) subject to the exclusive use/occupation of the Lessee and that the standard leasing rate for indoor floor space in a City-owned facility shall be **at least One Dollar (\$1.00) per square foot.**

In addition to this required minimum base rental rate, the leasing policy addresses recovery of the costs incurred by the City for the provision of the following services: utilities (e.g. gas, electricity, water, trash, etc.), maintenance and repairs, custodial services and City security. However, the leasing policy does provide that a Tenant that will have exclusive use/occupation of the entire City facility and/or property *shall be solely responsible for all utilities, janitorial, security, and minor and customary interior and exterior maintenance of the facility or property*, with the City responsible for structural and major repairs and maintenance.

On October 3, 2017, the City Council adopted Resolution No. 24,658, which authorized a one (1) year lease agreement with Restoration Diversion Services (“Restoration”) to provide sole occupation of the City-owned building at 208 North Long Beach Boulevard. Pursuant to Council discretion and authority, the rental amount for the lease term was reduced to One Dollar (\$1.00) per year.

STATEMENT OF ISSUE

Historical Background of Organization

According to the prospective Tenant, Restoration Diversion Services, founded in 2009, is a non-profit human services organization committed to serving the community in need by offering services and programs to sex victims ranging from providing snacks, toiletries, condoms, STI's educational resources, GED preparation, a place to shower, and additional resources based on the participants needs. Restoration Diversion Services mission is to provide a drop-in center that offers temporary shelter, long-term housing and other support mechanisms. Restoration Diversion Services collaborates with the Mary Magdalene Project, which is a court-ordered diversion program. The Mary Magdalene Project prostitution program is an 18-session program addressing issues women encounter when departing the prostitution and sex trafficking industries.

Restoration Diversion Services seeks City Council approval to continue leasing the building and enter into a twelve (12) month lease agreement with the City, beginning October 1, 2019 through September 30, 2020, for exclusive occupation of the entire property – 684 square feet of indoor space – located at 208 North Long Beach Boulevard. Restoration Diversion Services is interested in leasing the subject property for the purpose of administrative offices and support services for their organization.

Restoration requests that the Council authorize leasing rental rate provisions different than required by the City’s Leasing Policy; more specifically, a lesser rental amount of One Dollar (\$1.00) per year for the term of the lease agreement. Restoration will be responsible for utilities, routine maintenance, custodial, and security. SOM Policy 4.17(A)(1) provides that “...*only the City Council shall have the authority to reduce or waive the standard leasing rates and/or other costs required by the policy and the proposed lease agreement.*” Thus, City Council approval is required for the reduction in and/or waiver of the standard leasing rate.

In anticipation of a renewal of the Lease for these premises for the term of twelve (12) months, the City requested the following information from the prospective Tenant:

1. List of 501(c)(3) letter from the IRS documenting the organization's tax-exempt status.
2. Bylaws.
3. Articles of Incorporation.
4. Proof of General Liability Insurance naming the City as an additional insured.
5. City of Compton Certification of Occupancy and Business License or Consultant License.
6. Number of Compton residents served by the organization.

Restoration Diversion Services has satisfactorily addressed our request.

FINANCIAL IMPACT

Unless the Council decides to waive the minimum lease rate provisions of Policy 4.17(A)(1) of the City Leasing Policy, the estimated fiscal impact of this proposed action will be a net gain to the General Fund of a monthly lease rental rate of **Six Hundred Eighty Four Dollars (\$684.00) per month** for the term of the lease equating to an annual amount of \$8,208.00.

ALTERNATIVE

The Council has discretion to choose among a number of options:

1. Authorize the City Manager to enter into a lease agreement with Restoration Diversion Services for the 12-month term requested (or offer a lesser term) as follows:
 - a. For the minimally recommended City policy rates (i.e. \$1.00 per square foot per month = \$684.00 per month) or for some other monthly rental rate.
 - b. For the requested reduced rental rate of \$1.00 total per year for the 12-month term.
2. Reject the request to enter into a lease agreement for this location by Restoration Diversion Services.

RECOMMENDATION

Staff is not authorized to offer to lease City-owned property wherein the terms sought by the prospective Lessee may vary from the requirements of the City's Leasing Policy; however, due to the City's financial position, coupled with the mandated Corrective Action Plan in response to the State Controller's Audit, staff recommends adherence to Standard Operating Manual, Policy 4.17(A). However, if the Council finds that the public benefit received by the City and its residents is of far more value than the true cost; as reflected within the City's Leasing Policy; of providing use of City-owned property, the decision to revise, reduce or waive certain provisions of the City's Leasing Policy rests in the discretion of the City Council.

**VAN WILSON, DIRECTOR
GENERAL SERVICES DEPARTMENT**

APPROVED FOR FORWARDING:

**CRAIG J. CORNWELL
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWELVE (12)
MONTH AGREEMENT WITH RESTORATION DIVERSION SERVICES FOR
THE LEASE OF CITY-OWNED PROPERTY LOCATED AT 208 NORTH LONG
BEACH BOULEVARD.**

WHEREAS, the City of Compton owns certain real property located at 208 North Long Beach Boulevard; and

WHEREAS, pursuant to guidance of the City Council, in November 2012, the City Manager implemented a City-wide leasing policy [Standard Operating Manual, Policy 4.17(A)], which mandates that City-owned facilities and/or property shall not be leased without first obtaining proper authorization from the City Council (i.e. an adopted resolution) and execution of a written lease agreement; and

WHEREAS, the Policy specifies that lease rates shall be based on the square footage of the area(s) subject to the exclusive use/occupation of the Lessee and that the standard leasing rate for indoor floor space in a City-owned facility shall be *at least* One Dollar (\$1.00) *per square foot*; and

WHEREAS, in addition to this required minimum base rental rate, the leasing policy addresses recovery of the costs incurred by the City for the provision of the following services: utilities (e.g. gas, electricity, water, trash, etc.), maintenance and repairs, custodial services and City security. However, the leasing policy does provide that a Tenant that will have exclusive use/occupation of the entire City facility and/or property *shall be solely responsible for all utilities, janitorial, security, and minor and customary interior and exterior maintenance of the facility or property*; and

WHEREAS, on October 3, 2017, the City Council adopted Resolution No. 24,658, which authorized a 1-year lease agreement with Restoration Diversion Services ("Restoration") to provide sole occupation of the City-owned building at 208 North Long Beach Boulevard and pursuant to Council discretion and authority, the rental amount for the lease term was reduced to One Dollar (\$1.00) per year; and

WHEREAS, the current lease agreement with Restoration has expired and they seek City Council approval to enter into a Twelve (12) month lease agreement (i.e. October 1, 2019 through September 30, 2020), for exclusive occupation of the City-owned building located at 208 North Long Beach Boulevard; and

WHEREAS, Restoration has requested that the Council authorize a leasing rate different than required by the City's Leasing Policy; more specifically, a lesser rental amount of \$1.00 per year; and

WHEREAS, if the Council finds that the public benefit received by the City and its residents is of far more value than the true cost; as reflected within the City's Leasing Policy; of providing use of City-owned property, the decision to revise, reduce or waive certain provisions of the City's Leasing Policy rests in the discretion of the City Council.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. That the City Manager, upon the approval of the City Attorney, is authorized to enter into a twelve (12) month lease agreement, effective retroactively from October 1, 2019 through September 30, 2020, with Restoration Diversion Services for the exclusive use of approximately 684 square feet of space within the City-owned building located at 208 North Long Beach Boulevard, Compton for purposes of administrative offices and support services.

Section 2. That the rental rate for the twelve (12) month term of the lease agreement shall be _____ Dollars (\$) per _____, and Lessee/Tenant shall be responsible for all utilities, janitorial, security, and minor and routine interior and exterior maintenance of the facility or property.

Section 3. That Account No. 1001-000-000-3420 has been established to receive all facility lease payments.

Section 4. That a certified copy of this Resolution shall be filed in the offices of the City Manager (City Security), City Clerk, City Controller, General Services, and the City Attorney.

Section 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2019.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

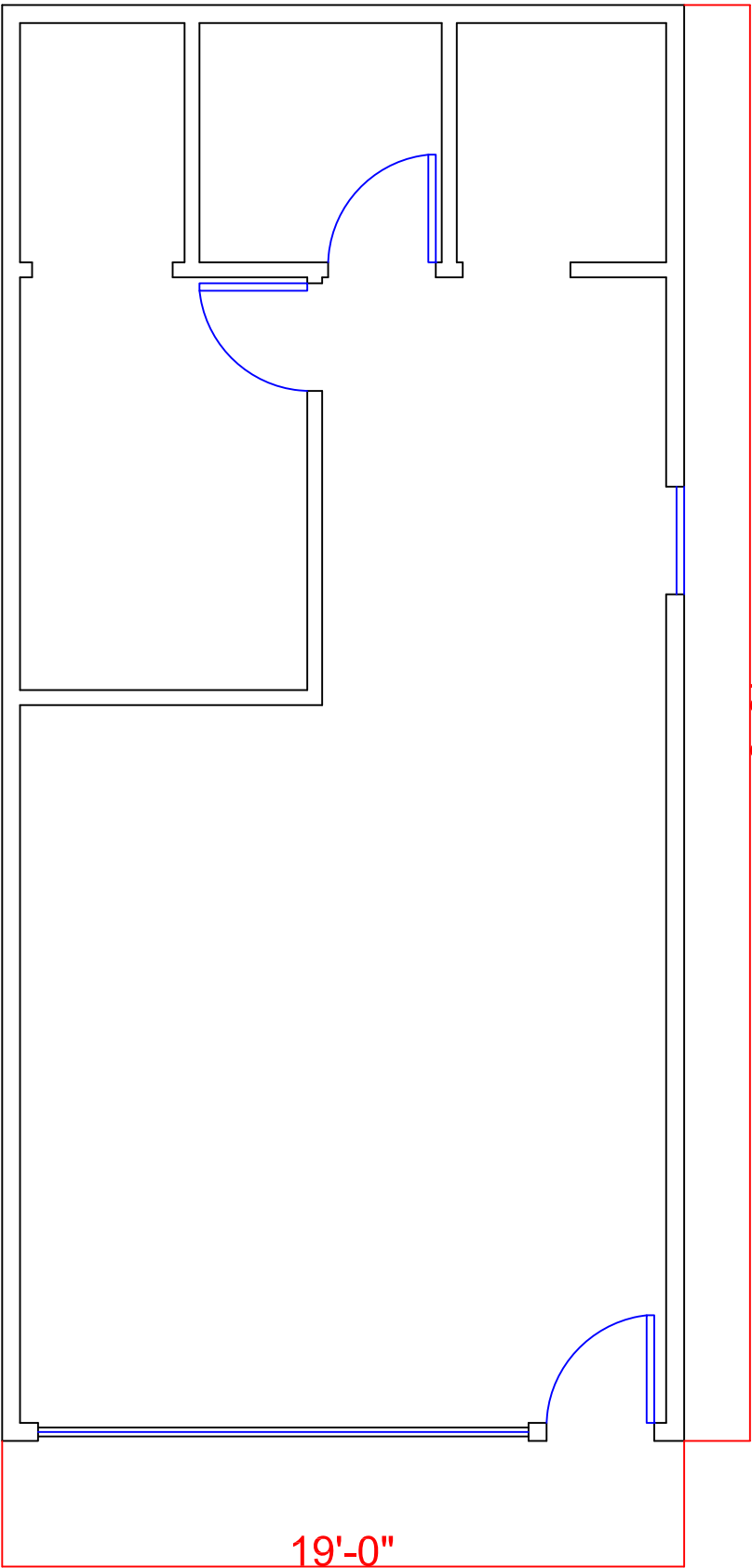
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2019.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON



40'-0"

19'-0"

General Notes

No. Revision/Issue Date

Rev. Name and Address

Restoration Division Services
208 North Long Beach Blvd.
City of Compton, CA 90220

Project Name and Address

Project ELOOR PLAN

Date 3-24-2016

Scale

A1

October 22, 2019

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: VAN WILSON, DIRECTOR
GENERAL SERVICES DEPARTMENT

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWELVE (12) MONTH AGREEMENT WITH THE COMPTON CHAMBER OF COMMERCE FOR THE LEASE OF CITY-OWNED PROPERTY LOCATED AT THE CAREERLINK FACILITY (700 NORTH BULLIS ROAD).

SUMMARY

The City Council will consider a request by the Compton Chamber of Commerce organization to authorize the City Manager to enter into a twelve (12) month (i.e. October 1, 2019 through September 30, 2020), agreement for the lease of approximately 710 square feet of indoor office space within City-owned property, located at 700 North Bullis Road, at a lease rental rate that is less than the recommended amount contained within the City's Leasing Policy.

BACKGROUND

The City of Compton owns certain real property located at 700 North Bullis Road, Compton, commonly known as the "CareerLink" facility. This property is used as a "shared occupancy" facility, generally offering indoor space for leasing to outside agencies, organizations, and individuals.

