

NOTICE

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
Tuesday, October 06, 2009
7:00 PM**

HEARING(S)

OPENING

ROLL CALL

INTRODUCTION OF SPECIAL GUESTS

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. **ORAL PRESENTATION - KAYE E. BURNSIDE, Ed. D, Superintendent - Compton Unified School District "State of Education"**

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.

APPROVAL OF MINUTES

2. September 15, 2009

REPORTS OF OFFICERS AND COMMISSIONS

CITY MANAGER/CITY ATTORNEY REPORTS

3. REQUEST TO SCHEDULE A PUBLIC HEARING FOR TENTATIVE TRACT MAP NO. 70914 (1755 S. Alameda Street) **October 27, 2009 at 3:15 p.m.**

COMPTON CAREERLINK

4. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) AND THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) DISLOCATED WORKER PROGRAM SERVICES FOR FISCAL YEAR 2009-2010
5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT BETWEEN THE COMPTON CAREERLINK WORKSOURCE CENTER AND COMPTON UNIFIED SCHOOL DISTRICT'S REGIONAL OCCUPATIONAL PROGRAM (ROP)/CAREER TECHNICAL EDUCATION (CTE) FOR FISCAL YEAR 2009-2010
6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A LEASE AGREEMENT BETWEEN THE COMPTON CAREERLINK WORKSOURCE CENTER AND SOUTHLAND BUSINESS DEVELOPMENT PARTNERSHIP FOR FISCAL YEAR 2009-2010
7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY TO CONDUCT THE WORKFORCE INVESTMENT ACT (WIA) ADULT PROGRAM FOR FISCAL YEAR 2009-2010
8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) DISLOCATED WORKER PROGRAM SERVICES FOR FISCAL YEAR 2009-2010

9. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) AND THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) ADULT PROGRAM SERVICES FOR FISCAL YEAR 2009-2010

CITY ATTORNEY

10. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AON RISK SERVICES FOR PROVISION OF PRIMARY AUTO AND EXCESS LIABILITY, DIAL-A- RIDE AND GENERAL LIABILITY, AD&D ATHLETIC INSURANCE AND EXCESS WORKERS' COMPENSATION COVERAGES.

CITY FIRE DEPARTMENT

11. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING A PURCHASE ORDER WITH CALIFORNIA SEAGRAVE TO PROVIDE PREVENTIVE MAINTENANCE, DEPARTMENT OF TRANSPORTATION TESTING, PUMP TESTING, REPAIR SERVICES AND PARTS REPLACEMENT FOR THE FIRE DEPARTMENT'S HEAVY RESERVE VEHICLES
12. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH SOUTH COAST EMERGENCY VEHICLE SERVICE FOR ROUTINE MAINTENANCE AND REPAIR ON CITY FIRE APPARATUS

CITY MANAGER

13. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF COMPTON AND SOUTHERN CALIFORNIA EDISON COMPANY FOR THE INSTALLATION OF ANTI-CLIMBING GUARDS WITHIN THE GREENLEAF PARKWAY
14. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE LOS ANGELES SENTINEL FOR NEWSPAPER SERVICES
15. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT AGREEMENT WITH MODERN PROTECTION TO PROVIDE SECURITY SERVICES AT LUEDERS PARK

16. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT AGREEMENT WITH UNITED STATES SECURITY SERVICES TO PROVIDE SECURITY SERVICES AT WILSON AND CESAR CHAVEZ PARKS
17. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF COMPTON AND WOODS CONSULTING FOR VIDEO AND CABLE SERVICES

HUMAN RESOURCES

18. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AMENDMENTS TO THE POSITION CLASSIFICATION PLAN

MUNICIPAL LAW ENFORCEMENT SERVICES

19. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER OT ISSUE A PURCHASE ORDER TO PAY ALL INVOICES BILLED FOR ANIMAL CARE AND CONTROL SERVICES FOR FISCAL YEAR 2009-2010

WATER DEPARTMENT

20. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ACCEPTING BID FOR THE REPAIR, MAINTENANCE, TESTING AND CALIBRATION OF LARGE WATER METERS

APPROVAL OF WARRANTS

21. **Warrant #179678 - Date - 9/24/09 - Name - Los Angeles County Sheriff Department - Description - Law Enforcement Services - Amount - \$1,410,764.20 - Requested by: MLES**
22. **Warrant #179857 - Date - 10/1/09 - Name - Press Telegram Long Beach - Description - Advertising - Amount - \$39,785.17 - Requested by: City Manager**

END CONSENT AGENDA

REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES

CITY MANAGER'S REPORT

CITY ATTORNEY'S REPORTS

CITY TREASURER'S REPORTS

23. Investment Report

UNFINISHED BUSINESS

NEW BUSINESS

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: Tuesday, October 13, 2009 @ 3:00 PM.

Visit our website at <http://www.comptoncity.org>

October 6, 2009

COUNCIL AGENDA ORAL PRESENTATION

The Compton Unified School District is requesting to make a presentation to the City Council on the "State of Education". Kaye E. Burnside, Ed.D., Superintendent, will share with the Council there academic progress, academic initiatives to accelerate student success, update on the impact of the state budget crisis in our schools, the status of school construction projects and areas where the City can partner with the district to drive greater progress in our schools.

She is anticipating that her presentation will last approx. twenty minutes with additional time afterwards for dialogue and questions.

CHARLES EVANS

SEPTEMBER 15, 2009

The City Council meeting was called to order at 7:51 p.m. in the Council Chambers of City Hall by Mayor Eric Perrodin.

ROLL CALL

Council Members Present: Calhoun, Dobson, Arceneaux, Jones, Perrodin

Council Members Absent: None

Other Officials Present: C. Cornwell, A. Godwin, C. Evans

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. Proclaiming the Fourth Monday in every September "Family Day"

Mayor Perrodin and the City Council proclaimed the fourth Monday of every September, "Family Day" in the City of Compton, in an effort to encourage all households to eat dinner together frequently, to discourage teen substance abuse and the negative effects of peer pressure.

SPECIAL PRIVILEGE - Kris Bailey invited the Compton community to attend the "Healthcare Summit" hosted by Faithful Central Baptist Church to be held on Friday, September 18, 2009 at 7 p.m. Ms. Bailey informed the audience that the discussions would involve certain issues such as: the tax payer's cost for emergency room healthcare, the advantages and disadvantages of HR2300 and the escalated cost of prescription drugs. Ms. Bailey also mentioned that a number of economists and healthcare professionals would be available to address the citizen's concerns.

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

Lynn Boone, Compton resident, encouraged the citizens to voice their concerns at the public hearing which will address the enactment of an urgency ordinance amending the Bail Rate Schedule of the Compton Municipal Code. Ms. Boone also spoke in opposition to the approval of an amendment to the Municipal Law Enforcement Services 2009-2010 budget to appropriate funds to conduct sobriety checkpoints in the City of Compton. Ms. Boone indicated that agenda item number six was similar to the resolution adopted last week, to pay the City of Inglewood to process parking citations for the City of Compton. Ms. Boone further stated that the city necessitates competent individuals in leadership roles, in order to move the city forward.

Benjamin Holifield, Compton resident, expressed his disapproval of the rules of decorum, as a longtime resident. Mr. Holifield suggested that the City Council's liaisons be terminated, citing that the members of council could handle the community's issues of pot holes, tree trimming, housing and empty lots with the assistance of a secretary. Mr. Holifield stated that he agrees with the idea of the annual Gospel Festivals, however he recommended that all future events be sponsored by major soft drink companies. Mr. Holifield asserted that the City Council should be diversified and suggested that a townhall meeting be scheduled to discuss the issues in the community.

Robert Ray, Compton resident, agreed with the amendment to the Municipal Law Enforcement Services Department to appropriate funding to conduct sobriety checkpoints in the City of Compton, noting that there are at least ten individuals that do not receive compensation for their services.

Gwen Patrick, Compton resident, clarified that her recommendations for "green jobs" in the City of Compton entails the solicitation of those businesses that offer products that assist in the conservation of the environment. Ms. Patrick also expressed a concern for the water used to abate spills and the disposal of run-off, relating to the agreement with AMNAT Environmental & Geotechnical, Inc. for environmental remediation services at Fire Station Number One and Careerlink. Ms. Patrick also questioned if an accountability report would be submitted to staff that would, in turn be made available to the citizens.

#2.

Mayor Perrodin advised Ms. Patrick to contact the City Clerk's office during regular business hours.

Reverend German, Optimal Christian Academy, cordially invited the community and the City Council to attend the Optimal Christian Academy's "30th Anniversary Celebration" to be held on September 26-27, 2009 from 12 p.m. to 7 p.m. Pastor German encouraged everyone to read Roman's Seven and Fourteen in the Bible. Pastor German also encouraged the members of the community to address their concerns with the council members individually or at the dais, respectfully.

Mr. Michael, contractor, explained that his company is still awaiting payment after completing a stockpile project at 200 East Arbutus Street in October 2008.

Charles Evans, City Manager, advised Mr. Michael to contact his office at (310) 605-5585 to resolve this matter.

Mr. Ephraim, Compton business owner, stated that his father's business was cited for holding an advertising sign that apparently had a glare. Mr. Ephraim mentioned that he had, had a conversation with the Director of the Code Enforcement Department concerning this manner, noting that his father's business has lost approximately \$6,000 due to the confiscation of their sign.

Craig Cornwell, City Attorney, instructed Mr. Ephraim to contact his office at (310) 605-5582 to schedule an appointment with his office to further discuss this issue.

Ron Hooper, stated that he has been attending the council meetings for the past several months and mentioned that he is not, nor has he ever been, a candidate for office in the City of Compton, unlike some of the individuals that address the City Council every week. Mr. Hooper stated that the City Council is not compelled to address all concerns at every meeting and suggested that citizens attend town hall meetings to have their concerns resolved. Mr. Hooper acknowledged those individuals that comment on the text of the minutes, clarifying that the meeting minutes are a summary of the discussions and actions taken during the meeting. Mr. Hooper further mentioned that the citizens have the ability to view the council meetings on the city's website to obtain detailed information.