Pursuant to guidance of the City Council, in November 2012, the City Manager implemented a City-wide leasing policy which mandates that City-owned facilities and/or property *shall not* be leased without first obtaining proper authorization from the City Council (i.e. an adopted resolution) and execution of a written lease agreement [City of Compton Standard Operating Manual, Policy 4.17(A)]. In addition to other matters, the Policy specifies that lease rates shall be based on the square footage of the area(s) subject to the exclusive use/occupation of the Lessee and that the standard leasing rate for indoor floor space in a City-owned facility shall be **at least One Dollar (\$1.00) per square foot.**

In addition to the base rental rate, proposed lease agreements are to address the costs incurred by the City for utilities, maintenance and repairs, custodial and general security. At the CareerLink facility, staff has identified that cost to be at least ninety-seven cents (\$0.97) per square foot. Thus, the cost to the City will be recovered in a recommended minimal monthly rental rate based on a square footage charge of \$1.97 (i.e. \$1.00 per

square foot base rental rate plus \$0.97 per square foot for utilities, maintenance, custodial, security, etc.).

STATEMENT OF ISSUE

On March 15, 2016, the City Council adopted Resolution No. 24,307, which authorized a 2-year lease agreement with the Compton Chamber of Commerce to provide dedicated indoor space within the CareerLink facility (Room 10A), for use as a general office. Pursuant to Council discretion and authority, the rental amount for the lease term was reduced to One Dollar (\$1.00) per year.

The Compton Chamber of Commerce (the “Chamber”) requests to continue using the indoor space in Room 10A at the CareerLink facility for twelve (12) months (i.e. October 1, 2019 through September 30, 2020). The Chamber believes that having an office at CareerLink allows Compton businesses to have better access to the Chamber and, potentially, to become more aware of the services provided by the Chamber and the CareerLink facility.

The Chamber requests that the City Council waive the minimum base rent requirement of \$1.97 per square foot and authorize a rental rate of One Dollar (\$1.00) per year. SOM Policy 4.17(A)(1) provides that “...*only the City Council shall have the authority to reduce or waive the standard leasing rates and/or other costs required by the policy and the proposed lease agreement.*” Thus, City Council approval is required for the reduction in and/or waiver of the standard leasing rates or other facility charges.

In anticipation of a renewal of the Lease for these premises for the term of twelve (12) months, the City requested the following information from the organization:

1. Type of Services.
2. List of 501(c)(6) letter from the IRS documenting the organization’s tax-exempt status.
3. Bylaws.
4. Articles of Incorporation.
5. Proof of General Liability Insurance naming the City as an additional insured.
6. City of Compton Certification of Occupancy and Business License or Consultant License.
7. Number of Compton-based businesses registered by the organization

The Compton Chamber of Commerce satisfactorily addressed our request.

FINANCIAL IMPACT

Unless the Council decides to waive the minimum lease rate requirement of Policy 4.17(A)(1) of the City Leasing Policy, the estimated fiscal impact of this proposed action will be a net gain to the General Fund of a monthly lease rate of **One Thousand Three**

Hundred Ninety Eight Dollars and Seventy Cents (\$1,398.70) per month for the term of the lease equating to an annual amount of \$16,780.40.

ALTERNATIVE

The Council has discretion to choose among a number of options:

1. Authorize the City Manager to enter into a lease agreement with Compton Chamber of Commerce for the 12-month term requested (or offer a lesser term) as follows:
 - a. For the minimally recommended City policy rates \$1.97 per square foot per month (i.e. \$1.00 per square foot base rental rate plus \$0.97 per square foot for other facility charges) for a total of \$1,398.70 per month.
 - b. For the requested reduced rental rate of \$1.00 total per year for the 12-month term, or for some other monthly rental rate.
2. Reject the request to enter into a lease agreement for this location by the Compton Chamber of Commerce.

RECOMMENDATION

Staff is not authorized to offer to lease City-owned property wherein the terms sought by the prospective Lessee may vary from the requirements of the City's Leasing Policy; however, due to the City's financial position, coupled with the mandated Corrective Action Plan in response to the State Controller's Audit, staff recommends adherence to Standard Operating Manual, Policy 4.17(A). However, if the Council finds that the public benefit received by the City and its residents is of far more value than the true cost; as reflected within the City's Leasing Policy; of providing use of City-owned property, the decision to revise, reduce or waive certain provisions of the City's Leasing Policy rests in the discretion of the City Council.

**VAN WILSON, DIRECTOR
GENERAL SERVICES DEPARTMENT**

APPROVED FOR FORWARDING:

**CRAIG J. CORNWELL
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWELVE (12)
MONTH AGREEMENT WITH THE COMPTON CHAMBER OF COMMERCE
FOR THE LEASE OF CITY-OWNED PROPERTY LOCATED AT THE
CAREERLINK FACILITY (700 NORTH BULLIS ROAD).**

WHEREAS, the City of Compton owns certain real property located at 700 North Bullis Road, also known as the “CareerLink” facility, which is used as a “shared occupancy” facility in that it houses certain City administered services in addition to offering indoor spaces for leasing to outside agencies, organizations and individuals; and

WHEREAS, pursuant to guidance of the City Council, in November 2012, the City Manager implemented a City-wide leasing policy [Standard Operating Manual, Policy 4.17(A)], which mandates that City-owned facilities and/or property shall not be leased without first obtaining proper authorization from the City Council (i.e. an adopted resolution) and execution of a written lease agreement; and

WHEREAS, the Policy specifies that lease rates shall be based on the square footage of the area(s) subject to the exclusive use/occupation of the Lessee and that the standard leasing rate for indoor floor space in a City-owned facility shall be *at least* One Dollar (\$1.00) *per square foot*; and

WHEREAS, in addition to the base minimum rental rate of \$1.00 per square foot for indoor space, proposed lease agreements are to address the costs incurred by the City for utilities, maintenance and repairs, etc. and at the CareerLink facility, staff has identified that cost to be at least ninety-seven cents (\$0.97) per square foot, thus the cost to the City will be recovered in a recommended minimal monthly rental rate based on a square footage charge of \$1.97 for exclusive use of indoor spaces; and

WHEREAS, on March 15, 2016, the City Council adopted Resolution No. 24,307, which authorized a 2-year lease agreement with the Compton Chamber of Commerce to provide dedicated indoor space within the CareerLink facility (Room 10A), for use as a general office and pursuant to Council discretion and authority, the rental amount for the lease term was reduced to One Dollar (\$1.00) per year; and

WHEREAS, the current lease agreement with the Compton Chamber of Commerce has expired and the Compton Chamber of Commerce seeks City Council approval to enter into a Twelve (12) month lease agreement (i.e. October 1, 2019 through September 30, 2020), for exclusive occupation of office space for its organization; and

WHEREAS, the Compton Chamber of Commerce has requested that the Council authorize a leasing rate different than required by the City’s Leasing Policy; more specifically, a lesser rental amount of \$1.00 per year; and

WHEREAS, if the City Council finds that the public benefit received by the City and its residents is of far more value than the true cost; as reflected within the City’s Leasing Policy; of providing use of City-owned property, the decision to revise, reduce or waive certain provisions of the City’s Leasing Policy rests in the discretion of the City Council.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. That the City Manager, upon the approval of the City Attorney, is authorized to enter into a 12-month lease agreement, from October 1, 2019 through September 30, 2020, with the Compton Chamber of Commerce for the use of approximately 710 square feet (specifically, Room 10A) of indoor space at 700 North Bullis Road, Compton (CareerLink facility), for general office use.

Section 2. That the rental rate for the twelve (12) month term of the lease agreement shall be _____ (\$) per _____.

Section 3. That Account No. 1001-000-000-3420 has been established to receive all facility lease payments.

Section 4. That a certified copy of this Resolution shall be filed in the offices of the City Manager (City Security), City Clerk, City Controller, General Services, CareerLink, and the City Attorney.

Section 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2019.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the ____ day of _____, 2019.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON

[illegible][illegible]

October 22, 2019

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
RESCINDING RESOLUTION NO. 21,759 AND AUTHORIZING THE CITY
MANAGER TO RE-ESTABLISH THE CITY'S CORPORATE CREDIT
CARD ACCOUNT TO BE UTILIZED SOLELY AND EXCLUSIVELY FOR
APPROVED CITY BUSINESS INCLUDING BUT NOT LIMITED TO
PAYMENT OF MANDATORY ELECTRONIC COURT FILING FEES**

SUMMARY

This resolution rescinds Resolution No. 21,759 which established a City of Compton corporate credit card account and authorizes the City Manager to re-establish the City's corporate credit card account to be utilized solely and exclusively for approved City business including, but not limited to, the payment of mandatory electronic court filing fees.

BACKGROUND

On October 11, 2005, the City Council adopted Resolution No. 21,759 authorizing the City Manager to establish a corporate credit card account to conduct City business.

The City has a corporate credit card account with American Express. Currently, the City Manager is authorized to use the City's corporate credit card account, with a maximum credit limit of \$50,000, to conduct City business that includes authorized travel expenses and emergency situations where the timely provision of equipment or supplies may be critical.

STATEMENT OF THE ISSUE

The conduct of City business relative to use of the City's corporate credit card is not limited to travel and emergency situations, but includes all aspects of City business activity wherein the use of a credit card is necessary to conduct transactions related to City operations on an as required and/or necessary basis.

On December 3, 2018, the Los Angeles County Superior Court implemented a mandatory Electronic Filing System for all court documents which requires the use of a credit card for payment of court filing fees. Moreover, other state and federal courts currently utilize,

**Staff Report – Rescinding Resolution No. 21,759 and Authorizing
City Manager To Re-Establish Corporate Credit Card to Include
Electronic Court Filing Fees
October 22, 2019, Page 2**

or may utilize in the future, electronic filing systems where use of a credit card to pay filing fees is required. The City Manager desires to include, as an additional authorized use of the City's corporate credit card account, the electronic filing fees required to file documents with any state or federal court.

FISCAL IMPACT

The fiscal impact resulting from the adoption of this resolution is limited to the \$50,000 dollar spending limit as well as current budget allocations.

RECOMMENDATION

The City Manager's Office recommends that City Council adopt this resolution.

**CRAIG J. CORNWELL
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
RESCINDING RESOLUTION NO. 21,759 AND AUTHORIZING THE CITY
MANAGER TO RE-ESTABLISH THE CITY'S CORPORATE CREDIT
CARD ACCOUNT TO BE UTILIZED SOLELY AND EXCLUSIVELY FOR
APPROVED CITY BUSINESS INCLUDING BUT NOT LIMITED TO
PAYMENT OF MANDATORY ELECTRONIC COURT FILING FEES**

WHEREAS, on October 11, 2005, the City Council adopted Resolution No. 21,759 authorizing the City Manager to establish a corporate credit card account to conduct City business; and

WHEREAS, the City has a corporate credit card account with American Express. Currently, the City Manager is authorized to use the City's corporate credit card account, with a maximum credit limit of \$50,000, to conduct City business that includes authorized travel expenses and emergency situations where the timely provision of equipment or supplies may be critical; and

WHEREAS, the conduct of City business relative to use of the City's corporate credit card is not limited to travel and emergency situations, but includes all aspects of City business activity wherein it is necessary for the use of a credit card to conduct transactions related to City operations on an as required and/or necessary basis; and

WHEREAS, on December 3, 2018, the Los Angeles County Superior Court implemented a mandatory Electronic Filing System for all court documents which requires the use of a credit card for payment of court filing fees; and

WHEREAS, the City Manager desires to include, as an additional authorized use of the City's corporate credit card account, the electronic filing fees that are now required when the City is required to file documents with any state or federal court; and

WHEREAS, the City Manager requires City Council authorization to re-establish the City's corporate credit card account to be utilized solely and exclusively for approved City business including, but not limited to, the payment of mandatory electronic court filing fees.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON
RESOLVES AS FOLLOWS:**

SECTION 1. That resolution No. 21,759 is hereby rescinded.

SECTION 2. That the City Manager is hereby authorized to re-establish the City of Compton's current corporate credit card account, with a maximum credit limit of \$50,000.00, to be utilized solely and exclusively for approved City business including, but not limited to, payment of mandatory electronic court filing fees.

SECTION 3. That funds for these expenditures are available in the City Attorney Office Department's 2019-2020 Fiscal Year Budget in Account Nos. 1001-420-000-4249 and 1001-420-000-4261 in the amounts of \$800.00 and \$3,000, respectively.

SECTION 4. That funds for payments in future fiscal years will be budgeted as needed.

SECTION 5. The City Manager, or in the City Manager's absence, the Assistant City Manager, shall be recognized as the authorized Account Manager on the City's Corporate Credit Card account and responsible for ensuring payments are made in accordance with the credit agreement.

SECTION 6. That the City Manager shall submit credit card reports for receive and file consideration by City Council monthly.

SECTION 7. That a certified copy of this resolution shall be filed in the offices of the City Manager, City Attorney, City Controller, and the City Clerk.

ADOPTED this ____ day of _____, 2019.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the ____ day of _____, 2019.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAINS: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON

October 22, 2019

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY AUTHORIZING THE ESTABLISHMENT OF THE POSITION OF ENVIRONMENTAL SERVICES ADMINISTRATOR AND AUTHORIZING CHANGES TO THE SPECIFICATIONS OF THE POSITION OF REPROGRAPHIC SERVICES MANAGER.

SUMMARY

The City Council will consider a resolution amending the Position Classification Plan to authorize the establishment of the position of Environmental Services Administrator and amending the Position Classification Plan to include changes to the specifications for Reprographic Services Manager.

BACKGROUND

In 2016, the City Manager authorized a review of the City's Position Classification Plan. Consequently, the Personnel Board of the City of Compton, pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter, approved the proposed Class Specifications and recommended approval and adoption for the position of Environmental Services Administrator to the City Council at its June 2, 2016 meeting. Further, the Personnel Board of the City of Compton approved the proposed Class Specifications and recommended changes to the position of Reprographic Services Manager thereof to the City Council at its September 15, 2016 meeting.

STATEMENT OF THE ISSUE

As regards the position of Environmental Services Administrator, on February 9, 2016, City Management and representative(s) of the Compton Management Employees' Association (AFSCME Local 2325) met and conferred about the proposed new position. On August 22, 2016, City Management and representatives from AFSCME Local 2325 met and conferred on the proposed changes to the position of Reprographic Services Manager.

The salaries for the classifications for Reprographic Services Manager and Environmental Services Administrator have been included in the City's 2019-2020 Fiscal Year's budget.

FINANCIAL IMPACT

The Environmental Services Administrator and the Reprographic Services Manager salaries are already included in the City's 2019-2020 Fiscal Year's budget; therefore, no anticipated fiscal impact will result from approving the requested action.

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution.

**CRAIG J. CORNWELL
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING THE POSITION CLASSIFICATION PLAN BY
AUTHORIZING THE SPECIFICATIONS FOR THE POSITION OF
ENVIRONMENTAL SERVICES ADMINISTRATOR AND AUTHORIZING
CHANGES TO THE SPECIFICATIONS FOR THE POSITION OF
REPROGRAPHIC SERVICES MANAGER.**

WHEREAS, the City Manager authorized a review of the City's Position Classification Plan; and

WHEREAS, the Personnel Board of the City of Compton, pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter, approved the proposed Class Specifications and recommended approval and adoption for the position of Environmental Services Administrator to the City Council at its June 2, 2016 meeting.

WHEREAS, The Personnel Board of the City of Compton, pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter, approved the proposed Class Specifications and recommended changes to the position of Reprographic Services Manager thereof to the City Council at its September 15, 2016 meeting; and

WHEREAS, on February 9, 2016, City Management and representative(s) of the Compton Management Employees' Association (AFSCME Local 2325) met and conferred on the proposed new position of Environmental Services Administrator.

WHEREAS, on August 22, 2016 City Management and representative(s) of AFSCME Local 2325 met and conferred on the proposed changes to the position of Reprographic Services Manager; and

WHEREAS, the salaries for the classifications for Reprographic Services Manager and Environmental Services Administrator have been included in the City's 2019-2020 Fiscal Year's budget.

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

Section 1. That the proposed changes to the specification of Reprographic Services Manager are hereby approved and added to the Position Classification Plan of the City of Compton.

Section 2. That the specification for Environmental Services Administrator are hereby approved and added to the Position Classification Plan of the City of Compton.

Section 3. That effective July 1, 2019, the Environmental Services Administrator specification shall be established.

Section 4. That effective July 1, 2019, the changes to the Reprographic Services Manager specification shall be established.

Section 5. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Attorney, City Manager, Human Resources and the City Controller.

Section 6. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2019.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this 22nd day of October, 2019.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCILMEMBERS -
NOES: COUNCILMEMBERS -
ABSTAIN: COUNCILMEMBERS -
ABSENT: COUNCILMEMBERS -

CITY CLERK OF THE CITY OF COMPTON

CITY OF COMPTON
REPROGRAPHIC SERVICES MANAGER

DEFINITION

Under direction of the ~~City Manager~~ **City Clerk**, plans, organizes, and **supervises** ~~manages~~ the ~~activities~~ ~~provision~~ of the ~~Reprographic Services~~ ~~services~~ and ~~Document document Management management function~~ for all City departments and ~~City Council~~; ~~supervises~~ **and directs** the work of subordinate staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Reprographic Services Manager is distinguished from subordinate Reprographic Services employees in that subordinate employees do not have administrative responsibility over a major section of the division. The incumbent receives general instructions regarding the scope of and approach to projects or assignments and exercises discretion in determining procedures and techniques to meet objectives. Work is reviewed for overall results.

SUPERVISION EXERCISED/ RECEIVED:

The Reprographic Services Manager receives direction from the ~~City Manager~~ **City Clerk**. This position provides supervision to all classifications involved in providing reprographic, **printing**, bindery, graphic, **document management and** ~~and~~ illustrative services ~~and Document Management.~~

EXAMPLES OF ESSENTIAL DUTIES:

The following duties represent the principal job duties; however, they are not all inclusive.

* ~~Manages and Supervises~~ **supervises** the work of all employees involved in providing reprographic services to City departments **and the City Council**, including printing, xerographic services, typesetting, graphic design and layout, plate making, bindery and finish work, and related reprographic activities.

* Responsible for the coordination, planning, design and preparation of a variety of graphics and illustrative work such as posters, graphs, certificates, visual aids, promotional materials, and camera-ready art work as requested by user departments.

* ~~Assesses needs for use of outside vendors for reprographic services and coordinates with appropriate departments when City service contracts are necessary. Responsible for the coordination, city service contracts; determines the need to use outside vendors.~~

* ~~Responsible (I would like to see this say Assist rather than responsible) Coordinates with for the coordination, city City departments on use of Maxx Vault Document Management to internally digitize City documents. allowing the city to digitize internally.~~

Commented [DB1]: Not sure what this means. Please clarify.

Commented [DB2]: Please resolve whether this position is responsible for this function and, if not, who is responsible.

* Reviews and evaluates subordinates' performance and assists in establishing goals and objectives.

* Assists in the selection and hiring of new employees.

* Prepares a variety of written reports and materials.

- Analyze and prepare accounting systems, budgets, schedules, reports, policy and procedures manuals and business correspondence;
- Communicate effectively, orally and in writing;
- Respond to public inquiries and complaints in a tactful, effective manner;
- Exercise sound judgment within established guidelines;
- Use word processing and spreadsheet computer applications provided by the City.

License or Certificate:

Possession of or ability to obtain an appropriate operator's license - issued by the California State Department of Motor Vehicles.

Education and Experience:

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:

A Bachelor's degree from an accredited college or university with major course work in the arts, art illustration, graphic arts, or a related field and ~~six~~ **seven** years of experience in all phases of a print shop operation including ~~four~~ **five** years of supervisory experience in the graphic/commercial art field.

Special Requirements:

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. May be exposed to repetitive motion, vision to monitor, background noise, dangerous machinery and hazardous chemicals.



City of Compton

ENVIRONMENTAL SERVICES ADMINISTRATOR

Department: Water	Class Code:	6409
Revised Date: August 2009	FLSA Status:	Exempt
Council Approved:	Bargaining Unit: AFSCME 2325	
Personnel Board Approved:		

GENERAL PURPOSE: Under general supervision of the Water Department General Manager; manages the City's solid waste collection and recycling programs, related grant funded programs, monitors contractor's performance to ensure environmental compliance, investigates and resolves escalated customer service issues; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Water Department General Manager; supervises assigned support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following essential functions are those that are critical, integral, necessary, crucial, primary and fundamental to the job. Incumbents who possess the requisite skill, experience, education, and other job-related requirements of a position are expected to perform the essential functions of the job with or without a reasonable accommodation.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the City's solid waste and trash collection and recycling programs, waste reduction, and related grant funded programs to ensure environmental compliance and that contractual requirements and customer service/community needs are satisfied.
- Continuously monitors and evaluates the efficiency and effectiveness of solid waste collection/disposal programs and service delivery methods and procedures; assesses and monitors contractor's performance and identifies opportunities for improvement.
- Oversees grant funded activities including Used Oil Disposal and Recycling; monitors contractor's performance; develops new programs for grant funding.
- Oversees the preparation of tax roll accounts for submission to the County, reports on corrections as needed.
- Reviews, investigates and responds to service level adjustment requests and escalated residential or commercial service complaints.
- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on a variety of solid waste projects.
- Provides staff assistance to the General Manager; assists with Division budget preparation, reviews and approves invoices; reviews and approves billing adjustments.
- Prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports; represents the Division to outside agencies and organizations; coordinates public education activities and provides technical assistance as necessary.
- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Performs related duties and responsibilities as assigned.
-

MINIMUM QUALIFICATIONS:

Education and Experience:

JOB DESCRIPTION

Environmental Services Administrator

Possession of a Bachelor's degree in Business or Public Administration or a related field; AND three five (5) years experience in project/service contract management customer relations and budgeting; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Current and proposed legislation and laws of local, state, and federal governments that affect solid waste collection and disposal programs including the CA Integrated Waste Management Act of 1989 (AB 939).
- Analytical, organizational, statistical and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration, customer service and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Analyzing project costs and benefits and preparing comprehensive economic analyses.
- Developing and administering budgets and monitoring expenditures.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.
- Work requires light lifting, carrying and driving.
- Moderate finger dexterity and near vision is required.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
205 SOUTH WILLOWBROOK AVE., COMPTON, CA 90220
REGULAR MEETING
SEPTEMBER 15, 2016
6:00 P.M.

AGENDA

Officers, employees and others desiring to be heard on any of the matters shown on the agenda (with the exception of appeal hearings) may address the Personnel Board after a completed "Request to Address the Personnel Board" form is submitted to the Clerk to the Personnel Board not less than five (5) minutes prior to the scheduled meeting time. A separate request form must be submitted for each agenda item. The request forms are available in the Human Resources Department and in the lobby area of the meeting room.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES OF PREVIOUS MEETING

August 18, 2016 – Regular Personnel Board Meeting

NEW BUSINESS

A. Oral and Written Communications, Reports and Requests

- A. Report of Temporary and Exempt Appointments as of August 31, 2016
- B. Request For Temporary Appointment
 - 1. Video Production Specialist (City Manager)
 - 2. Security Services Supervisor (City Manager)
 - 3. Custodian (General Services)
 - 4. Family Self-Sufficiency Project Coordinator (Housing)
 - 5. Street Superintendent (Public Works and Municipal Utilities)
 - 6. Water Department General Manager (Water)
- C. Request from that the Personnel Board finds and declares that in its opinion, the best interests of the public service require the examination for the following positions be both promotional and open-competitive and not restricted to persons in the Classified Service:
 - 1. Family Self-Sufficiency Project Coordinator
 - 2. Security Services Supervisor
 - 3. Video Production Specialist
 - 4. Water Department General Manager

CLOSED SESSION

PUBLIC HEARING – 6:10 p.m.

Pursuant to Sections 1010 (c) and 1103 of the Compton City Charter, the Personnel Board will hold public hearings to consider the following proposed amendments to the Position Classification Plan:

Public Works Inspector
(proposed revised classification specification)

Reprographic Services Manager
(proposed revised classification specification)

Reprographics Equipment Operator II
(proposed revised classification specification)

Reprographics Equipment Operator I
(proposed revised classification specification)

PUBLIC HEARING – 6:20 p.m.

The Personnel Board, pursuant to Section 1101 (a) 6 and 1103 of the Compton City Charter, will hold a public hearing to consider a request to exempt the following position from the Classified Service for a period not to exceed (6) months:

Deputy City Controller
(City Controller)

Director of Planning and Economic Development
(Planning and Economic Development)

PBX Operator/Clerk I
(Human Resources)

Parks Maintenance Worker II
(Parks and Recreation)

AUDIENCE COMMENTS

(See Government Code Section 54954.3)

PERSONNEL BOARD COMMENTS

ADJOURNMENT

The next regular meeting of the Personnel Board is scheduled for Thursday, October 20, 2016 at 6:00 p.m. in the Council Chambers of Compton City Hall.

Posted: September 12, 2016

Pursuant to Section 54957.5 of the California Government Code, any writings (except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the Personnel Board are available for public inspection in the office of the Clerk of the Personnel Board (Human Resources Department) during regular business hours and in the lobby of the City Council Chambers on September 15, 2016 during the meeting.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
205 SOUTH WILLOWBROOK AVE., COMPTON, CA 90220
REGULAR MEETING
OCTOBER 20, 2016
6:00 P.M.

AGENDA

Officers, employees and others desiring to be heard on any of the matters shown on the agenda (with the exception of appeal hearings) may address the Personnel Board after a completed "Request to Address the Personnel Board" form is submitted to the Clerk to the Personnel Board not less than five (5) minutes prior to the scheduled meeting time. A separate request form must be submitted for each agenda item. The request forms are available in the Human Resources Department and in the lobby area of the meeting room.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES OF PREVIOUS MEETING

September 15, 2016 - Regular Personnel Board Meeting

NEW BUSINESS

A. Oral and Written Communications, Reports and Requests

- A. Report of Temporary and Exempt Appointments as of September 30, 2016
- B. Request For Temporary Appointment
 - 1. Administrative Specialist (City Clerk) (1)
 - 2. Account Clerk I (City Treasurer) (1)
 - 3. Ambulance Operator (Fire) (4)
 - 4. Director of Community Development (Planning and Economic Development) (1)
- C. Approval of Eligible Lists
 - 1. Office Assistant I (Open-Competitive)
 - 2. Fire Battalion Chief (Promotional) (Pending No Appeals)
- D. Request from that the Personnel Board finds and declares that in its opinion, the best interests of the public service require the examination for the following positions be both promotional and open-competitive and not restricted to persons in the Classified Service:
 - 1. Administrative Specialist
 - 2. Account Clerk
 - 3. Ambulance Operator
- E. Extension of Eligible Lists
 - 1. Internal Auditor (1st extension, Open-Competitive, 4 eligible candidates)
 - 2. Maintenance Worker I (1st extension, Open-Competitive, 8 eligible candidates)

3. Office Aide (1st extension, Open-Competitive, 86 eligible candidates)
 4. Paratransit Driver (1st extension, Open-Competitive, 2 eligible candidates)
 5. Plumber (1st extension, Open-Competitive, 4 eligible candidates)
- F. Annual Personnel Board Elections
1. Chairperson
 2. Vice-Chairperson

CLOSED SESSION

AUDIENCE COMMENTS

(See Government Code Section 54954.3)

PERSONNEL BOARD COMMENTS

ADJOURNMENT

The next regular meeting of the Personnel Board is scheduled for Thursday, November 17, 2016 at 6:00 p.m. in the Council Chambers of Compton City Hall.