Willie Colsen, Compton resident, commended Councilperson Arceneaux and Councilperson Jones for their professionalism amidst verbal attacks.

Paulette Gibson, President of the NAACP, Compton Chapter, invited those community members that are struggling to pay their mortgages or in need of a loan modification to attend the "NAACP Meeting" to be held on Saturday, September 19, 2009 at Victory Outreach beginning at 2 p.m. Ms. Gibson also announced that the State Convention would be held on October 21st through the 25th in Manhattan Beach. Ms. Gibson further announced that the NAACP would be conducting all future meetings on the 3rd Saturday of every month at Victory Outreach Church.

7:15 PM - PUBLIC HEARING - RECEIVE CITIZEN COMMENTS ON THE CITY'S FY 2008-2009 HUD-MANDATED CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) (Item 12)

On motion by Arceneaux, seconded by Calhoun, the hearing was opened at 8:32 p.m., by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

Derek Hull, Director of the Planning and Economic Development Department, stated that the purpose of this hearing is to receive citizen comments on the city's Fiscal Year 2008-09 HUD-Mandated Consolidated Annual Performance and Evaluation Report (CAPER). Mr. Hull stated that the city was awarded \$2,931,412.00 in federal funds from the Department of HUD for the 2008-09 fiscal year. Mr. Hull mentioned that copies of this report were made available to the community prior to its submission to HUD, in the Community Redevelopment Agency, Planning and Economic Department, City Manager's Office and the City Clerk's Office. Mr. Hull announced that the following projects were successfully completed:

- 1) The General Services Department constructed American Disabilities Act compliant restrooms in the council chambers and new roofs were installed at Lueders Park, Gonzales Park and Kelly Park.
- 2) The Building Inspection Department inspected 94 illegal garage conversions, in which 52 illegal garage conversions were brought into compliance.
- 3) The Municipal Law Enforcement Services Department inspected 2,058 properties for various code violations and 655 of those properties were abated.
- 4) The Community Redevelopment Agency assisted 13 first-time homebuyers with home funds and 25 residents with low-income housing funds.
- 5) 376 homeless women were assisted by Ms. Essie's House of Faith and the Compton Welfare Rights organization.
- 6) The Dickinson Lighted Schools organization fed approximately 877 senior citizens.
- 7) The Fair Housing Foundation assisted 501 persons.
- 8) The California Pools of Hope provided aquatic therapy to 692 elderly and disabled persons
- 9) The Community Legal Services assisted 190 victims for domestic violence.
- 10) The Angels for Sight organization provided eye examinations and eye glasses for 167 children.

Mayor Perrodin opened the floor for audience comments.

AUDIENCE COMMENTS ON THE HEARING

Lynn Boone, Compton resident, requested the origin of the figures obtained for this report.

Mr. Hull stated that Ms. Essie's House of Faith and the Compton Welfare Rights organization are required to post a sign-in-sheet. Mr. Hull explained that the list is checked quarterly by the Planning and Economic Development Department, noting that the information is then submitted to HUD.

Ms. Boone also inquired as to whether the homeless shelters were inspected by a city employee.

Mr. Hull affirmed that periodic inspections are conducted by a city employee, after which the information is submitted to HUD.

Val Dudley, Compton resident, stated that she regularly reports certain issues to the Code Enforcement Department, however she stated that they are not correcting the violations in a timely manner.

Gwen Patrick, Compton resident, asked if the expansion of economic opportunities for individuals with low to moderate income is a mandated requirement for these funds.

Mr. Hull stated that all of the funding provides economic opportunities and services to those individuals with low to moderate income.

Benjamin Holifield, Compton resident, asked that a portion of the funding be utilized to assist the homeless citizens living in and around City Hall.

Ron Hooper, Compton resident, inquired as to whether there were any requirements from HUD, which mandates a city employee to monitor the intake volume of the service providers.

Mr. Hull explained that there are no requirements for a city employee to monitor the service providers intake, however Mr. Hull mentioned that each service provider is mandated by HUD to provide a quarterly list of their intake volume.

#2.

Pastor Patrick, requested the funding source of these grants.

Mr. Hull stated that the funds are obtained from the United States Department of Housing and Urban Development (HUD).

On motion by Arceneaux, seconded by Dobson, the hearing was closed at 8:49 p.m., by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin
NOES: Council Members - None
ABSENT: Council Members - None

COUNCIL COMMENTS ON THE HEARING

Councilperson Arceneaux stated that the service providers are monitored and inspected by the city’s Federal Grants Advisory Board.

Councilperson Dobson asked that Mr. Hull explain the qualifications for service providers to receive funding. Mr. Hull stated that there are three funding sources, in which an organization can apply for funding: Community Development Block Grant Funds, Home Funds and Emergency Shelter Grant Funds. Organizations submit their applications to the Planning and Economic Development Department, the criteria is reviewed, and based upon that information recommendations are forwarded to the City Council for approval.

CONSENT AGENDA

ITEMS REMOVED FROM THE CONSENT AGENDA - Alita Godwin, City Clerk, announced that staff is requesting that warrant numbers 179006 and 179088 be removed.

On motion by Calhoun, seconded by Arceneaux, the Consent Agenda was approved, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin
NOES: Council Members - None
ABSENT: Council Members - None

APPROVAL OF MINUTES

- 2. September 1, 2009
September 8, 2009

CITY MANAGER/CITY ATTORNEY REPORTS

- 3. REQUEST TO SCHEDULE A PUBLIC HEARING FOR ENACTMENT OF AN URGENCY ORDINANCE AMENDING CHAPTER XII OF THE COMPTON MUNICIPAL CODE BY AMENDING SECTION 12-6 (BAIL RATE SCHEDULE) IN ITS ENTIRETY (**October 13, 2009 at 3:20 PM**)
- 4. REQUEST OF OPTIMAL CHRISTIAN ACADEMY FOR STREET CLOSURE (**Crane Street closing off Compton Blvd. to Palmer Street from September 25-27, 2009 from 11:00 a.m. to 10:00 p.m.**)

MUNICIPAL LAW ENFORCEMENT SERVICES

- 5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE MUNICIPAL LAW ENFORCEMENT SERVICES FISCAL YEAR 2009-2010 BUDGET TO APPROPRIATE \$30,004.00 IN FUNDING TO CONDUCT SOBRIETY CHECKPOINTS IN THE CITY OF COMPTON (**Resolution # 22,933**)

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING PAYMENT TO THE CITY OF INGLEWOOD FOR DATA PROCESSING SERVICES RELATING TO THE PARKING CITATION PROGRAM **(Resolution # 22,934)**

RISK MANAGEMENT

7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO RENEW THE AGREEMENT WITH AMNAT ENVIRONMENTAL & GEOTECHNICAL, INC. FOR ENVIRONMENTAL REMEDIATION SERVICES AT FIRE STATION NO. 1 AND THE COMPTON CARRERLINK WORKSOURCE CENTER **(Resolution # 22,935)**

APPROVAL OF WARRANTS

8. **Warrant #179006** - S.E.T. Construction - Block Wall - \$10,000.00 - **Requested by: ICMS (Removed)**
Warrant #179088 - MV Transportation - Compton Renaissance - \$70,725.53 - **Requested by: Public Works (Removed)**
Warrant #179093 - **Date** - Southern California Edison - Install Street Lights - \$71,101.17 - **Requested by: Public Works**

Total Amount - \$71,101.17

END OF THE CONSENT AGENDA

REGULAR AGENDA

UNFINISHED BUSINESS

9. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING SECTION 2-5 OF CHAPTER II OF THE COMPTON MUNICIPAL CODE TO ADD SECTION 2-5.2 ESTABLISHING COMPENSATION FOR MEMBERS OF THE RECREATION AND PARKS COMMISSION

On motion by Arceneaux, seconded by Dobson, to waive the reading of the ordinance in full, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

On motion by Arceneaux, seconded by Dobson, **Ordinance # 2,197** entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING SECTION 2-5 OF CHAPTER II OF THE COMPTON MUNICIPAL CODE TO ADD SECTION 2-5.2 ESTABLISHING COMPENSATION FOR MEMBERS OF THE RECREATION AND PARKS COMMISSION" was adopted, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

10. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING SECTION 2-14.3 OF CHAPTER II OF THE COMPTON MUNICIPAL CODE INCREASING THE STIPEND AMOUNT FOR MEMBERS OF THE FEDERAL GRANTS ADVISORY BOARD/OVERALL ECONOMIC DEVELOPMENT PROGRAM COMMITTEE

#2.

On motion by Arceneaux, seconded by Calhoun, to waive the reading of the ordinance in full, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin
NOES: Council Members - None
ABSENT: Council Members - None

On motion by Arceneaux, seconded by Calhoun, **Ordinance # 2,198** entitled "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING SECTION 2-14.3 OF CHAPTER II OF THE COMPTON MUNICIPAL CODE INCREASING THE STIPEND AMOUNT FOR MEMBERS OF THE FEDERAL GRANTS ADVISORY BOARD/OVERALL ECONOMIC DEVELOPMENT PROGRAM COMMITTEE**" was adopted, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin
NOES: Council Members - None
ABSENT: Council Members - None

11. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER II OF THE COMPTON MUNICIPAL CODE TO ADD SECTION 2-8 ESTABLISHING COMPENSATION FOR MEMBERS OF THE PLANNING COMMISSION

On motion by Arceneaux, seconded by Calhoun, to waive the reading of the ordinance in full, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin
NOES: Council Members - None
ABSENT: Council Members - None

On motion by Arceneaux, seconded by Calhoun, **Ordinance # 2,199** entitled "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER II OF THE COMPTON MUNICIPAL CODE TO ADD SECTION 2-8 ESTABLISHING COMPENSATION FOR MEMBERS OF THE PLANNING COMMISSION**" was adopted, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin
NOES: Council Members - None
ABSENT: Council Members - None

NEW BUSINESS

12. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE SUBMISSION OF THE CITY'S FY 2008-2009 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

On motion by Arceneaux, seconded by Calhoun, **Resolution # 22,936** entitled "**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE SUBMISSION OF THE CITY'S FY 2008-2009 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**" was adopted, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin
NOES: Council Members - None
ABSENT: Council Members - None

COUNCIL COMMENTS

Mayor Perrodin announced that Bruce Boyken was recently appointed to the Trustee position for the Compton Community College District.