Posted: October 17, 2016

Pursuant to Section 54957.5 of the California Government Code, any writings (except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the Personnel Board are available for public inspection in the office of the Clerk of the Personnel Board (Human Resources Department) during regular business hours and in the lobby of the City Council Chambers on October 20, 2016 during the meeting.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
205 SOUTH WILLOWBROOK AVE., COMPTON, CA 90220
REGULAR MEETING
SEPTEMBER 15, 2016
6:00 p.m.

CALL TO ORDER

The Personnel Board of the City of Compton held a regular meeting on Thursday, September 15, 2016, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Ieesha Hayward at 6:17 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Hartsell Duhart.

ROLL CALL

MEMBERS PRESENT: Angela Burrell
 Hartsell Duhart
 Charlene Anderson
 Chairperson Ieesha Hayward

MEMBERS ABSENT: Rodolfo Alcala
 Lowanda Green

STAFF PRESENT: Shawna Holmquist,
 Clerk to the Personnel Board
 and Interim Human Resources Director

 Ruth Rugley,
 Chief Deputy City Attorney

APPROVAL OF MINUTES OF PREVIOUS MEETING

August 18, 2016 - Regular Personnel Board Meeting

On motion by Anderson, seconded by Duhart, the Minutes of the Regular Personnel Board Meeting of August 18, 2016, was approved by the following vote on roll call:

AYES: Board Members – Duhart, Anderson, Hayward
NOES: Board Members – None
ABSTAIN: Board Member - Burrell
ABSENT: Board Members – Alcala, Green

NEW BUSINESS

A. Oral and Written Communications, Reports and Requests

A. Report of Temporary and Exempt Appointments as of August 31, 2016.

On motion by Anderson, seconded by Duhart, the Report of Temporary and Exempt Appointments as of August 31, 2016, was accepted and filed by following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcala, Green

B. Request for Temporary Appointment

1. Video Production Specialist (City Manager)
2. Security Services Supervisor (City Manager)
3. Water Department General Manager (Water)

Before talking about the requests for temporary appointments from the City Manager's Department, Ms. Alma Martinez, Assistant City Manager, introduced the new Interim City Manager to the Board, Jerry Groomes.

Mr. Jerome Groomes then told the Board that he's glad to meet the Board members formally tonight. He said he's present tonight to answer any questions they have for him, but due to some unexpected duties that he needed to attend to, he won't be able to stay for the whole meeting tonight.

The Board members then welcomed him and said they are looking forward to working with him.

Ms. Martinez then spoke on the item of Video Production Specialist. She said the person holding this position previously has resigned, and so they currently have one person in their department who can fill this position.

Chairperson Hayward pointed out that this position seems to be really specialized and the person filling in this position really needs to have the knowledge to work in this particular area. So she inquired if the person who will be taking over has this knowledge.

Ms. Martinez said that's her understanding, that this person who will take over is qualified to do the job.

Chairperson Hayward asked if recruitment will take place.

Ms. Holmquist said the recruitment will be for the permanent position.

Chairperson Hayward asked about the exam status.

Ms. Holmquist said that they will be initiating the exam process in the next week or two.

Ms. Martinez then talked about the position of Security Services Supervisor. She said this position was recently added to the classification plan, which was adapted just this week during the City Council meeting, and so they are asking for a temporary appointment for the next 90 days, and they also have somebody in the department to fill this position.

Ms. Martinez then talked about the position of Water Department General Manager in the Water Department. She said they are also requesting a 90-day temporary appointment. She said this also was approved by the City Council recently as a separation of classification.

Chairperson Hayward asked for a clarification on the separation of classification.

Ms. Martinez said previously, there was one person who was performing two jobs, and now this person will just focus on the Water Department.

Ms. Holmquist added that up until this past Tuesday, in the past, Public Works and Municipal Utilities and Water was working as one department, and now, this department has been separated into two: Public Works and Municipal Utilities Department and then Water Department as a separate department.

Chairperson Hayward asked if there's somebody to fill this position or is there a recruitment that's going to take place.

Ms. Holmquist said the department has somebody ready to fill this position.

Ms. Rugley pointed out that because the City just recently adapted the ordinance just this past Tuesday that it won't be effective for 30 days. So the effective date must be adjusted.

On motion by Anderson, seconded by Duhart, the Request for Temporary Appointment for Video Production Specialist at the City Manager's office, one position, with an effective start date of October 1st, 2016, was approved and filed by following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

On motion by Anderson, seconded by Duhart, the Request for Temporary Appointment for Security Services Supervisor at the City Manager's office with an effective date of September 19, 2016, was approved and filed by following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

On motion by Anderson, seconded by Duhart, the Request for Temporary Appointment for Water Department General Manager in the Water Department, one position, with an effective start date of October 13, 2016, was approved and filed by following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

4. Custodian (General Services)

Mario Hernandez, acting General Services Director, spoke about the position of Custodian. He said they are requesting a temporary appointment for this position, and he said they need somebody to fill this position as soon as possible to help maintain the City facilities.

Chairperson Hayward asked how long the position has been vacant.

Mr. Hernandez said the previous employee was terminated on September 5, 2016.

Chairperson Hayward asked if the department has someone in mind to fill this position.

Mr. Hernandez said they do have someone in mind to fill in and who can start as soon as possible.

On motion by Anderson, seconded by Duhart, the Request for Temporary Appointment for Custodian with the General Services Department with an effective date of September 19, 2016, one position, was approved by following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

5. Family Self-Sufficiency Project Coordinator (Housing)

Ms. Holmquist spoke on behalf of the Housing Director, who asked Ms. Holmquist to speak to the Board about this item because the Director is out of town.

Ms. Holmquist said this position was presented to the Board several months ago with revised job specifications and then also presented to City Council, which was then adapted by the City Council also on September 13, 2016.

Ms. Holmquist said the Director has someone in mind for the position. She said this position would be responsible for supervising the Housing Specialist, and the Current Housing Specialist will be moving into this position.

On motion by Duhart, seconded by Anderson, the Request for Temporary Appointment for Family Self-Sufficiency Project Coordinator with the Housing Department with an effective date of September 19, 2016, was approved by following vote on roll call:

AYES: Board Members - Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members - Alcalá, Green

6. Street Superintendent (Public Works and Municipal Utilities)

Mr. Glen Kau, Director of Public Works and Municipal Utilities spoke to the Board on this item. He said they need somebody to manage over the field operations. He talked about the conflict that arose regarding the description of the position of Street Superintendent on the City Charter.

Ms. Anderson asked for a clarification. She asked if there is not going to be any recruitment for this position.

Ms. Holmquist clarified that the request from the department is to extend the temporary appointment an additional 60 days. She said this request was brought to the Board previously during the August 18, 2016 meeting.

Ms. Anderson said her question is about the title of the position, if there is going to be another title, other than Street Superintendent.

Chairperson Hayward asked Mr. Kau if they are adding more responsibilities into the classification of Street Superintendent and therefore creating a new classification.

Mr. Kau said actually, they are reducing the list of responsibilities.

Ms. Holmquist told the Board that there will be discussion with the City Manager about the proposal for a new classification, but right now, what's before the Board is the request for Temporary Appointment for Street Superintendent.

On motion by Anderson, seconded by Duhart, the Request for Temporary Appointment for Street Superintendent in the Public Works and Municipal Utilities Department, with an effective date of September 28, 2016, for a period not to exceed 60 days was approved and filed by following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

C. Request that the Personnel Board finds and declares that in its opinion, the best interests of the public service require the examination for the following positions be both promotional and open-competitive and not restricted to persons in the Classified Service:

1. Family Self-Sufficiency Project Coordinator)
2. Security Services Supervisor
3. Video Production Specialist
4. Water Department General Manager

On motion by Anderson, seconded by Duhart, that the Personnel Board requires the examination for the positions of Family Self-Sufficiency Project Coordinator, Security Services Supervisor, Video Production Specialist and Water Department General Manager be both promotional and open-competitive and not restricted to persons in the classified service was granted by following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

CLOSED SESSION

There was no closed session.

PUBLIC HEARING

Pursuant to Sections 1010 (c) and 1103 of the Compton City Charter, the Personnel Board will hold public hearings to consider the following proposed amendments to the Position Classification Plan:

Public Work Inspector
(proposed revised classification specification)

Reprographics Services Manager
(proposed revised classification specification)

Reprographics Equipment Operator II
(proposed revised classification specification)

Reprographics Equipment Operator I
(proposed revised classification specification)

On motion by Anderson, seconded by Duhart, the Public Hearing relative to the proposed amendments and proposed revised classification specification to the following positions: Public Works Inspector, Reprographics Services Manager, Reprographics Equipment Operator II and Reprographics Equipment Operator I was opened by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

Glen Kau spoke about the position of Public Works Inspector. He explained to the Board the changes that they are proposing, which are mainly the ability to make field changes and design modifications in the field. He said the City doesn't operate a contract with Public Works in that manner. So he said that the provision is taken out. He said he already met and discussed with the Union about their proposition. He told the Board that this position is currently vacant.

Chairperson Hayward and Ms. Anderson questioned the document that listed the changes and asked for a clarification.

Ms. Holmquist said as she sees it, the only change is where it says one year of experience as a construction or building inspector, and the proposed revised specification requires one year of experience in the Public Works construction and inspection field as a minimum qualification.

Chairperson Hayward asked what the significance is of adding Public Works construction rather than just having construction, if it's specialized.

Mr. Kau explained that building inspectors are looking at the facilities. Public Works are on the streets, a different type of construction. He said buildings are vertical. Public Works are underground utilities, traffic signals, curb gutter. But he noted that Building Inspectors and Public Works construction need to coordinate their work in a lot of cases.

John Phillips, Reprographics Services Supervisor was present to answer any questions that the Board has in regards to the position of Reprographics Services Manager.

Chairperson Hayward asked for the clarification on the changes.

Ms. Holmquist said the current is six years of experience, and now it's being proposed to be changed to five years of experience to be consistent because a lot of the classification specification for management level positions require five years of experience.

Regarding the position of Reprographics Operator II, Mr. John Phillips said this position will replace the Reprographics Services Supervisor.

Ms. Anderson asked if there would be additional duties for this position.

Mr. Phillips said yes, especially in the area of document management.

Ms. Holmquist added that The Reprographics Operator II is going to act as the lead over the Reprographics Operator I, and the I and II will report to the Reprographics Services Manager.

Ms. Holmquist told the Board that the college-level credit that's required regarding this item needs to be addressed.

Mr. Phillips told the Board that he actually prefers the experience over college credits, how many years of experience the person has in the industry.

Ms. Holmquist asked Mr. Phillips how many units of college classes should be required.

Mr. Phillips feels it should be a minimum of 12.

Chairperson Hayward suggested to Mr. Phillips that they should do some research and then base the requirement on the standard and that they should check out the colleges and junior colleges that offer the program to see how many units or credits are needed to complete the program.

Ms. Holmquist said it would be her recommendation to bring this item back to the next meeting in October.

Mr. Phillips told the Board that the printing industry has really changed in the last 10 years, and so recruitment is going to be really difficult.

Chairperson Hayward then said that Reprographics Operator I and Reprographics Operator II will be pulled from tonight's agenda until they are re-worked for the next meeting.

On motion by Anderson, seconded by Duhart, the Public Hearing relative to the proposed amendments and proposed revised classification specification to the following positions: Public Works Inspector, Reprographics Services Manager, Reprographics Equipment Operator II and Reprographics Equipment Operator I was closed by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

On motion by Anderson, seconded by Duhart, the proposed revised classification specification for the positions of Public Works Inspector and Reprographics Services Manager was approved by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

PUBLIC HEARING

The Personnel Board, pursuant to Section 1101 (a) 6 and 1103 of the Compton City Charter, will hold a public hearing to consider a request to exempt the following position from the Classified Service for a period not to exceed (6) months:

Deputy City Controller
(City Controller)

Director of Planning and Economic Development
(Planning and Economic Development)

PBX Operator/Clerk I
(Human Resources)

Parks Maintenance Worker II
(Parks and Recreation)

On motion by Anderson, seconded by Duhart, the Public Hearing to consider a request to exempt the following positions from the Classified Service for a period not to exceed six months: Deputy City Controller, Director of Planning and Economic Development, PBX Operator/Clerk I, and Parks Maintenance Worker II was opened by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward

NOES: Board Members - None

ABSENT: Board Members – Alcalá, Green

Bob Torres, Interim City Controller, spoke regarding the position of Deputy City Controller. He said this position has been vacant for four and a half weeks, and they would like to fill it on a temporary basis.

Mr. Duhart asked if anybody is currently working on a temporary basis.

Mr. Torres said they have a candidate who's a former City employee who just recently left employment with the City of San Bernardino. He said this employee has impressive credentials and a Master's Degree and experience in financial management.

Chairperson Hayward asked when the temporary appointment expired.

Ms. Rugley said it expired August 22, 2016.

Chairperson Hayward asked about the status on recruitment.

Ms. Holmquist said that the recruitment request should come up soon.

Ms. Alma Martinez spoke regarding the position of Director of Planning and Economic Development. She reminded the Board that this item was discussed at the last month's meeting, and she's present at tonight's meeting to answer any questions from the Board members regarding this item.

Ms. Holmquist explained that currently someone is serving in a temporary appointment that will expire on September 28, 2016, and so this exemption will extend it an additional six months so that recruitment could go under way.

Ms. Holmquist then talked about the position of PBX Operator/Clerk I. She said that currently somebody is in a temporary position capacity, which will expire on October 2, 2016. She said it's a critical position in the Human Resources Department. This person is responsible for directing questions to various departments and answering questions of the public.

Ms. Anderson asked if the department is starting recruitment. Ms. Holmquist said this position will start next week for recruitment. Ms. Anderson asked what the effective date would be. Ms. Holmquist said the effective date will be October 2, 2016.

Regarding the position of Parks Maintenance Worker II, Ms. Holmquist told the Board that because Mr. Hunt is not able to attend tonight's meeting, that Ms. Alma Martinez will be speaking on his behalf.

Ms. Holmquist said this position is currently being filled with a temporary appointment by a City employee who moved into a higher classification temporarily.

Ms. Martinez said that it's definitely needed to keep up with the 17 parks and recreation centers in the City of Compton, and this is a vital position that's needed to accomplish all that's needed to be done.

Mr. Duhart asked what the start date would be. Ms. Holmquist said the effective date is September 10, 2016.

On motion by Anderson, seconded by Duhart, the Public Hearing to consider a request to exempt the following positions from the Classified Service for a period not to exceed six months, Deputy City Controller, Director of Planning and Economic Development, PBX Operator/Clerk I, and Parks Maintenance Worker II was closed by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

On motion by Anderson, seconded by Duhart, the request to exempt the position of Deputy City Controller at the City Controller's Office from the Classified Service for a period not to exceed 6 months with a start date of September 19, 2016, was granted by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward

NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

On motion by Anderson, seconded by Duhart, the request to exempt the position of Director of Planning and Economic Development in the Planning and Economic Development Department from the Classified Service for a period not to exceed 6 months with a start date of September 28, 2016, was granted by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

On motion by Anderson, seconded by Duhart, the request to exempt the position of PBX Operator/Clerk I at the Human Resources Department from the Classified Service for a period not to exceed 6 months with a start date of October 2, 2016, was granted by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

On motion by Anderson, seconded by Duhart, the request to exempt the position of Parks Maintenance Worker II in Parks and Recreation from the Classified Service for a period not to exceed 6 months with a retroactive effective date of September 10, 2016, was granted by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

AUDIENCE COMMENTS

There were no audience comments.

PERSONNEL BOARD COMMENTS

Ms. Anderson thanked everybody for supporting the Board members and for all the input they have received. And Ms. Anderson welcomed the new Board member, Ms. Angela Burrell.

Chairperson Hayward thanked all for joining the meeting tonight and for everybody's help in keeping the City's business moving forward. Chairperson Hayward then pointed out that she noticed that the City has a lot of classifications, and she thinks it would be more effective if there is a way to collapse some of the classifications to reduce the overwhelming exams that the city has to run. Chairperson Hayward then also welcomed Ms. Burrell and again thanked everyone

for attending tonight's meeting, and she thanked Ms. Holmquist for all the work she has done to help out the Board members.

ADJOURNMENT

On motion by Duhart, seconded by Burrell, the Personnel Board agreed to adjourn the meeting by the following vote on roll call:

AYES: Board Members – Burrell, Duhart, Anderson, Hayward
NOES: Board Members - None
ABSENT: Board Members – Alcalá, Green

The meeting adjourned at 7:55 p.m.

The next regular meeting of the Personnel Board is scheduled for Thursday, October 20, 2016, at 6:00 p.m. in the Council Chambers of Compton City Hall.

SHAWNA HOLMQUIST
INTERIM HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

IEESHA HAYWARD
CHAIRPERSON
PERSONNEL BOARD

REPORT OF TEMPORARY AND EXEMPTED APPOINTMENTS
AS OF SEPTEMBER 30, 2016

CLASSIFICATION	DEPARTMENT	INITIAL REQUEST		BOARD ACTION	EXTENSION EXEMPTED		BOARD ACTION	VACANT	EXAMINATION	
		EFFECTIVE DATE	EXPIRATION DATE		EFFECTIVE DATE	EXPIRATION DATE			I/P	PENDING
Accounting Specialist	City Controller				07/03/16	01/03/17	06/16/16	Y		C
Budget Officer	City Manager				06/13/16	12/13/16	06/02/16	Y		N/S
City Controller	City Controller	08/17/16	11/14/16	06/16/16				Y	IP	
Deputy City Controller	City Controller				09/19/16	03/19/17	09/15/16	Y		
Deputy Director of Parks & Recreation	Parks and Recreation				05/09/16	11/09/16	06/02/16	Y		N/S
Planning & Economic Develop., Director	Planning & EDD				09/28/16	03/28/17	09/15/16	Y		N/S
Fire Battalion Chief	Fire				05/02/16	11/02/16	04/21/16	Y	IP	N/S
Fire Battalion Chief	Fire	09/06/16	12/04/16	08/18/16				Y	IP	
Fire Chief	Fire				04/01/16	10/01/16	04/21/16	Y	IP	
Human Resources Specialist	Human Resources				08/28/16	02/28/17	08/18/16	Y		N/S
Office Assistant I	City Clerk				07/24/16	01/24/17	07/21/16	Y	IP	
Parks Maintenance Worker II	Parks and Recreation				09/10/16	03/10/17	09/15/16	Y		N/S
Parking Control Officer	City Manager				04/01/16	10/01/16	04/21/16	Y	IP	
Reprographics Equipment Operator II	City Clerk				04/25/16	10/25/16	04/21/16	Y	IP	
Senior Administrative Analyst	Public Works & MU	09/06/16	12/04/16	08/18/16				Y		N/S
Street Maintenance Supervisor	Public Works & MU	08/03/16	10/01/16	08/18/16				Y	IP	
Street Superintendent	Public Works & MU				09/28/16	11/27/16	09/15/16	Y		N/S
Training & Services Coordinator	CareerLink				04/01/16	10/01/16	04/21/16	Y		N/S
Video Production Specialist	City Manager				04/01/16	10/01/16	04/21/16	Y		N/S

Legend:

- IP - In Progress
- NS - Not Started
- N/A - Not Applicable
- C - Completed
- EP - Employee Processing (may be a delay in background check, etc.)

COLUMN DESCRIPTION:

REPORT OF TEMPORARY AND EXEMPTED APPOINTMENTS											
AS OF SEPTEMBER 30, 2016											
CLASSIFICATION	DEPARTMENT	INITIAL REQUEST			BOARD ACTION	EXTENSION EXEMPTED		BOARD ACTION	VACANT	EXAMINATION	
		EFFECTIVE DATE	EXPIRATION DATE	EFFECTIVE DATE		EXPIRATION DATE	1/P			PENDING N/S	

Classification: Indicate the actual classification title of the budgeted position.

Department: Indicate the department where the budgeted position is allocated.

Initial Request: Indicate the effective date and expiration date of the initial request approved by the Personnel Board

Extension: Indicate the effective date and the expiration date of the request to extend a temporary appointment beyond 90 days that has been approved by the Personnel Board.

Board

Action: Indicate the date of the Personnel Board's most recent action.

Vacant: Indicate (Y) for Yes if the position is occupied in a permanent or temporary capacity. Indicate (N) for No if the position is not occupied by neither a permanent or temporary placement.

Eligible List Status: Indicate the status of certification list(s) for the classification. (OC) represents Open Competitive exams. (P) represents Promotional exams. If there is in existence a valid certification, mark an (X) in the respective column(s) and indicate the list expiration date. If a certification does not exist for either an OC of Promotional exam, mark an (X) in the (N/A) column.

Examination Status: Indicate the exam status anticipated for the next 90 days from the date of the request. (IP) represents an exam is in Progress, (Pending) represents an exam will be ran within 90 days from the date of the request. (NS) represents Not Started and is not anticipated to start

REQUEST FOR TEMPORARY APPOINTMENTPosition/Classification Title: ADMINISTRATIVE SPECIALIST

2016 OCT 17 PM 5:07

Proposed Effective Date of Appointment: 10/24/16Department: City Clerk

(X) Initial Request (Reference: Section 1106, City Charter)

() Request for extension/exemption of a temporary appointment, which was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? () Yes (X) No

3 Why do you want to make a temporary appointment? This position is critical for providing essential administrative support functions to the City Clerk's Department while ensuring security and confidentiality.

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes () No

5 Is there an official classification, with written specifications, established for this position? (X) Yes () No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes () No

Comments: _____

This request is submitted by: _____
(Full Name - Type or Print)

Title: _____

Department Manager's Signature: _____

Date: 10/17/2016

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

NOTED AND APPROVED BY CITY MANAGER

Date: 10/17/16Date: 10/17/16**DISPOSITION OF REQUEST**

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: () Approved () Denied

Condition of Approval:

Approval is granted for up to ninety (90) days, on an original request. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____

(Signature/Clerk to the Personnel Board)

Date: _____

REQUEST FOR TEMPORARY APPOINTMENTPosition/Classification Title: ACCOUNT CLERK I

2016 OCT 13 PM 12:23

Proposed Effective Date of Appointment: ASAPDepartment: TREASURY☒ Initial Request (Reference: Section 1106, City Charter)☐ Request for extension/exemption of a temporary appointment, which was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)1 How many positions, in the above classification, do you propose to fill by temporary appointment? 12 Is there a current eligible list on file? ☐ Yes ☒ No3 Why do you want to make a temporary appointment?
CURRENT ACCOUNT CLERK HAS RESIGNED AS OF 10/13/164 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? ☒ Yes ☐ No5 Is there an official classification, with written specifications, established for this position? ☒ Yes ☐ No6 Have you submitted a request for certification, or a request for an examination? ☐ Yes ☒ NoComments: THE CITY TREASURER'S OFFICE IS RESPONSIBLE FOR ALL WALK-IN PAYMENTS FOR ALL CITY DEPARTMENTS.APPROVAL OF ACCOUNT CLERK I IS REQUIRED IMMEDIATELY TO MINIMIZE LONG LINES AND RESIDENT COMPLAINTS.This request is submitted by: DOUGLAS SANDERS
(Full Name - Type or Print)Title: CITY TREASURER

Department Manager's Signature: _____

Date: 10-13-16

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

NOTED AND APPROVED BY CITY MANAGER

Date: 10/17/16Date: 10/17/16**DISPOSITION OF REQUEST**

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ☐ Approved ☐ Denied**Condition of Approval:**

Approval is granted for up to ninety (90) days, on an original request. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

REQUEST FOR TEMPORARY APPOINTMENTPosition/Classification Title: Ambulance OperatorMAN RES 10-11-16
2016 OCT 10 10:57Proposed Effective Date of Appointment: 10/24/16 Department: FIRE☒ Initial Request (Reference: Section 1106, City Charter)☐ Request for extension/exemption of a temporary appointment, which was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

- 1 How many positions, in the above classification, do you propose to fill by temporary appointment? 4
- 2 Is there a current eligible list on file? ☐ Yes ☒ No
- 3 Why do you want to make a temporary appointment? To maintain units in service and reduce amount of over-
TIME
- 4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? ☒ Yes ☐ No
- 5 Is there an official classification, with written specifications, established for this position? ☒ Yes ☐ No
- 6 Have you submitted a request for certification, or a request for an examination? ☐ Yes ☒ No

Comments: _____

_____This request is submitted by: Bryan Batiste Title: Interim Fire Chief
(Full Name - Type or Print)Department Manager's Signature: Bryan Batiste Date: 10/11/16

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

NOTED AND APPROVED BY CITY MANAGER

Date: 10/17/16
Date: 10/17/16**DISPOSITION OF REQUEST**This request is placed on the agenda for a meeting, which is scheduled for 10-20-2016

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ☐ Approved ☐ Denied**Condition of Approval:**

Approval is granted for up to ninety (90) days, on an original request. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

_____Noted by: _____
(Signature/Clerk to the Personnel Board) Date: _____

REQUEST FOR TEMPORARY APPOINTMENT

HUMAN RESOURCES DEPARTMENT

2016 OCT 17 PM 7:15

Position/Classification Title: Director of Community DevelopmentProposed Effective Date of Appointment: 11/17/15Department: PEDD☒ Initial Request (Reference: Section 1108, City Charter)☐ Request for extension/exemption of a temporary appointment, which was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

- 1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1
- 2 Is there a current eligible list on file? ☐ Yes ☒ No
- 3 Why do you want to make a temporary appointment? This position was vital for planning, economic developm and grants management activities to meet community development goals and needs. This position is also responsible for program planning, fiscal management, administration, operational direction and managing staff. This position has been filled in an acting capacity by senior staff effective 11/17/15.
- 4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? ☒ Yes ☐ No
- 5 Is there an official classification, with written specifications, established for this position? ☒ Yes ☐ No
- 6 Have you submitted a request for certification, or a request for an examination? ☐ Yes ☒ No

Comments: _____

This request is submitted by: _____

(Full Name - Type or Print)

Title: _____

Department Manager's Signature: _____

Date: _____

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

NOTED AND APPROVED BY CITY MANAGER

Date: 8/15/16 10/17/16Date: 8/15/16**DISPOSITION OF REQUEST**

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ☐ Approved ☐ DeniedCondition of Approval:

Approval is granted for up to ninety (90) days, on an original request. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____

(Signature/Clerk to the Personnel Board)

Date: _____

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
205 SOUTH WILLOWBROOK AVE., COMPTON, CA 90220
SPECIAL MEETING
JUNE 2, 2016
6:00 P.M.