Bruce Boyken, Appointed Trustee for the Compton Community College District, informed the City Council that there are currently 15,688 students enrolled at Compton College, out of which 6,500 students are enrolled full-time. Mr. Boyken thanked the City Council for their continued support and affirmed that the current enrollment status is only the beginning.

Councilperson Calhoun stated that she participated in the Weed N Seed Committee meeting. Ms. Calhoun asked that staff obtain all the pertinent information to ensure that the timeline be followed closely.

Councilperson Calhoun also mentioned that she attended the Compton Chamber of Commerce's Installation Luncheon, in which the keynote speaker was Los Angeles Board of Supervisor Mark Ridley-Thomas.

Councilperson Calhoun commented on the success of the Gospel Festival and the Consolidated Plan workshop.

Councilperson Calhoun announced that the "Veterans Stand-Down" event would be held on September 19 - 21, 2009. Volunteers and donations are still being accepted.

Councilperson Calhoun concluded by expressing the importance of being counted by the United States Census Bureau.

Councilperson Jones commended the Mayor and thanked the city staff for ensuring the success of the Gospel Festival.

Councilperson Jones also notified the residents that live near Alondra and Tamarind Avenue that the sewer lines have been repaired and commended Bruce Boyken on his recent appointment.

Councilperson Dobson announced that the Los Angeles County Board of Supervisors, Department of Public Services would be hosting a "Toy Loan Program" on Monday, September 21, 2009 at Lueders Park at 4 p.m. The program will be teaching children about the importance of accountability and how to earn points towards their own new toys and games.

Councilperson Dobson also commented on the success of the Gospel Festival.

Councilperson Arceneaux commented on the peaceful spirit of the Gospel Festival.

Councilperson Arceneaux announced that she would be hosting a "Town Hall meeting" on Saturday, September 19, 2009 to address the increase in the resident's water bills.

Councilperson Arceneaux also announced that "Compton Creek Clean-Up" will be held on Saturday, October 17, 2009 from 7 a.m. to 12:30 p.m. at Raymond Street Park. Volunteers should contact Anna Fernandez (310) 605-5532 or go www.comptoncity.org.

Mayor Perrodin thanked all of the Gospel Festival performers and the individuals that were responsible for the success of the event.

Mayor Perrodin stated that he was invited to speak at a Mayoral event that took place in Dallas, Texas and thanked Vince Flowers and Robert Cruz for organizing the power point presentation utilized at the event.

Mayor Perrodin requested that the meeting be adjourned in memory of Alice Allen, Frank Placencia and Claudine Murphy.

#2.

ADJOURNMENT

On motion by Dobson, seconded by Calhoun, the meeting was adjourned at 9:25 p.m. in memory of **Claudine Murphy, Frank Placencia** and **Alice Allen**, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin
NOES: Council Members - None
ABSENT: Council Members - None

Clerk of the City Council

Mayor of the City Council

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: REQUEST TO SCHEDULE PUBLIC HEARING – October 27, 2009
TENTATIVE TRACT MAP NO. 70914

On Wednesday, August 12, 2009, the Planning Commission completed a public hearing on a proposal to **subdivide 2 lots into eight parcels** at **1755 S. Alameda Street, Compton** in a C-L (Limited Commercial) zone. The Planning Commission voted to recommend approval of the subdivision to City Council.

Subdivisions must be considered at an advertised public hearing per Section 28 of the Compton Municipal Code. Consequently, staff recommends that Council schedule a public hearing on this matter for **Tuesday, October 27, 2009 at 3:15 p.m.**

DEREK HULL
PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

CHARLES EVANS
CITY MANAGER

October 6, 2009

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER
INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF
LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT
(WIA) AND THE AMERICAN RECOVERY AND REINVESTMENT ACT
(ARRA) DISLOCATED WORKER PROGRAM SERVICES FOR FISCAL YEAR
2009-2010**

SUMMARY

This resolution authorizes the City Manager to enter into an agreement with Community and Senior Services of Los Angeles County to conduct Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (ARRA) Dislocated Worker Program services for fiscal year 2009-2010.

BACKGROUND INFORMATION

The City of Compton CareerLink WorkSource California Center is authorized to administer the Workforce Investment Act (WIA) Dislocated Worker Program services annually within the City of Compton. In February, 2009, President Obama signed into law the American Recovery and Reinvestment Act (AARA) which provides funding for purposes of addressing critical economic conditions and as a vehicle to stimulate the economy.

On June 30, 2009, the Los Angeles County Board of Supervisors approved a motion to award Compton CareerLink WorkSource Center with a month-to-month contract for FY 2009-10 WIA/ARRA Dislocated Worker program for the Compton area. As a supplement to WIA Dislocated Worker program ARRA prepares individuals who have been laid off or experienced a significant downsizing, by providing job placement and other employment and training related services.

#4.

MAYOR AND COUNCIL MEMBERS

October 6, 2009

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These funds are made available under the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (AARA) as delineated below:

<u>Program</u>	<u>Funds Received</u>
WIA/AARA Dislocated Worker Program	\$332,724
Total Funds Received:	\$332,724

STATEMENT OF THE ISSUES

There is a need to authorize the City Manager or his designee to accept ARRA funds and enter into an agreement with Community and Senior Services of Los Angeles County for fiscal year 2009-2010 on a month-to-month basis.

FISCAL IMPACT

There is no impact to the General Fund.

RECOMMENDATION:

Staff recommends City Council approval of the attached resolution.

KIMBERLY MCKENZIE, MPA
DIRECTOR
COMPTON CAREERLINK WORKSOURCE

CHARLES EVANS
CITY MANAGER

Attachment

RWA:MM

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN
AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES
COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) AND THE
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) DISLOCATED
WORKER PROGRAM SERVICES FOR FISCAL YEAR 2009-2010

WHEREAS, the CareerLink WorkSource California Center is designated to receive funds from the Community and Senior Services of Los Angeles County to conduct the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (AARA) Dislocated Worker Program services; and

WHEREAS, the American Recovery and Reinvestment Act (AARA) provides augmentation funding for purposes of addressing critical economic conditions within the Dislocated Worker population to be utilized as a vehicle to stimulate the economy; and

WHEREAS, on June 30, 2009, the Los Angeles County Board of Supervisors approved a motion to award Compton CareerLink WorkSource Center with a month-to-month contract for FY 2009-10 WIA/ARRA Dislocated Worker program for the Compton area; and

WHEREAS, there is a need to authorize the City Manager or his designee to accept the WIA and the American Recovery and Reinvestment Act (ARRA) Dislocated Worker Program funds in the amount of \$332,724 with Community and Senior Services of Los Angeles County for fiscal year 2009/2010.

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

Section 1. That the City Manager or his designee is authorized to accept funds and enter into an agreement with Community and Senior Services of Los Angeles County to conduct WIA Dislocated Worker and the American Recovery and Reinvestment Act (ARRA) Program services for Fiscal Year 2009-10 on a month-to-month basis.

Section 2. That WIA/ARRA Dislocated Worker program revenues and expenditures will total \$332,724 and appropriations will be reflected in the CareerLink budget as follows:

Account #	Description	Amount
27710000003580	Other County Grants WIA/ARRA Dislocated Worker Programs	\$332,724
Account #	Description	Amount
2771-810-D004113	Salaries -Administration	\$ 2,126
4125	Salaries – Training	\$ 96,142
4190	Workers Compensation	\$ 11,550
4191	Health Insurance	\$ 28,452
4192	Retirement	\$ 23,140
4193	PERS Pickup	\$ 9,740
4194	Life Insurance	\$ 611
4195	Dental Insurance	\$ 2,951

Account #	Description	Amount
2771-810-D004196	Vision Insurance	\$ 440
4197	Unemployment Insurance	\$ 547
4198	State Disability Insurance	\$ 1,317
4199	Medi-Cal Contribution	\$ 1,485
4210	General Office Supplies	\$ 1,633
4213	Publishing & Advertising	\$ 2,512
4216	Printing & Duplication	\$ 1,424
4249	Special Department Expense	\$ 6,532
4274	WIA/ARRA Training	\$138,060
4278	Mileage	\$ 4,062
Total WIA/ARRA Dislocated Worker Expenditures		\$332,724

Section 3. That a certified copy of this resolution shall be filed in the offices of the City Manager, City Clerk, City Controller, City Attorney and the CareerLink WorkSource California Center.

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

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: CareerLink

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) AND THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) DISLOCATED WORKER PROGRAM SERVICES FOR FISCAL YEAR 2009-2010

Kimberly McKenzie
DEPARTMENT MANAGER’S SIGNATURE

9/23/2009 10:56:10 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

9/29/2009 12:21:53 PM
DATE

Willie Norfleet
CITY CONTROLLER

9/28/2009 2:24:14 PM
DATE

Dave Hewitt
CITY MANAGER

9/28/2009 11:14:31 AM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A LEASE AGREEMENT BETWEEN THE COMPTON CAREERLINK WORKSOURCE CENTER AND COMPTON UNIFIED SCHOOL DISTRICT'S REGIONAL OCCUPATIONAL PROGRAM (ROP)/CAREER TECHNICAL EDUCATION (CTE) FOR FISCAL YEAR 2009-2010

SUMMARY:

Establishment of a lease agreement between the Compton CareerLink WorkSource Center and Compton Unified School District's Regional Occupational Program (ROP)/Career Technical Education (CTE) for Fiscal Year 2009-2010.

BACKGROUND:

The CareerLink, under the auspices of the City of Compton, has assumed management of the Compton CareerLink WorkSource Center facility and is mandated to provide office space for their co-located partner agencies. One such agency is the Compton Unified School District (CUSD) Regional Occupational Program (ROP)/Career Technical Education (CTE). CUSD has occupied office and classroom space at the CareerLink for many years and wishes to continue occupying space at the facility on an annual basis.