AGENDA

Officers, employees and others desiring to be heard on any of the matters shown on the agenda (with the exception of appeal hearings) may address the Personnel Board after a completed "Request to Address the Personnel Board" form is submitted to the Clerk to the Personnel Board not less than five (5) minutes prior to the scheduled meeting time. A separate request form must be submitted for each agenda item. The request forms are available in the Human Resources Department and in the lobby area of the meeting room.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES OF PREVIOUS MEETING

NEW BUSINESS

1. Oral and Written Communications, Reports and Requests

- A. Request For Temporary Appointment
 - 1. Deputy City Controller (City Controller)
 - 2. Accountant II (City Controller)
- B. Request from that the Personnel Board finds and declares that in its opinion, the best interests of the public service require the examination for the following positions be both promotional and open-competitive and not restricted to persons in the Classified Service:
 - 1. Deputy City Controller

PUBLIC HEARING – 6:10 p.m.

Pursuant to Sections 1010 (c) and 1103 of the Compton City Charter, the Personnel Board will hold public hearings to consider the following proposed amendments to the Position Classification Plan:

Facilities Maintenance Supervisor
(proposed revised classification specification)

Environmental Services Administrator
(proposed new classification specification)

Claims Technician
(proposed revised classification specification)

PUBLIC HEARING – 6:20 p.m.

The Personnel Board, pursuant to Section 1101 (a) 6 and 1103 of the Compton City Charter, will hold a public hearing to consider a request to exempt the following position from the Classified Service for a period not to exceed (6) months:

**Office Assistant I
(City Clerk)**

**Budget Officer
(City Manager)**

**Deputy Director of Parks and Recreation
(Parks and Recreation)**

**Deputy Director of Public Works and Municipal Utilities
(Public Works and Municipal Utilities)**

AUDIENCE COMMENTS

(See Government Code Section 54954.3)

PERSONNEL BOARD COMMENTS

ADJOURNMENT

The next regular meeting of the Personnel Board is scheduled for Thursday, June 16, 2016 at 6:00 p.m. in the Council Chambers of Compton City Hall.

Posted: May 26, 2016

Pursuant to Section 54957.5 of the California Government Code, any writings (except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the Personnel Board are available for public inspection in the office of the Clerk of the Personnel Board (Human Resources Department) during regular business hours and in the lobby of the City Council Chambers on June 2, 2016 during the meeting.

October 22, 2019

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION
PLAN TO INCLUDE THE CLASSIFICATION SPECIFICATIONS OF
DEPUTY DIRECTOR OF HUMAN RESOURCES**

SUMMARY

The City Council will consider a resolution amending the Position Classification Plan to include the classification specification of Deputy Director of Human Resources.

BACKGROUND

The City Manager authorized a review of the City's current Position Classification Plan to include the position of Labor Relations Analyst. Staff proposed to reclassify the position of Labor Relations Analyst to Deputy Director of Human Resources.

The position of Deputy Director of Human Resources was proposed and approved as an unrepresented "Confidential" position. A properly noticed public hearing occurred before the Personnel Board on June 18, 2009 with no union objection. Subsequent to the public hearing, the Personnel Board approved the proposed amendment to the reclassification and recommended approval and adoption thereof to the City Council.

STATEMENT OF ISSUE

After review, staff has determined it to be necessary to amend the Classification Plan by adding the Deputy Director of Human Resources classification.

The primary purpose for adding the Deputy Director of Human Resources to the classification plan is to assist Human Resources Director with planning, organizing, coordinating, and evaluating personnel engaged in the City's Human Resources Department. Thereby, increasing the skills and knowledge in the department and creating a clear line of authority.

These revisions will update the existing Classification Plan. The Deputy Director of Human Resources position should be added to the Salary Schedule, under the "Confidential" employee section.

FISCAL IMPACT

The salary range for the Deputy Director of Human Resources is 176. This position is not being funded for FY 2019-2020 through this proposed resolution. This is only to add the position to the classification plan and salary schedule.

RECOMMENDATION

It is recommended that the proposed resolution be adopted by the City Council.

**CRAIG J. CORNWELL
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING AN AMENDMENT THE POSITION CLASSIFICATION
PLAN TO INCLUDE THE CLASSIFICATION SPECIFICATIONS OF
DEPUTY DIRECTOR OF HUMAN RESOURCES**

WHEREAS, the City Manager authorized a review of the City's current Position Classification Plan; and

WHEREAS, after review of the aforementioned position classification, staff has determined that in order to best serve the City's needs, it is necessary to add the position of Deputy Director of Human Resources, primarily to assist the Human Resources Director with planning, organizing, coordinating, and evaluating personnel engaged in the City's Human Resources Department; and

WHEREAS, adding the position of Deputy Director of Human Resources will also increase the skill and knowledge base in the department as well as create a clear line of authority; and

WHEREAS, subsequent to conducting a properly noticed and public hearing pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter, the Personnel Board approved the proposed amendment to the classification plan to include the reclassification of Labor Relations Analyst to Deputy Director of Human Resources and recommended approval and adoption thereof to the City Council at its meeting conducted on June 18, 2009; and

WHEREAS, the salary range for Deputy Director of Human Resources is 176. This position is not being funded for FY 2019-2020 with this resolution. This is only to add the position to the classification plan and salary schedule.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. That the newly proposed classification specification for the position of Deputy Director of Human Resources is hereby approved and added to the Position Classification Plan of the City of Compton.

Section 2. That the Deputy Director of Human Resources position should be added to the Salary Schedule, under the "Miscellaneous" and "Confidential" employee sections.

Section 3. That the salary range for the proposed classification is 176.

Section 4. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Clerk, City Controller, Human Resources and the City Attorney.

Section 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2019.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this ____ day of _____, 2019.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCILMEMBERS -
NOES: COUNCILMEMBERS -
ABSTAIN: COUNCILMEMBERS -
ABSENT: COUNCILMEMBERS -

CITY CLERK OF THE CITY OF COMPTON

PERSONNEL BOARD - CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
205 SOUTH WILLOWBROOK AVENUE, COMPTON, CA 90220
REGULAR MEETING
June 18, 2009
6:00 pm.

AGENDA

Officers, employees and others desiring to be heard on any of the matters shown on the agenda (with the exception of appeal hearings) may address the Personnel Board after a completed "Request to Address the Personnel Board" form is submitted to the Clerk to the Personnel Board not less than five (5) minutes prior to the scheduled meeting time. A separate request form must be submitted for each agenda item. The request forms are available in the Human Resources Department and in the lobby area of the meeting room.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES OF PREVIOUS MEETING

Regular Meeting – April 23, 2009

Regular Meeting - May 21, 2009

NEW BUSINESS

1. Oral and Written Communications, Reports and Requests

- A. Report of Temporary Positions (as of May 31, 2009)
- B. Report of Exempted Positions (as of May 31, 2009)
- C. Request that the Personnel Board finds and declares that in its opinion, the best's interests of the public service require the examination for PBX Operator Clerk II are both promotional and open and competitive and not restricted to persons in the Classified Service:
- D. Requests for Temporary Appointments:
 - 1. Administrative Analyst II (Human Resources)
 - 2. Labor Relations Analyst (Human Resources)
 - 3. Deputy Housing Director (Housing)
- E. Report from Public Personnel Consultants – Re: Classification Study
- F. Request to Schedule Special Meetings
 - 1. Re: Public Hearings for amendments to the Classification Plan pursuant to sections 1010 and 1103 of the Compton City Charter
- G. Request to Reschedule Hearing Date
 - 1. George Mendoza, Public Works Department
Re: suspension
- H. Request to Set Hearing Date
 - 1. Albert Alexander
Re: termination

2. Approval of Proposed Eligible Lists

- A. Water Service Worker I (open-competitive only) – pending no appeals
- B. Water Service Worker II (open-competitive)
- C. Water Service Worker III (open-competitive)
- D. Project Manager (promotional and open-competitive)

3. Extension of Eligible Lists

- A. Office Assistant I – (2nd extension - open-competitive – 8 candidates)

PUBLIC HEARING – 6:10 p. m.

The Personnel Board, pursuant to Section 1010 and 1103 of the Compton City Charter will hold public hearings to consider proposed amendments to the Position Classification Plan: for the following classifications:

CHIEF EXECUTIVE POSITIONS

Budget Officer
Chief Building Inspector
City Controller
Director of Employment and Training Services
Director of General Services
Director of Municipal Law Enforcement Services
Director of Public Works/City Engineer
Director of Redevelopment
Fire Chief
Housing Director
Human Resources Director
Information Systems Manager
Special Services Supervisor
Planning and Economic Development Director
Director of Parks and Recreation
Water Department General Manager

EXECUTIVE POSITIONS

Assistant City Engineer
Assistant Director of Employment and Training Services
Assistant Water Department General Manager
Chief Deputy City Attorney
Chief Deputy City Clerk
Chief Deputy City Treasurer
Deputy City Attorney I
Deputy City Attorney II
Deputy City Attorney III
Deputy City Controller
Deputy Director of General Services
Deputy Director of Public Works
Deputy Director of Redevelopment
Deputy Fire Chief
Grants Manager

Internal Auditor
Personnel Analyst
Risk Manager
Special Assistant to the City Manager
Special Services Manager
Superintendent of Parks

MISCELLANEOUS
Labor Relations Analyst

PUBLIC HEARING – 6:15 p.m.

The Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months:

Water Service Worker I (Water Department)

AUDIENCE COMMENTS

PERSONNEL BOARD COMMENTS

CLOSED SESSION

ADJOURNMENT

Next Personnel Board Meeting: Thursday, July 16, 2009 at 6:00 p.m. in the City Council Chambers.

Pursuant to Section 54957.5 of the California Government Code, any writings (except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the Personnel Board are available for public inspection in the office of the Clerk of the Personnel Board (Human Resources Department) during regular business hours and in the lobby of the City Council Chambers on June 18, 2009 during the meeting.

Posted: June 15, 2009

PLEASE POST

PLEASE POST

NOTICE OF PUBLIC HEARINGS

Notice is hereby given that the Personnel Board of the City of Compton, in accordance with the provisions of Sections 1010© and 1103 of the Compton City Charter, will hold public hearings on Thursday, June 18, 2009 at 6:15 p.m. in the Council Chambers, relative to proposed amendments to the Position Classification Plan:

Proposed Revised Classification Specifications for the following titles:

CHIEF EXECUTIVE POSITIONS

Budget Officer
Chief Building Inspector
City Controller
Director of Employment and Training Services
Director of General Services
Director of Municipal Law Enforcement Services
Director of Public Works/City Engineer
Director of Redevelopment
Fire Chief
Housing Director
Human Resources Director
Information Systems Manager
~~Special Services Supervisor~~
Planning and Economic Development Director
Director of Parks & Recreation
Water Department General Manager

EXECUTIVE POSITIONS

Assistant City Engineer
Assistant Director of Employment and Training Services

Assistant Water Department General Manager

Chief Deputy City Attorney
Chief Deputy City Clerk
Chief Deputy City Treasurer

Deputy City Attorney I
Deputy City Attorney II
Deputy City Attorney III
Deputy City Controller
Deputy Director of General Services
Deputy Director of Public Works
Deputy Director of Redevelopment
Deputy Fire Chief
Grants Manager
Internal Auditor
~~Personnel Analyst~~
Risk Manager
Special Assistant to the City Manager
Special Services Manager
Superintendent of Parks
Miscellaneous
Labor Relations Analyst

Officers, employees affected and others interested and desiring to be heard on these matters shall be given an opportunity to do so, at the time and place mentioned above.

The proposed classification specifications may be reviewed in the City's Personnel Department.

CITY OF COMPTON

KAREEMAH BRADFORD
CLERK TO THE PERSONNEL BOARD

Posted: June 8, 2009

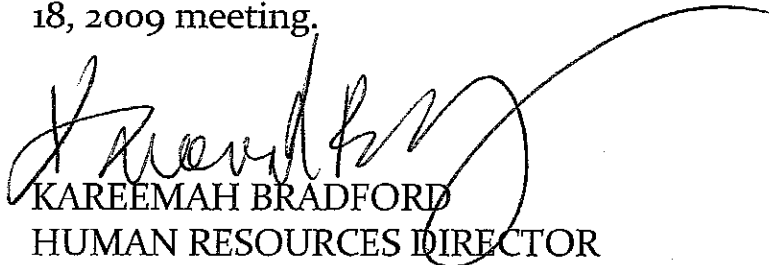
June 9, 2009

TO: PERSONNEL BOARD MEMBERS

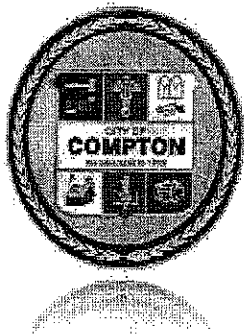
FROM: CLERK TO THE PERSONNEL BOARD

SUBJECT: CLASSIFICATION SPECIFICATIONS REVIEW PROCESS

Enclosed for review is the initial set of classification specifications for consideration of approval or revision before the Personnel Board at the June 18, 2009 meeting.



KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD



City of Compton

LABOR RELATIONS ANALYST

DEPUTY DIRECTOR OF HUMAN RESOURCES - RECLASSIFICATION

Department: Human Resources	Class Code:	1513
Revised Date: September 2008	FLSA Status:	Exempt
Council Approved:	Bargaining Unit:	
Personnel Board Approved:		

GENERAL PURPOSE: Under administrative direction, assists the Director with planning, organizing, coordinating and evaluating the work of personnel engaged in the City's human resource management operations, manages and participates in all labor relations functions including contract negotiations, dispute resolution, discipline, grievances and arbitration; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Director of Human Resources, serves as Acting Human Resources Director in his/her absence, and exercises supervision over subordinate professional, supervisory, technical and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following essential functions are those that are critical, integral, necessary, crucial, primary and fundamental to the job. Incumbents who possess the requisite skill, experience, education, and other job-related requirements of a position are expected to perform the essential functions of the job with or without a reasonable accommodation.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assumes command of the department in the absence of the Director with full management responsibility for all Human Resources Department personnel and activities including recruitment, fringe benefits, labor relations, payroll, classification and compensation; training and development, and regulatory compliance.
- Assists with the development and implementation of the Human Resources Department goals, objectives, policies and priorities for each assigned service area; established within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Prepares or assists the Director with preparation for union/management labor negotiations including development and analysis of total compensation salary survey strategies for presentation of bargaining proposals; prepares economic analysis of union proposals.
- Represents the City as chief spokesperson or assists the Human Resources Director in meetings with employees and employee organization representatives regarding salaries, benefits, working conditions, resolution of disputes, etc.
- Drafts or assists with preparation of employee relations resolutions, memoranda of understanding, side letters with unions, investigative reports, correspondence and related documents.
- Performs complex research and analysis regarding ADA, CFRA, FMLA, FLSA and other statutes or regulations covering employees in the State of California, and in support of employee relations program activities.
- Assists with administration the City's compensation plan; conducts salary surveys; establishes and reassigns job classes to pay grades.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Consults with and provides advice to departments regarding the resolution of disputes, grievances, and other difficulties involving labor and employee relations.
- Investigates employee misconduct; recommends appropriate level of discipline; prepares legal notices regarding discipline and terminations.
- Assists department heads with the preparation for and handling of due process hearings.
- Prepares witnesses for arbitration.
- Assists with preparation of manuals and other guidebooks to be used in employee relations program activities; provides technical training to City staff on labor and employee relations topics.
- Participates in the development and administration of the Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; assists with monitoring and approval of expenditures; prepares and presents to the Director needed budgetary adjustments as necessary.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the Director; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Reviews local, state and federal legislation to determine impact on employee relations policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- When called upon, attends various civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of labor relations and human resource management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in Human Resource Management, Business Administration or a related field; AND five (5) years of labor relations experience in a large public sector organization; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Senior Professional in Human Resources is preferred.

Required Knowledge of:

- Theory, principles and practices of contemporary human resource management including collective bargaining and labor-management relations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and Memoranda of Understanding.
- Principles and practices of human resources management.
- Federal and State regulations governing human resources and labor relations activities.
- Employee benefits programs and compensation strategies.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles of supervision, training and performance evaluation.

Deputy Director of Human Resources**Required Skill in:**

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, union officials, and the general public.
- Overseeing and coordinating employee/labor relations activities.
- Overseeing and coordinating human resources operations within a large municipality.
- Ensuring compliance with regulations governing human resources operations.
- Developing and implementing human resources strategic plans, objectives, policies, and procedures.
- Administering and effective employee relations program in a union environment.
- Resolution of grievances arising under labor agreements.
- Negotiations or preparation of labor agreements.
- Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations.
- Conciliation, mediation, or arbitration of labor disputes.
- Managing classification/compensation plans and administering employee benefits programs.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing and typing.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust and occasional sounds of office equipment running.

CITY OF COMPTON

LABOR RELATIONS ANALYST

DEFINITION:

Under general direction of the Human Resources Director, performs professional level work involved in the resolution of employee and labor disputes, complaints and grievances.

ESSENTIAL FUNCTIONS:

- Serves as a member of the management bargaining team in negotiations with assigned bargaining units.
- Designs and coordinates research activities in preparation for negotiations.
- Analyzes union proposals and assists in developing management proposals.
- Provides staff support in preparation for complex or sensitive negotiations.
- Reviews and recommends changes to existing labor agreements.
- Drafts contract proposals.
- Reviews contract proposals and assesses effect on agency and statewide operations.
- Negotiates letters of agreement to amend existing collective bargaining agreements.
- Conducts negotiations with union representatives.
- Responds to oral and written inquiries from managers and human resources staff about contract terms or interpretations based on established human resource and labor relations policy, practice and case law precedent.
- Analyzes and makes oral or written recommendations on problems identified with contract administration and other collective bargaining and human resource related issues.
- Investigates grievances and complaints to establish and verify facts. Identifies relevant contract provisions, procedures and precedents and applies them to grievances.
- Researches case law and other authorities to identify favorable and adverse precedents.
- Negotiates settlement of disputes, complaints and grievances with union representatives within parameters set by principals.
- Drafts letters of dispute and grievance resolution.

- Prepares for arbitration and hearings by conducting investigations, researching and analyzing arbitration case law and precedents.
- Develops case theory consistent with earlier grievance responses, labor contracts, state policy and relevant case law.
- Advocates the agency's position in arbitration and hearings.
- Develops, maintains, and administers administrative instructions, rules, procedures and practices manuals

OTHER JOB FUNCTIONS

- Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive comprehension of labor law practices, precedents and resources.
- Significant understanding of principles, practices and current developments in the field of human resources management.
- Considerable experience in the procedures for collecting, summarizing and relaying information, which is confidential and sensitive.
- Working knowledge of the principles and techniques of public sector management including organization, planning, staffing and supervision.
- Proficient in logical analysis and the development of complex theories and arguments.
- Expert in writing and analyzing contract language.
- Expert in mediation, conflict resolution and negotiation techniques.
- Strong proficiency in the operation of a personal computer using standard word processing programs to produce reports, briefs and memoranda suitable for general distribution.
- Capable of interviewing individuals and investigating problems to obtain facts, to evaluate facts and circumstances, to identify issues and controversies, and to recommend viable courses of action.
- Aptitude in communicating effectively and persuasively both orally and in writing.
- Strong competence in dealing tactfully with a wide variety of individuals to maintain effective working relationships.
- Assists in implementing and maintaining compliance with federal, state, and county mandates.
- Participates in a variety of organizational and operational studies; conducts surveys to determine the City's position in the labor market with regard to wages, benefits and working conditions; makes recommendations regarding modifications to classification and compensation policies and procedures.

- May represent the Human Resources Department on various committees

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities such as:

Experience: A minimum of five (5) years of experience in a professional and/or management work of which two (2) years were served in a labor relations capacity.

Education: Graduation from an accredited college with a Bachelor's degree, preferably with major study in public, business or personnel administration, industrial relations, psychology or a related field. A Master's degree is highly desirable.

A degree from an accredited law school and two years of labor relations experience may be substituted for the education and experience.

License: Must possess or be able to obtain an appropriate operator's license – issued by the California State Department of Motor Vehicles.

PHYSICAL DEMANDS

Work is primarily performed indoors in an office environment. May be required to work evenings and/or weekends.

CITY OF COMPTON
MINUTES OF THE PERSONNEL BOARD
REGULAR MEETING
JUNE 18, 2009; 6:00 p. m.

CALL TO ORDER

The Personnel Board of the City of Compton held its regular meeting on Thursday, June 18, 2009, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:04 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Ernest Baker.

ROLL CALL

MEMBERS PRESENT: Barbara Banks, Ernest Baker,
 Willie McReynolds, Margaret Mitchell,
 Martha Quinn

STAFF PRESENT: Merle Green, Deputy City Attorney II, Legal
 Advisor to the Board
 Ruth Rugley, Chief Deputy City Attorney

 Kareemah Bradford, Human Resources
 Director, Clerk to the Personnel Board

APPROVAL OF MINUTES OF PREVIOUS MEETING

Regular Meeting – April 23, 2009

Regular Meeting – May 21, 2009

Ms. Bradford moved for approval of minutes.

On motion by McReynolds, seconded by Mitchell, the minutes for April 23, 2009, were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

On motion by Mitchell, seconded by Baker, the minutes for May 21, 2009, were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

NEW BUSINESS

1. Oral and Written Communications, Reports and Requests

A. Report of Temporary Positions (as of May 31, 2009)

On motion by Mitchell, seconded by McReynolds, the Report of Temporary Positions (as of May 31, 2009) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

B. Report of Exempted Positions (as of May 31, 2009)

On motion by Banks, seconded by McReynolds, the Report of Exempted Positions (as of May 31, 2009) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

C. Request that the Personnel Board finds and declares than in its opinion, the best's interests of the public service require the examination for PBX Operator Clerk II are both promotional and open and competitive and not restricted to persons in the Classified Service

On motion by Mitchell, seconded by Banks, the Request that the Personnel Board finds and declares than in its opinion, the best's interest of the public service require the examination for PBX Operator Clerk II are both promotional and open and competitive and not restricted to persons in the Classified Service was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

D. Requests for Temporary Appointments

1. Administrative Analyst II (Human Resources)

On motion by Mitchell, seconded by McReynolds, the Request for Temporary Appointment for Administrative Analyst II (Human Resources) was approved by the following vote on roll call.

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

2. Labor Relations Analyst (Human Resources)

On motion by McReynolds, seconded by Mitchell, the Request for Temporary Appointment for Labor Relations Analyst (Human Resources) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

3. Deputy Housing Director (Housing)

It was agreed that this matter would be moved further in the agenda to allow some time for Ms. Harrieth Robinson-Blue to get to the meeting.

E. Report from Public Personnel Consultants – Re: Classification Study

Mr. Robert Miles from Public Personnel Consultants gave a report both written and oral and used some slides as well to give an overview of the position classification process and the work they have completed to date.

Mr. Miles said he is not asking for the Board to take any action this evening. Mr. Miles also distributed packets to Board Members containing his report in detail.

Ms. Bradford told the Board Members that she wanted to make sure that they get the report beforehand so that they will have all this information before scheduling the other hearings for the other class studies and so they will have time to review them. Ms. Bradford also told them to submit any questions that they have so they can talk about it at the next hearing.

Ms. Bradford also talked about a class plan that was adopted in 1986, and that one of the challenges she was given when she became the director was that she was told that the specs overviews should have been consistent, that they should have been grouped at the time the positions were created, but they were not, and that somewhere along the line, the classification plan was not followed. Ms. Bradford talked about a proposed new plan, the classification plan that specifically talks about the job specs, general purpose, primary duties and responsibilities.

Ms. Quinn made a comment that she really appreciated the very detailed report from Mr. Miles.

Mr. McReynolds had a question on the positions for deletion, whether there's someone in that position currently, and Mr. Miles said that absolutely no position in which there's a current incumbent was recommended for deletion.

F. Request to Schedule Special Meetings

1. Re: Public Hearings for amendments to the Classification Plan pursuant to sections 1010 and 1103 of the Compton City Charter

Ms. Bradford asked how many specs is the Board comfortable reviewing per week.

After discussion of Board Members, Ms. Quinn recommended that they set at least 20 specs per meeting. The meetings were set at 5:00 o'clock on July 9, 2009, July 16, 2009, August 13, 2009, and August 20, 2009.

G. Request to Reschedule Hearing Date

1. George Mendoza, Public Works Department
Re: suspension

Ms. Ruth Rugley, Chief Deputy City Attorney and Mr. Michael Harvey, Union Representative, AFSCME, Local 2325, suggested the following dates for the hearing: August 6, 2009, August 20, 2009, and August 27, 2009.

Ms. Banks would not be available on August 6, 2009. Ms. Rugley said that they have no objections to Ms. Banks being absent on the August 6th, and

they will stipulate that Ms. Banks can read the transcript of the proceedings so she can participate in the deliberations.

Ms. Mitchell is Human Resources Director know in a couple of days.

The Board agreed on August 6, 2009, August 20, 2009 and August 27, 2009, the 6th and the 27th being tentative, with the Human Resources Director to confirm later.

H. Request to Set Hearing Date

1. Albert Alexander Re: termination

Ms. Ruth Rugley, Chief Deputy City Attorney and Mr. James Waterville, Appellant's representative requested for the following dates for the Hearing: September 10, 2009 and September 24, 2009.

Mr. Baker is not available on September 24, 2009.

Ms. Rugley stated that they both stipulate that the absent Board Member can read the transcript to participate in the deliberations.

The hearing dates were set for September 10, 2009 and September 24, 2009 at 6:00 p.m.