STATEMENT OF THE ISSUES:

The CUSD-ROP/CTE is to be billed monthly, by the City of Compton Controller's Office, for the period July 1, 2009 through June 30, 2010 as follows:

Room 2C	\$ 406.00
Room 8A	\$ 600.00
Room 9A	\$ 541.80
Room 12A	\$ <u>542.43</u>
Total	\$2,090.23

#5.

MAYOR AND CITY COUNCIL MEMBERS

September 6, 2009

PAGE 2

FISCAL IMPACT:

There is no fiscal impact to the General fund; however, the collected revenues are to be posted to the CareerLink's fund account number 10010000003425 that has been established to receive CareerLink facility rents. The month-to-month rental payments for the period July 1, 2009 through June 30, 2010 are \$2,090.23. The annual payments collected will total \$25,082.76.

RECOMMENDATION:

City Council approval of the attached resolution is recommended.

**KIMBERLY MCKENZIE, MPA
DIRECTOR
COMPTON CAREERLINK**

**CHARLES EVANS
CITY MANAGER**

KMCK:CE:KP

Attachment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT
BETWEEN THE COMPTON CAREERLINK WORKSOURCE CENTER AND
COMPTON UNIFIED SCHOOL DISTRICT'S REGIONAL OCCUPATIONAL
PROGRAM (ROP)/CAREER TECHNICAL EDUCATION (CTE) FOR FISCAL
YEAR 2009-2010**

WHEREAS, the City of Compton has assumed management of the Compton CareerLink WorkSource Center facility; and

WHEREAS, the Compton Unified School District Regional Occupational Program (ROP)/Career Technical Education (CTE) wishes to continue occupying space on an annual basis; and

WHEREAS, an account number 10010000003425 has been established to receive CareerLink facility rents; and

WHEREAS, the CUSD-ROP/CTE is to be billed monthly for the period January 1, 2009 through June 30, 2010 as follows:

Room 2C	\$406.00
Room 7A	\$600.00
Room 8A	\$541.80
Room 9A	<u>\$542.43</u>
TOTAL	\$2,090.23

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

SECTION 1. That the City Manager is authorized to execute a lease agreement between the Compton CareerLink WorkSource Center and CUSD-ROP/CTE.

SECTION 2. That the tenant will continue occupying space at the facility on an annual basis.

SECTION 3. That account number 10010000003425 has been established to receive CareerLink facility rents monthly.

SECTION 4. That the month-to-month rent payment for the period July 1, 2009 through June 30, 2010 will total \$25,082.76.

SECTION 5. That a certified copy of this resolution shall be filed, in the Office of the City Manager, City Controller, City Treasurer, City Attorney, Compton CareerLink WorkSource California Center and the City Clerk.

SECTION 6. That the Mayor shall sign and the City Clerk shall attest to the adoption of this resolution.

RESOLUTION NO. _____
PAGE TWO

ADOPTED this _____ day of _____ 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

AYES:	COUNCIL MEMBER:
NOES:	COUNCIL MEMBER:
ABSENT:	COUNCIL MEMBER:
ABSTAIN:	COUNCIL MEMBER:

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: CareerLink

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT BETWEEN THE COMPTON CAREERLINK WORKSOURCE CENTER AND COMPTON UNIFIED SCHOOL DISTRICT’S REGIONAL OCCUPATIONAL PROGRAM (ROP)/ CAREER TECHNICAL EDUCATION (CTE) FOR FISCAL YEAR 2009-2010

Kimberly McKenzie
DEPARTMENT MANAGER’S SIGNATURE

9/14/2009 11:58:39 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

9/16/2009 2:13:27 PM
DATE

Willie Norfleet
CITY CONTROLLER

9/17/2009 7:57:27 AM
DATE

Charles Evans
CITY MANAGER

9/16/2009 10:29:01 AM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON APPROVING A LEASE AGREEMENT BETWEEN THE
COMPTON CAREERLINK CENTER AND SOUTHLAND BUSINESS
DEVELOPMENT PARTNERSHIP FOR FISCAL YEAR 2009-2010**

SUMMARY:

Establishment of a Lease Agreement between the Compton CareerLink WorkSource Center and Southland Business Development Partnership for Fiscal Year 2009-2010.

BACKGROUND:

The CareerLink, under the auspices of the City of Compton, has assumed management of the Compton CareerLink WorkSource Center facility and is mandated to provide office space for their co-located partner agencies. One such agency is the Southland Business Development Partnership. Southland has occupied office space at the CareerLink and wishes to continue occupying space at the facility on an annual basis.

STATEMENT OF THE ISSUES:

The Southland Business Development Partnership is to be billed monthly, by the City of Compton's Controller's Office, for the period July 1, 2009 through June 30, 2010 as follows:

Room 11A	
Utilities	
Shared Space	
Maintenance	
Guard Services	
Telephone	To be paid by lessee directly
Total	\$485.00

#6.

MAYOR AND CITY COUNCIL MEMBERS

October 6, 2009

PAGE 2

FISCAL IMPACT:

There is no fiscal impact to the General fund, however, the collected revenues are to be posted to the CareerLink's fund account number 10010000003425 that has been established to receive CareerLink facility rents. The month-to-month rental payments for the period July 1, 2009 through June 30, 2010 are \$485.00. The annual payments collected will total \$5,820.00.

RECOMMENDATION:

City Council approval of the attached resolution is recommended.

**KIMBERLY MCKENZIE, MPA
DIRECTOR
COMPTON CAREERLINK**

**CHARLES EVANS
CITY MANAGER**

KMCK:CE:KP

Attachment

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING A LEASE AGREEMENT BETWEEN THE COMPTON
CAREERLINK WORKSOURCE CENTER AND SOUTHLAND BUSINESS
DEVELOPMENT PARTNERSHIP FOR FISCAL YEAR 2009-2010**

WHEREAS, the City of Compton has assumed management of the Compton CareerLink WorkSource Center facility; and

WHEREAS, the Southland Business Development Partnership wishes to continue occupying space at the facility on an annual basis; and

WHEREAS, account number 10010000003425 has been established to receive CareerLink facility rents; and

WHEREAS, the Southland Business Development Partnership is to be billed monthly for the period July 1, 2009 through June 30, 2010 as follows:

Room 11A	
Utilities	
Shared Space	
Maintenance	
Guard Services	
Telephone	To be paid by lessee directly
TOTAL	\$485.00

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

SECTION 1. That the City Manager is authorized to execute a Lease Agreement between the Compton CareerLink WorkSource Center and Southland Business Development Partnership.

SECTION 2. That the tenant will continue occupying space at the facility on an annual basis subject to the lease agreement.

SECTION 3. That account number 10010000003425 has been established to receive CareerLink facility rents monthly.

SECTION 4. That the month-to-month rental payment of \$485.00 per month for the period July 1, 2009 through June 30, 2010 will total \$5,820.00.

SECTION 5. That a certified copy of this resolution shall be filed, in the Office of the City Manager, City Controller, City Treasurer, City Attorney, Compton CareerLink WorkSource Center and the City Clerk.

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

RESOLUTION NO. _____
PAGE 2

ADOPTED this _____ day of _____ 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

AYES:	COUNCIL MEMBER:
NOES:	COUNCIL MEMBER:
ABSENT:	COUNCIL MEMBER:
ABSTAIN:	COUNCIL MEMBER:

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: CareerLink

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A LEASE AGREEMENT BETWEEN THE COMPTON CAREERLINK WORKSOURCE CENTER AND SOUTHLAND BUSINESS DEVELOPMENT PARTNERSHIP FOR FISCAL YEAR 2009-2010

Kimberly McKenzie
DEPARTMENT MANAGER’S SIGNATURE

9/14/2009 11:06:33 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

9/16/2009 2:04:45 PM
DATE

Willie Norfleet
CITY CONTROLLER

9/17/2009 7:45:17 AM
DATE

Charles Evans
CITY MANAGER

9/16/2009 10:24:34 AM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER
INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF
LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT
(WIA) ADULT PROGRAM SERVICES FOR FISCAL YEAR 2009-2010**

SUMMARY

This resolution authorizes the City Manager to enter into a month-to-month agreement with Community and Senior Services of Los Angeles County to conduct Workforce Investment Act (WIA) Adult Program services for fiscal year 2009-2010.

BACKGROUND INFORMATION

The City of Compton CareerLink WorkSource California Center is authorized to administer the Workforce Investment Act (WIA) Adult Program services annually within the City of Compton. On June 30, 2009, the Los Angeles County Board of Supervisors approved a motion to award Compton CareerLink WorkSource Center with a month-to-month contract for FY 2009-10 WIA Adult program for the Compton area.

WIA establishes programs to prepare adults facing serious barriers to employment, for participation into the labor force, by providing job placement, vocational skills training and other employment related services.

These funds are made available under the Workforce Investment Act (WIA) as delineated below:

<u>Program</u>	<u>Funds Received</u>
WIA Adult Program	\$519,612
Total Funds Received:	\$519,612

#7.

MAYOR AND COUNCIL MEMBERS

October 6, 2009

PAGE 2

STATEMENT OF THE ISSUES

There is a need to authorize the City Manager or his designee to accept WIA funds and enter into an agreement with Community and Senior Services of Los Angeles County for fiscal year 2009-2010 on a month-to-month basis.

FISCAL IMPACT

There is no impact to the General Fund.

RECOMMENDATION:

Staff recommends City Council approval of the attached resolution.