D. Request for Temporary Appointment: (continued)

3. Deputy Housing Director (Housing)

Harrieth Robinson-Blue, Housing Director, said that they wish to continue to provide affordable housing for lower income families, and the Department of Housing and Urban Development recommended that they add this position to their budget.

On motion by Banks, seconded by Baker, the Request for Temporary Appointment for the Deputy Housing Director (Housing) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

2. Approval of Proposed Eligible Lists

A. Water Service Worker I (open-competitive only) – pending no appeals

On motion by McReynolds, seconded by Banks, the eligible list for Water Service Worker I was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

B. Water Service Worker II (open-competitive)

On motion by Mitchell, seconded by McReynolds, the eligible list for Water Service Worker II was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

C. Water Service Worker III (open-competitive)

On motion by McReynolds, seconded by Banks, the eligible list for Water Service Worker III was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

D. Project Manager (promotional and open-competitive)

On motion by Mitchell, seconded by Banks, the eligible list for Project Manager was approved by the following on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members – None

3. Extension of Eligible Lists

A. Office Assistant I – (2nd extension – open – competitive- 8 candidates)

On motion by McReynolds, seconded by Baker, the eligible list for Office Assistant I was extended for six months by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

PUBLIC HEARING

On motion by Mitchell, seconded by Banks, the Public Hearing was opened, pursuant to Sections 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan for all the positions in the Chief Executive Positions, with the exception of the Special Services Supervisor, and also included the Miscellaneous position, Labor Relations Analyst.

Mr. McReynolds questioned the equivalency requirement for Education and Experience regarding the Budget Officer position.

Ms. Bradford said there is a chart that will make the comparison, and it will be put back in on the 9th.

Mr. McReynolds also pointed out that "L.A. County" was left out regarding the Budget Officer projects. Ms. Bradford said it will be added in.

Ms. Quinn had a question regarding the Director of Redevelopment. She asked why "Master's Degree is preferred" not under "Education." And Ms. Bradford said it will be moved and placed under "Education and Experience."

Ms. Quinn asked what is "HAP" with regards to Director of Housing. Ms. Robinson-Blue states that it is "Housing Assistant Payment."

And Ms. Quinn again pointed out that "Master's is preferred" should be under "Education" and not under "Required Licenses and Certifications."

On motion by McReynolds, seconded by Mitchell, the Public Hearing was closed by the following roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

On motion by Mitchell, seconded by McReynolds, the proposed amendments to the Position Classification Plan for the positions of Budget Officer, Chief Building Inspector, City Controller, Director of Employment and Training Services, Director of General Services, Director of Municipal Law

Enforcement Services, Director of Public Works/City Engineer, Director of Redevelopment, Fire Chief, Housing Director, Human Resources Director, Information Systems Manager, Planning and Economic Development Director, Director of Parks and Recreation, Water Department General Manager and Labor Relations Analyst was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

PUBLIC HEARING

The Personnel Board, opened the hearing, pursuant to Section 1101 (a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following position from the Classified Service for a period not to exceed (6) months.

Water Service Worker I (Water Department)

On motion by Mitchell, seconded by Banks, the Public Hearing to consider requests to exempt positions from the Classified Service not to exceed six months pursuant to Section 1101 (a) 6 of the Compton City Charter opened for the position Water Service Worker I, was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

AUDIENCE COMMENTS

Mr. Ronald Johnson, Business Representative with AFSCME, spoke on behalf of Local 2325 and John Strickland, Project Manager in the Redevelopment Department, who filed a grievance against the Department Director. Mr. Johnson is requesting a copy of a legal opinion made by the City Attorney's Office that was presented to the Board Members.

The Legal Advisor to the Board informed him that the Board can not make a comment on the issue at this time and that the City Attorney's Office would get in touch with him regarding the issue.

PERSONNEL BOARD COMMENTS

The Board Members expressed their gratitude to everybody's fine work they are doing.

CLOSED SESSION

There was no discussion for closed session.

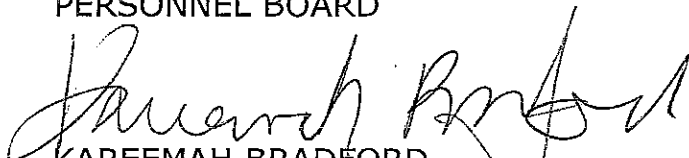
ADJOURNMENT

On the motion by Baker, seconded by McReynolds, the regular meeting of the Personnel Board adjourned at 7:30 p. m. by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

Respectfully submitted,

MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD


KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

REPORT OF TEMPORARY POSITIONS

Status as of 30-Jun-2009

Temporary Classification	Department	Effective Date	Expiration Date	Board Action	Vacant	Examination Status
Accountant	Controller	03/16/09	06/16/09	11/20/08	Y	Eligible list certified to department
Claims Technician	City Attorney	04/27/09	07/27/09	03/19/09	Y	Recruitment not started
Dept City Attorney II	City Attorney	03/31/09	07/01/09	02/19/09	Y	Recruitment in process
Fire Protection Specialist II	Fire	06/22/09	09/22/09	04/23/09	Y	Recruitment not started
Housing Rehabilitation Specialist	CRA	05/20/09	08/20/09	04/23/09	Y	Recruitment not started
Maintenance Worker III	Parks & Recreation	06/19/09	09/19/09	05/21/09	Y	Recruitment delayed due to Class. Study
PBX Operator/Clerk II	Human Resources	05/26/09	08/26/09	03/19/09	Y	Recruitment in process
Risk Manager	City Attorney	05/19/09	08/19/09	04/23/09	Y	Recruitment not started
Water Service Worker I	Water	03/16/09	06/16/09	01/15/09	Y	Eligible list certified to department
Water Service Worker I	Water	04/27/09	07/27/09	01/15/09	Y	Eligible list certified to department
Water Service Worker I	Water	04/27/09	07/27/09	01/15/09	Y	Eligible list certified to department

REPORT OF EXEMPTED POSITIONS

Status as of

30-Jun-09

Temporary Classification	Effective Date	Expiration Date	Board Action	Vacant Positions	Disposition
Accounting Technician	5/17/2009	11/17/2009	5/21/2009	Y	Recruitment in Process
Administrative Secretary	11/26/2008	5/26/2009	12/18/2008	Y	Recruitment Completed
Administrative Technician	5/17/2009	7/17/2009	5/21/2009	Y	Eligible list certified to department
Building & Permit Technician	4/1/2009	10/1/2009	4/9/2009	Y	Recruitment not started
Deputy City Controller	4/21/2009	10/21/2009	4/23/2009	Y	Recruitment in process
Director of MLES	4/22/2009	10/22/2009	4/23/2009	Y	Recruitment Pending
Housing Eligibility Specialist II	5/29/2009	9/29/2009	5/21/2009	Y	Recruitment delayed due to Classification Study
Maintenance Worker I	4/21/2009	10/21/2009	4/9/2009	Y	Recruitment delayed due to Classification Study
Painter I	4/6/2009	10/6/2009	4/9/2009	Y	Recruitment not started
Parking Control Officer	1/14/2009	7/14/2009	12/18/2008	Y	Eligible list certified to department
Water Operations and Div. Supervisor	4/21/2009	10/22/2009	4/23/2009	Y	Recruitment in process
Water Service Worker I	4/1/2009	10/1/2009	4/9/2009	Y	Eligible list certified to department
Water Service Worker II	4/20/2009	10/20/2009	4/23/2009	Y	Eligible list certified to department

October 22, 2019

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AMENDING THE POSITION CLASSIFICATION PLAN TO INCLUDE THE
CLASSIFICATION SPECIFICATION OF LEGAL INTERN**

SUMMARY

The City Council will consider a resolution amending the Position Classification Plan to include the classification specifications of Legal Intern.

BACKGROUND

The City Manager authorized a review of the City's current Position Classification Plan to include the position of Legal Intern.

The position of Legal Intern is an "Unclassified" part-time position and was placed on the Personnel Board agenda without union objection.

Subsequent to conducting a properly noticed and public hearing pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter, the Personnel Board approved the proposed amendment to the classification plan to include the classification of Legal Intern and recommended approval and adoption thereof to the City Council at its meeting conducted on February 18, 2016.

STATEMENT OF ISSUE

After review, staff has determined it to be necessary to amend the Classification Plan by adding the Legal Intern.

The primary purpose for adding the Legal Intern to the classification plan is to assist the City Attorney's Office in conducting research, drafting legal documents and handling projects as assigned, while mentoring and training local law students in the development of legal skills.

These revisions will update the existing Classification Plan. The Legal Intern position should be added to the Salary Schedule, under the Hourly and Seasonal employee section.

FISCAL IMPACT

The salary for Legal Intern is Twenty Dollars (\$20.00) per hour. This position is not being funded for FY 2019-2020 through this resolution. This is only to add the position to the classification plan and salary schedule.

RECOMMENDATION

It is recommended that the proposed resolution be adopted by the City Council.

**CRAIG J. CORNWELL
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AMENDING THE POSITION CLASSIFICATION PLAN TO INCLUDE THE
CLASSIFICATION SPECIFICATION OF LEGAL INTERN**

WHEREAS, the City Manager authorized a review of the City's current Position Classification Plan to include the position of Legal Intern; and

WHEREAS, after review of the aforementioned position classification, staff has determined that in order to best serve the City's needs, be it would be appropriate and fair to add the position of Legal Intern primarily to assist the City Attorney's Office in conducting research, drafting legal documents and handling projects as assigned, while mentoring and training local law students in the development of legal skills; and

WHEREAS, the position of Legal Intern is an "Unclassified" part-time hourly position and was placed before the Personnel Board without union objection; and

WHEREAS, subsequent to conducting a properly noticed and public hearing pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter, the Personnel Board approved the proposed amendment to the classification plan to include the classification of Legal Intern and recommended approval and adoption thereof to the City Council at its meeting conducted on February 18, 2016; and

WHEREAS, the salary for Legal Intern is Twenty Dollars (\$20.00) per hour. This position is not being funded for FY 2019-2020 with thru this resolution. This is only to add the position to the classification plan and salary schedule.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES
HEREBY RESOLVE AS FOLLOWS:**

Section 1. That the new classification specification for the position of Legal Intern is hereby approved and added to the Position Classification Plan of the City of Compton.

Section 2. That the Legal Intern position should be added to the Salary Schedule, under the Hourly and Seasonal employee section at the rate of Twenty dollars per hour (\$20.00).

Section 3. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Clerk, City Controller, Human Resources and the City Attorney.

Section 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2019.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this ____ day of _____, 2019.

That said Resolution was adopted by the following vote, to wit:

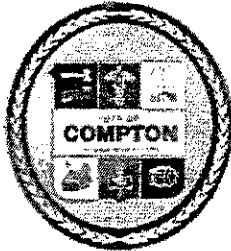
AYES: COUNCILMEMBERS -
NOES: COUNCILMEMBERS -
ABSTAIN: COUNCILMEMBERS -
ABSENT: COUNCILMEMBERS -

CITY CLERK OF THE CITY OF COMPTON

Personnel
Background 4/16/16

HR to present to CC for adoption July 2016

PROPOSED NEW CLASSIFICATION SPECIFICATION



City of Compton

LEGAL INTERN

Department: City Attorney	Class Code:	
Revised Date:	FLSA Status:	Unclassified, Part-Time
Personnel Board Approved: February 18, 2016	Bargaining Unit: Unrepresented	
Council Approved:		

GENERAL PURPOSE: Under general supervision, the Legal Intern will be expected to conduct research projects and draft legal documents. In addition, the intern may be called upon to track pending legislation, and to otherwise assist the attorneys and staff with their duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the City Attorney; does not exercise supervisory responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following essential functions are those that are critical, integral, necessary, crucial, primary and fundamental to the job. Incumbents who possess the requisite skill, experience, education, and other job-related requirements of a position are expected to perform the essential functions of the job with or without a reasonable accommodation.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Researches, gathers and compiles data on various legal issues
- Researches statutes, rules, precedents, facts, evidence, codes, public records, contracts, ordinances and resolutions for preparation of cases, legal documents and legal citation references to assist attorneys
- Composes and drafts memoranda, briefs, pleadings and discovery documents
- Drafts complaints, answers to complaints, agreements, resolutions and ordinances using computer related software
- Performs general office administrative duties
- Assist with special projects and perform other duties as assigned or required
- Ability to manage confidential information

MINIMUM QUALIFICATIONS:

Education and Experience:

- Must be a law student currently enrolled in and have successfully completed at least the first (1st) year of study at an accredited law school within the United States

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License

City of Compton
Legal Intern

Required Knowledge of:

- Knowledge of legal principles and procedures
- Legal terminology and legal citation formats
- Rules of formatting, preparation, filing and service of legal documents
- Must have proficiency in traditional web search databases such as Google, Westlaw or Lexis and software programs such as Microsoft Outlook, Word and Excel

Required Skill In:

- Office practices and procedures including business correspondence, filing and standard office equipment operation
- Establishing and maintaining cooperative working relationships with co-workers
- Must have excellent oral and written communication skills

Physical Demands / Work Environment:

- Work is performed indoors in an office setting
- Work requires frequent light lifting, sorting, filing, and typing
- Moderate finger dexterity and near vision is required
- May be exposed to minor amounts of dust

Residency

- City of Compton residency desirable