**KIMBERLY MCKENZIE, DIRECTOR
COMPTON CAREERLINK WORKSOURCE**

**CHARLES EVANS
CITY MANAGER**

Attachment

RWA:MM

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN
AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES
COUNTY TO CONDUCT THE WORKFORCE INVESTMENT ACT (WIA) ADULT
PROGRAM FOR FISCAL YEAR 2009-2010

WHEREAS, the CareerLink WorkSource California Center is designated to receive funds from the Community and Senior Services of Los Angeles County to conduct the Workforce Investment Act (WIA) Adult Program; and

WHEREAS, On June 30, 2009, the Los Angeles County Board of Supervisors approved a motion to award Compton CareerLink WorkSource Center with a month-to-month contract for FY 2009-10 WIA Adult program for the Compton area; and

WHEREAS, WIA establishes programs to prepare adults facing barriers to employment, for participation in the labor force, by providing job placement, vocational training and other employment related services; and

WHEREAS, there is a need to authorize the City Manager or his designee to accept the WIA Adult allocation of \$519,612 with Community and Senior Services of Los Angeles County for fiscal year 2009/2010.

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

Section 1. That the City Manager or his designee is authorized to accept funds and enter into an agreement with Community and Senior Services of Los Angeles County to conduct WIA Adult program services for Fiscal Year 2009-10 on a month-to-month basis.

Section 2. That WIA Adult program revenues and expenditures will total \$519,612 and appropriations will be reflected in the CareerLink budget as follows:

Account #	Description	Amount
27510000003580	Other County Grants WIA Adult Programs	\$519,612

Account #	Description	Amount
2751-810-W004113	Salaries -Administration	\$ 8,303
4123	Salaries – Training	\$82,431
4190	Workers Compensation	\$ 9,018
4191	Health Insurance	\$19,855
4192	Retirement	\$17,349
4193	PERS Pickup	\$ 7,299
4194	Life Insurance	\$ 446
4195	Dental Insurance	\$ 2,061
4196	Vision Insurance	\$ 307
4197	Unemployment Insurance	\$ 382
4198	State Disability Insurance	\$ 989
4199	Medi-Cal Contribution	\$ 1,106
4210	General Office Supplies	\$12,200
4213	Publishing & Advertising	\$10,000

Account #	Description	Amount
2751-810-W004221	Equipment Lease	\$ 2,074
4249	Special Department Expense	\$ 36,600
4253	Water	\$ 596
4259	Electricity	\$ 596
4273	Staff Training	\$ 13,000
4269	Contract Services	\$160,000
4274	Customer Training	\$132,500
4278	Mileage Expense	\$ 2,500
Total Adult Expenditures		\$519,612

Section 3. That a certified copy of this resolution shall be filed in the offices of the City Manager, City Clerk, City Controller, City Attorney and the CareerLink WorkSource California Center.

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

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: CareerLink

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY TO CONDUCT THE WORKFORCE INVESTMENT ACT (WIA) ADULT PROGRAM FOR FISCAL YEAR 2009-2010

Kimberly McKenzie
DEPARTMENT MANAGER’S SIGNATURE

9/23/2009 10:24:04 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

10/1/2009 4:13:58 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/1/2009 4:04:14 PM
DATE

Dave Hewitt
CITY MANAGER

9/28/2009 11:25:23 AM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER
INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF
LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT
(WIA) DISLOCATED WORKER PROGRAM SERVICES FOR FISCAL YEAR
2009-2010**

SUMMARY

This resolution authorizes the City Manager to enter into an agreement with Community and Senior Services of Los Angeles County to conduct Workforce Investment Act (WIA) Dislocated Worker Program services for fiscal year 2009-2010.

BACKGROUND INFORMATION

The City of Compton CareerLink WorkSource California Center is authorized to administer the Workforce Investment Act (WIA) Adult Program services annually within the City of Compton. On June 30, 2009, the Los Angeles County Board of Supervisors approved a motion to award Compton CareerLink WorkSource Center with a month-to-month contract for FY 2009-10 WIA Dislocated Worker program for the Compton area.

WIA establishes programs to prepare individuals who have been laid off or experienced a significant downsizing by providing vocational re-training and other related re-employment services.

These funds are made available under the Workforce Investment Act (WIA) as delineated below:

<u>Program</u>	<u>Funds Received</u>
WIA Dislocated Worker Program	\$233,124
Total Funds Received:	\$233,124

#8.

MAYOR AND COUNCIL MEMBERS
October 6, 2009
PAGE 2

STATEMENT OF THE ISSUES

There is a need to authorize the City Manager or his designee to accept WIA Dislocated Worker funds and enter into an agreement with Community and Senior Services of Los Angeles County for fiscal year 2009-2010 on a month-to-month basis.

FISCAL IMPACT

There is no impact to the General Fund.

RECOMMENDATION:

Staff recommends City Council approval of the attached resolution.

KIMBERLY MCKENZIE, MPA
DIRECTOR
COMPTON CAREERLINK WORKSOURCE

CHARLES EVANS
CITY MANAGER

Attachment

RWA:MM

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN
AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES
COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) DISLOCATED
WORKER PROGRAM SERVICES FOR FISCAL YEAR 2009-2010

WHEREAS, the CareerLink WorkSource California Center is designated to receive funds from the Community and Senior Services of Los Angeles County to conduct the Workforce Investment Act (WIA) Dislocated Worker Program services; and

WHEREAS, on June 30, 2009, the Los Angeles County Board of Supervisors approved a motion to award Compton CareerLink WorkSource Center with a month-to-month contract for FY 2009-10 WIA Dislocated Worker program for the Compton area; and

WHEREAS, WIA establishes programs to prepare individuals who have been laid off or experienced a significant downsizing by providing job placement, vocational re-training and other related employment services.

WHEREAS, there is a need to authorize the City Manager or his designee to accept the WIA Dislocated Worker Program funds in the amount of \$223,124 with Community and Senior Services of Los Angeles County for fiscal year 2009/2010.

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

Section 1. That the City Manager or his designee is authorized to accept funds and enter into an agreement with Community and Senior Services of Los Angeles County to conduct WIA Dislocated Worker Program services for Fiscal Year 2009-10 on a month-to-month basis.

Section 2. That WIA Dislocated Worker program revenues and expenditures will total \$233,124 and appropriations will be reflected in the CareerLink budget as follows:

Account #	Description	Amount
27550000003580	Other County Grants WIA Dislocated Worker Programs	\$233,124
Account #	Description	Amount
2755-810-W004113	Salaries -Administration	\$ 1,514
4125	Salaries – Training	\$102,684
4190	Workers Compensation	\$ 9,601
4191	Health Insurance	\$ 24,210
4192	Retirement	\$ 18,418
4193	PERS Pickup	\$ 8,245
4194	Life Insurance	\$ 515
4195	Dental Insurance	\$ 2,510
4196	Vision Insurance	\$ 370
4197	Unemployment Insurance	\$ 470

Account #	Description	Amount
2755-810-W004198	State Disability Insurance	\$ 1,117
4199	Medi-Cal Contribution	\$ 1,215
4210	General Office Supplies	\$ 481
4213	Publishing & Advertising	\$ 451
4216	Printing & Duplication	\$ 425
4249	Special Department Expense	\$ 1,952
4274	WIA/ARRA Training	\$ 57,726
4278	Mileage	\$ 1,220
Total WIA Dislocated Worker Expenditures		\$233,124

Section 3. That a certified copy of this resolution shall be filed in the offices of the City Manager, City Clerk, City Controller, City Attorney and the CareerLink WorkSource California Center.

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

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: CareerLink

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) DISLOCATED WORKER PROGRAM SERVICES FOR FISCAL YEAR 2009-2010

Kimberly McKenzie
DEPARTMENT MANAGER’S SIGNATURE

9/23/2009 10:49:33 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

10/1/2009 3:48:57 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/1/2009 3:12:10 PM
DATE

Dave Hewitt
CITY MANAGER

9/28/2009 11:20:53 AM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER
INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF
LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT
(WIA) AND THE AMERICAN RECOVERY AND REINVESTMENT ACT
(ARRA) ADULT PROGRAM SERVICES FOR FISCAL YEAR 2009-2010**

SUMMARY

This resolution authorizes the City Manager to enter into an agreement with Community and Senior Services of Los Angeles County to conduct Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (ARRA) Adult Program services for fiscal year 2009-2010.

BACKGROUND INFORMATION

The City of Compton CareerLink WorkSource California Center is authorized to administer the Workforce Investment Act (WIA) Adult Program services annually within the City of Compton. In February 2009, President Obama signed into law the American Recovery and Reinvestment Act (ARRA), which provides funding for purposes of addressing critical economic conditions and as a vehicle to stimulate the economy.

On June 30, 2009, the Los Angeles County Board of Supervisors approved a motion to award Compton CareerLink WorkSource Center with a month-to-month contract for FY 2009-2010 ARRA Adult Program for the Compton area. As a supplement to the WIA Adult Program, ARRA prepares adults facing barriers to employment, for participation in the labor force, by providing job placement and other employment and training related services.

These funds are made available under the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (ARRA) as delineated below:

#9.

MAYOR AND COUNCIL MEMBERS
October 6, 2009
PAGE 2

<u>Program</u>	<u>Funds Received</u>
WIA/ARRA Adult Program	\$307,188
Total Funds Received:	\$307,188

STATEMENT OF THE ISSUES

There is a need to authorize the City Manager or his designee to accept WIA/ARRA Adult funds and enter into an agreement with Community and Senior Services of Los Angeles County for fiscal year 2009-2010 on a month-to-month basis.

FISCAL IMPACT

There is no impact to the General Fund.

RECOMMENDATION:

Staff recommends City Council approval of the attached resolution.

KIMBERLY MCKENZIE, MPA
DIRECTOR
COMPTON CAREERLINK WORKSOURCE

CHARLES EVANS
CITY MANAGER

Attachment

KP:MM

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN
AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES
COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) AND THE
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) ADULT PROGRAM
SERVICES FOR FISCAL YEAR 2009-2010**

WHEREAS, the CareerLink WorkSource California Center is designated to receive funds from the Community and Senior Services of Los Angeles County to conduct the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (ARRA) Adult Program services; and

WHEREAS, the American Recovery and Reinvestment Act (ARRA) provides augmentation funding for purposes of addressing critical economic conditions within the Adult population to be utilized as a vehicle to stimulate the economy; and

WHEREAS, with the introduction of the American Recovery and Reinvestment Act (ARRA) of 2009 there are additional resource to provide job placement and training services to Adults; and

WHEREAS, on June 30, 2009, the Los Angeles County Board of Supervisors approved a motion to award Compton CareerLink WorkSource Center with a month-to-month contract for FY 2009-10 WIA/ARRA Adult program for the Compton area; and

WHEREAS, the period of performance is from July 1, 2009, continuing on a month-to-month as needed basis, for a total time period not to exceed twelve (12) months, which will conclude on June 30, 2010; and

WHEREAS, there is a need to authorize the City Manager or his designee to accept the WIA and the American Recovery and Reinvestment Act (ARRA) Adult Program funds in the amount of \$307,188 with Community and Senior Services of Los Angeles County for fiscal year 2009-2010.

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

Section 1. That the City Manager or his designee is authorized to accept funds and enter into an agreement with Community and Senior Services of Los Angeles County to conduct WIA Adult and the American Recovery and Reinvestment Act (ARRA) Program services for Fiscal Year 2009-2010 on a month-to-month basis.

Section 2. That WIA/ARRA Adult program revenues and expenditures will total \$307,188 and appropriations will be reflected in the CareerLink budget as follows:

RESOLUTION NO. _____
PAGE TWO

Account #	Description	Amount
27710000003580	Other County Grants WIA/ARRA Adult Programs	\$307,188

Account #	Description	Amount
2771-810-A004113	Salaries -Administration	\$ 2,058
4123	Salaries – Training	\$113,951
4190	Workers Compensation	\$ 11,232
4191	Health Insurance	\$ 20,092
4192	Retirement	\$ 15,032
4193	PERS Pickup	\$ 9,337
4194	Life Insurance	\$ 589
4195	Dental Insurance	\$ 2,827
4196	Vision Insurance	\$ 422
4197	Unemployment Insurance	\$ 523
4198	State Disability Insurance	\$ 1,263
4199	Medi-Cal Contribution	\$ 1,485
4210	General Office Supplies	\$ 1,000
4213	Publishing & Advertising	\$ 1,536
4216	Printing & Duplication	\$ 877
4249	Special Department Expense	\$ 4,000
4274	WIA/ARRA Training	\$118,464
4278	Mileage	\$ 2,500

Total WIA/ARRA Adult Expenditures **\$307,188**

Section 3. That a certified copy of this resolution shall be filed in the offices of the City Manager, City Clerk, City Controller, City Attorney and the CareerLink WorkSource California Center.

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

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE TWO

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: CareerLink

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT FUNDS AND ENTER INTO AN AGREEMENT WITH COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY TO CONDUCT WORKFORCE INVESTMENT ACT (WIA) AND THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) ADULT PROGRAM SERVICES FOR FISCAL YEAR 2009-2010

Kimberly McKenzie
DEPARTMENT MANAGER’S SIGNATURE

9/29/2009 5:58:33 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

10/1/2009 3:49:47 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/1/2009 3:26:45 PM
DATE

Charles Evans
CITY MANAGER

10/1/2009 2:47:19 PM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: CITY MANAGER

FOR: MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CITY ATTORNEY

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AON RISK SERVICES FOR PROVISION OF PRIMARY AUTO AND EXCESS LIABILITY, DIAL-A-RIDE AND GENERAL LIABILITY, AD&D ATHLETIC INSURANCE AND EXCESS WORKERS' COMPENSATION COVERAGES.

SUMMARY:

The City Council will consider adopting a Resolution authorizing the City Manager to enter into an agreement with Aon Risk Services for the purchase of Primary Auto and Excess Liability, Dial-A-Ride and General Liability, AD&D (Accidental Death and Dismemberment) Athletic League Insurance and Excess Workers' Compensation insurance coverage.

BACKGROUND:

The City of Compton annually purchases Primary Auto and Excess Liability, Dial-A-Ride and General Liability, AD&D Athletic League and Excess Workers' Compensation insurance to provide adequate coverage in the event of an occurrence.

STATEMENT OF ISSUE:

As the City grows and restructures, so do the insurance needs. The City of Compton is currently insured for Primary Auto and Excess Liability, Dial-A-Ride and General Liability, AD&D Athletic League and Excess Workers' Compensation insurance through separate policies with separate expiration dates ending in late September, early October and November 2009. AON Risk Services have been able to decrease pricing on the above policies by securing terms that would give the City coverage through 2011 and bypassing rate increases due to a forecasted hardening of the market in 2010. It is customary and a fiscally sound practice for municipalities to secure insurance coverage with a July 1 ending date. One of the reasons AON

#10.

**Staff Report Re Resolution
Aon Risk Services/Insurance Coverage
October 6, 2009, page 2**

was also able to secure better overall coverage has been due to moving most of the City's policies to a coverage ending date of July 1. AON was also able to secure better coverage than the City now has, for the excess Dial-A-Ride insurance policy.

FINANCIAL IMPACT:

The Primary Auto and Excess Liability Insurance policies for Dial-A-Ride with coverage through 07-01-11 are **\$113,733 and \$30,824**. General Liability Athletic League coverage through 01-08-11 is **\$14,480**, AD&D Athletic League for the coverage period ending 07-01-11 is **\$21,885.00** and the Workers' Compensation Excess Insurance ending 07-01-11 is **\$506,325**. The above policies are at a savings of about 15% or **\$103,088.00**. Funds for the renewal of this insurance with Aon Risk Services have been identified in the 2009-2010 Fiscal Year Budget of the City Attorney's Office budget in Account No. 6400 420000 4268.

RECOMMENDATION:

It is recommended that the City Council adopt the attached Resolution authorizing the City Manager to enter into an agreement with AON Risk Services to purchase Primary Auto and Excess Liability, Dial-A-Ride and General Liability, AD&D Athletic League and Excess Workers' Compensation insurance.

**MONICA TURNER
RISK MANAGER**

**CRAIG CORNWELL
CITY ATTORNEY**

**CHARLES EVANS
CITY MANAGER**

Attachment: Proposed Resolution

RESOLUTION NO. _____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AON RISK SERVICES FOR PROVISION OF PRIMARY AUTO AND EXCESS LIABILITY, DIAL-A-RIDE AND GENERAL LIABILITY, AD&D ATHLETIC AND WORKERS' COMPENSATION EXCESS INSURANCE COVERAGE.**

WHEREAS, there is a need to renew the City's Primary Auto and Excess Liability Insurance for Dial-A-Ride and General Liability, AD&D (Accidental Death Dismemberment) Athletic League and Workers' Compensation Excess Insurance; and

WHEREAS, there have been premium proposals presented by AON Risk Services for the purchase of Primary Auto and Excess Liability Insurance, Dial-A-Ride and General Liability, AD&D (Accidental Death and Dismemberment) Athletic League and Excess Workers' Compensation Insurance; and

WHEREAS, the proposed policies would be less expensive and more comprehensive than last year's policies; and

WHEREAS, staff recommends the City renew the Primary Auto and Excess Liability, Dial-A-Ride and General Liability, AD&D (Accidental Death and Dismemberment) Athletic League and Excess Workers' Compensation Insurance policies.

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

SECTION 1. That the City Manager is authorized to enter into an agreement with AON Risk Services for the purchase of Primary Auto and Excess Liability, Dial-A-Ride, General Liability and AD&D (Accidental Death and Dismemberment) Athletic League and Workers' Compensation Excess Insurance.

SECTION 2. That said insurance shall be for 22 months and expire in the fiscal year July 2011 for the Primary Auto and Excess Liability Dial-A-Ride and the AD&D Athletic League and that said insurance shall be for 15 months expiring in January 2011 for General Liability Athletic League.

SECTION 3. That the funds for these services shall come from account fund number 6400-042-000-4268.

#10.

Resolution No. _____

SECTION 4. That a certified copy of this resolution will be filed in the offices of the City Manager, City Attorney and the City Clerk.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to this resolution.

ADOPTED this _____ day of _____, 2009

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

That said resolution was adopted by the following vote:

AYES: COUNCIL MEMBERS –
NOES: COUNCIL MEMBERS –
ABSENT: COUNCIL MEMBERS –
ABSTAINS: COUNCIL MEMBERS –

CITY CLERK OF THE CITY OF COMPTON

Resolution No. _____

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Attorney

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AON RISK SERVICES FOR PROVISION OF PRIMARY AUTO AND EXCESS LIABILITY, DIAL-A- RIDE AND GENERAL LIABILITY, AD&D ATHLETIC INSURANCE AND EXCESS WORKERS' COMPENSATION COVERAGES.

Ruth Rugley
DEPARTMENT MANAGER’S SIGNATURE

10/1/2009 1:59:38 PM
DATE

REVIEW / APPROVAL

Craig Cornwell
CITY ATTORNEY

10/1/2009 6:07:06 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/1/2009 5:17:06 PM
DATE

Charles Evans
CITY MANAGER

10/1/2009 3:51:23 PM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING A PURCHASE ORDER WITH CALIFORNIA SEAGRAVE TO PROVIDE PREVENTATIVE MAINTENANCE, DEPARTMENT OF TRANSPORTATION TESTING, REPAIR SERVICES AND PARTS REPLACEMENT FOR THE FIRE DEPARTMENT'S HEAVY RESERVE VEHICLES

SUMMARY

This resolution authorizes the City Manager to establish a purchase order in the amount of \$50,000.00 with California Seagrave to repair and provide replacement parts for the Fire Department's heavy reserve vehicles.

BACKGROUND

Repair and replacement of worn and inoperable parts is essential to everyday response of fire apparatus. California Seagrave is the area's service representative for heavy fire apparatus vehicles. They have also issued a "shop rate" for the City of Compton which is more than comparable for the work they provide. The purchase order will allow fire department personnel to perform their daily duties.

STATEMENT OF ISSUE

California Seagrave is the area's service representative for heavy fire apparatus vehicles. Our current reserve heavy fire apparatus is in need of service and many of their existing parts are in need of replacement.

City Council approval is needed because the expected expenditure is in excess of \$25,000.00

FISCAL IMPACT

There is no further impact to the budget. Funds for this purchase are allocated in account 10016900004229 of the 2009-10 fiscal year budget.

RECOMMENDATION

Staff recommends that Council approve the attached resolution.

**JON THOMPSON
FIRE CHIEF**

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING A PURCHASE ORDER WITH CALIFORNIA SEAGRAVE TO PROVIDE PREVENTIVE MAINTENANCE, DEPARTMENT OF TRANSPORTATION TESTING, PUMP TESTING, REPAIR SERVICES AND PARTS REPLACEMENT FOR THE FIRE DEPARTMENT’S HEAVY RESERVE VEHICLES.

WHEREAS, the Fire Department needs its reserve apparatus to be maintained in a constant state of readiness; and

WHEREAS, California Seagrave is a local vendor and has provided this service at a responsible price and in a professional manner in the past; and

WHEREAS, adequate funds for the purchase is allocated in account 10016920004229 of the Fire Department’s 2009-10 Fiscal Year Budget.

WHEREAS, Seagraves is located in a closer proximity than other emergency vehicle repair vendors and offers the Fire Department an additional option for immediate repair

WHEREAS, there are no heavy vehicle repair vendors located in Compton that offers this specialized service

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

Section 1. That the City Manager is authorized to execute a purchase order to California Seagrave in an amount not to exceed **Fifty Thousand Dollars and No Cents (\$50,000.00).**

Section 2. That the funds for said purchase order shall come from the Fire Department’s 2009-10 Fiscal Year Budget, **Account No. 10016900004229.**

Section 3. That a copy of this resolution shall be filed in the offices of the City Manager, City Controller and the Fire Department.

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

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE TWO

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested to by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

That this resolution was adopted by the following vote, to wit:

AYES: Council Members -
NOES: Council Members -
ABSTAINS: Council Members -
ABSENT: Council Members -

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: Fire Department

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING A PURCHASE ORDER WITH CALIFORNIA SEAGRAVE TO PROVIDE PREVENTIVE MAINTENACE, DEPARTMENT OF TRANSPORTATION TESTING, PUMP TEASTING, REPAIR SERVICES AND PARTS REPLACEMENT FOR THE FIRE DEPARTMENT’S HEAVY RESERVE VEHICLES

Jon Thompson
DEPARTMENT MANAGER’S SIGNATURE

9/17/2009 1:34:45 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

9/28/2009 12:23:25 PM
DATE

Willie Norfleet
CITY CONTROLLER

9/28/2009 2:26:51 PM
DATE

Dave Hewitt
CITY MANAGER

9/28/2009 11:15:11 AM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH SOUTH COAST EMERGENCY VEHICLE SERVICE FOR ROUTINE MAINTENANCE AND REPAIR ON CITY FIRE APPARATUS

SUMMARY

This resolution authorizes the City Manager to establish a purchase order in the amount of \$55,000.00 with South Coast Emergency Vehicle Repair to repair and provide replacement parts for our front line heavy vehicles.

BACKGROUND

Repair and replacement of worn and inoperable parts is essential to everyday response of fire apparatus. The purchase order will allow fire department personnel to perform their daily duties.

STATEMENT OF ISSUE

South Coast Emergency Vehicle Repair is the area's service representative for the Pierce Fire Apparatus Manufacturer. South Coast Emergency Vehicle Repair specializes in the repair of Pierce Apparatus and has direct contact with Pierce equipment suppliers. Our current compliment of front line fire apparatus are of Pierce make and is in constant need of service and preventive maintenance. Two additional bids were obtained from California Seagrave and Ironman. California Seagrave has been one of our vendors for several years and has provided our department with a high level of diesel mechanic service for our non-Pierce Fire Apparatus. City Council approval is needed because the expenditure is in excess of \$ 25,000.00

FISCAL IMPACT

There is no further impact to the budget. Funds for this purchase are allocated in account 10016900004229 of the fiscal year's 2009-10 budgets.

#12.

RECOMMENDATION

Staff recommends that Council approve the attached resolution.

**JON THOMPSON
FIRE CHIEF**

**CHARLES EVANS
CITY MANAGER**

Attachments

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON AUTHORIZING THE CITY MANAGER TO ENTER
INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH
SOUTH COAST EMERGENCY VEHICLE SERVICE FOR ROUTINE
MAINTENANCE AND REPAIR ON CITY FIRE APPARATUS**

WHEREAS, routine maintenance, such as oil changes and brake service is needs to be provided, which requires a qualified vendor; and

WHEREAS, the vendor offers a specialized emergency vehicle repair and maintenance repair service that no other vendor offers in the City of Compton; and

WHEREAS, staff proposes to enter into a service agreement with South Coast, since this is the company located in California that provides a service center for Pierce Apparatus; and

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

SECTION 1. That the City Manager is authorized to enter into an annual service agreement with South Coast Emergency Vehicle Service to provide routine maintenance for City fire apparatus for the amount of \$55,000.

SECTION 2. That a purchase order shall be issued to South Coast Emergency Vehicle Service in an amount not to exceed that mentioned above.

SECTION 3. That the funds shall come from Account No. 1001-690-000-4229.

SECTION 4. That a copy of this resolution shall be forwarded to the City Manager, City Controller and the Fire Department.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this resolution.

ADOPTED this _____ day of _____ 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE 2

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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 _____, 2009.

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

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: Fire Department

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH SOUTH COAST EMERGENCY VEHICLE SERVICE FOR ROUTINE MAINTENANCE AND REPAIR ON CITY FIRE APPARATUS

Jon Thompson
DEPARTMENT MANAGER’S SIGNATURE

9/17/2009 1:41:31 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

9/29/2009 12:23:54 PM
DATE

Willie Norfleet
CITY CONTROLLER

9/28/2009 2:29:12 PM
DATE

Dave Hewitt
CITY MANAGER

9/28/2009 11:15:42 AM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF COMPTON AND SOUTHERN CALIFORNIA EDISON COMPANY FOR THE INSTALLATION OF ANTI-CLIMBING GUARDS WITHIN THE GREENLEAF PARKWAY

SUMMARY

The City Council will consider a resolution authorizing the City Manager to enter into an agreement with Southern California Edison Company for the design and installation of anti-climbing guards at the Walton and Mayo sites located within the Greenleaf Parkway.

STATEMENT OF THE ISSUE

The Conservation, Open Space, Park and Recreation Element of the General Plan require that the City provide adequate park space; National Recreation and Parks Association standards require approximately 6.25 acres per thousand population. Southern California Edison Company owns the right-of-way for the Greenleaf Parkway site. This site consists of 41.5 acres of land deemed essential to the expansion of parkland throughout the City. In particular, the Walton and Mayo locations provide approximately 3.94 and 3.7 acres of parkland, respectively. However, both the Walton and Mayo sites have a total of ten electrical towers on the premises. The City must comply with Southern California Edison Company's anti-climbing guard provisions; Southern California Edison will design and install the anti-climbing guards for the ten electrical towers in order to convert the sites into a parkway.

FISCAL IMPACT

The financial impact of the design and installation of the anti-climbing guards by Southern California Edison at the Walton and Mayo sites is \$64,003.69 and \$46,397.89 respectively, totaling \$110,401.58 on an actual cost basis. Funds shall be allocated in fiscal year 2009-2010 budget in account 1200-610-000-4253.

#13.

RECOMMENDATION

Staff recommends that the City Council approve the attached resolution authorizing an agreement with Southern California Edison Company for fiscal year 2009-2010.

**CHARLES EVANS,
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF COMPTON AND SOUTHERN CALIFORNIA EDISON COMPANY FOR THE INSTALLATION OF ANTI-CLIMBING GUARDS WITHIN THE GREENLEAF PARKWAY

WHEREAS, the City has initiated discussions with Southern California Edison Company to grant the City all necessary legal entitlements to the Greenleaf Parkway Enhancement Project; and

WHEREAS, these negotiations derived from the General Plan citation of the National Recreation and Parks Association (NRPA) standard of 6.25 acres of parkland per 1,000 residents; and

WHEREAS, the City of Compton has approximately 100,000 residents, therefore mandating a total of 625 acres of parkland citywide; and

WHEREAS, in an effort to increase parkland in the City for compliance with the aforementioned provisions, the City of Compton plans to develop the Walton and Mayo sites, containing an estimated 3.94 and 3.7 acres respectively; and

WHEREAS, the Greenleaf Parkway site is a right-of-way owned in fee by Southern California Edison, which requires the City to adhere to the Southern California Edison’s anti-climbing guard process for public safety; and

WHEREAS, the Mayo and Walton sites within the Greenleaf Parkway have ten electrical distribution towers--six at the Walton site and four at the Mayo site; and

WHEREAS, Southern California Edison will design and install the anti-climbing guards for the ten electrical distribution towers, which will satisfy the City’s obligation in meeting Southern California Edison’s anti-climbing guard process; and

WHEREAS, the cost for the Southern California Edison’s anti-climbing guard process for the Walton and Mayo sites is \$64,003.69 and \$46,397.89 on an actual cost basis respectively; and

WHEREAS, said costs associated thereof will be compensated through a Non Departmental account in order to provide funds for Southern California Edison Company.

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

SECTION 1. That the City Council of the City of Compton authorizes the City Manager to enter into an agreement with the Southern California Edison Company for the design and installation of anti-climbing guards for the Greenleaf Parkway Enhancement Project.

SECTION 2. That costs of \$110,401.58 shall be designated in Fiscal Year 2009-2010 Non Departmental budget in account 1200-610-000-4253.

SECTION 3. That copies of this Resolution shall be sent to and copies filed with the Offices of the City Controller, City Clerk, City Manager, City Attorney and Southern California Edison Company.

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

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE TWO

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

AYES: COUNCIL MEMBER –
NOES: COUNCIL MEMBER –
ABSENT: COUNCIL MEMBER –
ABSTAINS: COUNCIL MEMBER –

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Management

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF COMPTON AND SOUTHERN CALIFORNIA EDISON COMPANY FOR THE INSTALLATION OF ANTI-CLIMBING GUARDS WITHIN THE GREENLEAF PARKWAY

Charles Evans
DEPARTMENT MANAGER’S SIGNATURE

9/9/2009 9:59:00 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

9/16/2009 2:13:04 PM
DATE

Willie Norfleet
CITY CONTROLLER

9/17/2009 7:51:47 AM
DATE

Charles Evans
CITY MANAGER

9/16/2009 10:28:42 AM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL
SERVICES AGREEMENT WITH THE LOS ANGELES SENTINEL FOR
NEWSPAPER SERVICES**

SUMMARY

The City Council will consider a resolution authorizing the City Manager to enter into a professional services agreement with the Los Angeles Sentinel for newspaper services.

BACKGROUND

The Los Angeles Sentinel is a highly respected publication that has been responding to the issues affecting the community for the more than 70 years. With a readership of over 150,000, the Los Angeles Sentinel provides a source of current and informative news and social events. Additionally, the newspaper boasts over 60 national advertisers including Union Bank of California, Federal Express, Office Depot, Home Depot, Sony Pictures, 20th Century Fox, The Gas Company of Southern California, Calif. Public Utilities Comm., Department of Water & Power, Magic Johnson Enterprises, Wells Fargo Bank, Washington Mutual, AT&T, IBM, Bank of America, Citibank, N.A., Merrill Lynch, and Public Broadcasting System, to name a few. The Los Angeles Sentinel proposes to provide the City of Compton with advertorial, announcement and advertising content. Moreover, the Los Angeles Sentinel will provide advertisement for promoting special events occurring in the City. The Los Angeles Sentinel will also place the City's advertising placard in newsracks strategically placed in high traffic areas. Inasmuch, said services will provide Compton residents and surrounding areas information regarding the current events and development occurring in the City.

STATEMENT OF THE ISSUE

City Council authorization is required to enter into an agreement with the Los Angeles Sentinel for advertorial services.

FISCAL IMPACT

The financial impact of a professional services agreement with the Los Angeles Sentinel will not exceed \$180,000.00. Funds are available in Non Departmental account 1001-610-E33-4269.

RECOMMENDATIONS

Staff recommends that the Mayor and City Council adopt the attached resolution.

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL
SERVICES AGREEMENT WITH THE LOS ANGELES SENTINEL FOR
NEWSPAPER SERVICES

WHEREAS, the Los Angeles Sentinel is a source for current and informative news and social events; and

WHEREAS, the Los Angeles Sentinel is the largest African American owned newspaper on the West Coast and boasts a readership of over 150,000; and

WHEREAS, the Los Angeles Sentinel is a highly respected publication that significantly influences the perceptions and attitudes of its readership and has done so for over 75 years; and

WHEREAS, the Los Angeles Sentinel is proposing to provide the City of Compton with advertorial, announcement and advertising content deemed newsworthy by the City.

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

SECTION 1. That the City Council hereby authorizes the City Manager to enter into a professional services agreement between the City of Compton and the Los Angeles Sentinel for newspaper services in the amount of \$180,000.00.

SECTION 2. That funds are available in account 1001-610-E33-4269.

SECTION 3. That certified copies of this resolution shall be filed in the offices of the City Controller, City Clerk, City Manager, 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 _____, 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Management

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE LOS ANGELES SENTINEL FOR NEWSPAPER SERVICES

Charles Evans
DEPARTMENT MANAGER’S SIGNATURE

9/15/2009 4:59:04 PM
DATE

REVIEW / APPROVAL

Craig Cornwell
CITY ATTORNEY

10/1/2009 6:06:50 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/1/2009 5:16:26 PM
DATE

Charles Evans
CITY MANAGER

10/1/2009 4:16:43 PM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT
AGREEMENT WITH MODERN PROTECTION TO PROVIDE SECURITY
SERVICES AT LEUDERS PARK**

SUMMARY

The City Council will consider a resolution authorizing the City Manager to enter into a contract agreement with Modern Protection to provide security services at Leuders Park.

BACKGROUND

Modern Protection is a well established and reputable private, residential, commercial, industrial security service provider in the greater Los Angeles area. Their security personnel are adequately trained, and prepared to handle and respond to all types of emergencies and potential threats. Lastly, Security Enforcement Services of America will work in full cooperation with the City of Compton's Municipal Law Enforcement Services Department and Los Angeles County Sheriff's Department.

STATEMENT OF THE ISSUE

City Council authorization is required to enter into a contract agreement with Modern Protection for security services at Leuders Park for the term of July 1, 2009 through June 30, 2010. Funds are available in account 1001-610-000-4269.

FISCAL IMPACT

The financial impact of a contract agreement with Modern Protection will not exceed \$148,920.00.

RECOMMENDATIONS

Staff recommends that the Mayor and City Council approve the attached resolution.

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT
AGREEMENT WITH MODERN PROTECTION TO PROVIDE SECURITY
SERVICES AT LEUDERS PARK

WHEREAS, there exists an ongoing need for a qualified security contractor to monitor Leuders Park; and

WHEREAS, Modern Protection is a well established and reputable private, residential, commercial, industrial security service provider in the greater Los Angeles area; and

WHEREAS, Modern Protection personnel are adequately trained, and prepared to handle and respond to all types of emergencies and potential threats; and

WHEREAS, in addition to the aforementioned services, Modern Protection will work in full cooperation with the City of Compton’s Municipal Law Enforcement Services Department.

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

SECTION 1. That the City Council hereby authorizes the City Manager to enter into a contract agreement between the City of Compton and Modern Protection for security services at Leuders Park for the term of July 1, 2009 through June 30, 2010, in the amount of \$148,920.00.

SECTION 2. That funds are available in account 1001-610-000-4269.

SECTION 3. That certified copies of this resolution shall be filed in the offices of the City Controller, City Clerk, City Manager, 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 _____, 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

**CONTRACT AGREEMENT
BETWEEN THE CITY OF COMPTON
AND
MODERN PROTECTION**

This **AGREEMENT**, dated for purposes of reference only, on this _____ day of _____ 2009, and made by and between the **CITY OF COMPTON**, a municipal corporation of the State of California (hereinafter referred to as "**CITY**") and **MODERN PROTECTION** (hereinafter referred to as "**CONTRACTOR**").

RECITALS:

WHEREAS, there exists an ongoing need for a qualified security contractor to monitor Leuders Park; and

WHEREAS, Modern Protection is a well established and reputable private, residential, commercial, industrial security service provider in the greater Los Angeles area; and

WHEREAS, Modern Protection warrants that it is specifically trained, experienced, competent, and has the resources to provide such services which will be required by this Agreement; and

WHEREAS, Modern Protection is willing to render such professional services, as hereinafter defined, on the following terms and conditions.

NOW, THEREFORE, CONTRACTOR and CITY, for the consideration, terms and conditions herein described, mutually agree as follows:

AGREEMENT:

1. SCOPE OF SERVICES TO BE RENDERED BY CONTRACTOR

It is the mutual understanding of the parties that the **CONTRACTOR** shall perform and be responsible for rendering the following services:

- Deploy four (4) uniformed, licensed security guards to provide security guard services on and around Leuders Park from 6:00 p.m. – 12:00 a.m., 7 days a week, 365 days per year.
- Physically patrol the entire premises of Leuders Park to observe and protect the facilities and other structures at the location; provide security for equipment and supplies located on and around Leuders Park; provide security for all parked vehicles, guests, employees and personal property at Leuders Park.
- Observe and question the presence of unauthorized individuals in and around Leuders Park; report onsite activities, including written daily reports (DAR's); endeavor to recognize unauthorized persons at Leuders Park and either approach and verify that they have legitimate

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reasons to be on site or, if their behavior appears threatening or conducive to a disturbance, take a position to observe them continuously, call police and assist when police arrive.

- Ensure all duty officers will patrol the entire yard on thirty minute intervals.
- Interface and cooperate with local law enforcement agencies in the reporting and investigation of crime reports originating from the site; coordinate safety matters with the **CITY's** Municipal Law Enforcement Services Department, Security Division.
- Ensure that all personnel are properly trained in accordance with the Private Security Services Act of the California Business and Professions Code and in the specific duties required by the **CITY** at Leuders Park. **CONTRACTOR**, its officers, employees, subcontractors and agents shall conduct themselves in a professional manner, in accordance with the conditions of this Agreement.
- Schedule, provide and supervise personnel in accordance with this Agreement and assure that security guard activities are taking place at the required places and times.
- Persons provided by **CONTRACTOR** as security guards shall be trained in accordance with the requirements of the Private Security Services Act of the California Business and Professions Code plus the specific tasks set forth by Leuders Park in order to accomplish their tasks of providing security services. Additionally, **CONTRACTOR** shall ensure that all personnel have in their possession any applicable current valid Guard Card.
- Maintain adequate reserve personnel to be able to furnish alternative security guards in the event that any person fails to report to work at the assigned time and location.
- Provide all security guards with uniformed apparel by which they are readily visible and easily recognized as security guards. Such apparel shall be uniform for all persons performing the duties of security guards and shall be worn at all times while performing said duties. **CONTRACTOR** shall also provide all security guards with any and all safety equipment that shall be necessary to fulfill the terms and conditions of this Agreement.
- Shall assist with other related tasks as required by the Director of Municipal Law Enforcement Services and/or City Manager.

It is understood and agreed that **CONTRACTOR** has the professional skills, experience and knowledge necessary to perform the services agreed to be performed under this Agreement that **CITY** relies upon the professional skills of **CONTRACTOR** to do and perform **CONTRACTOR's** work in a skillful and professional manner.

CONTRACTOR agrees to perform all the said services and furnish all the necessary materials at its own cost and expense necessary to complete said services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. **CONTRACTOR** shall bear all costs associated with this work, including, but not limited to,

all professional, technical, clerical services, materials, equipment, transportation, telephone, etc. used by **CONTRACTOR** in connection with this work.

CONTRACTOR services hereunder shall be performed in good, workmanlike and professional manner. **CONTRACTOR** shall be responsible for correcting and completing all errors and omissions related to the services provided by the **CONTRACTOR** for this Agreement at no additional cost to the **CITY**.

Acceptance by **CITY** of the work performed under this Agreement does not operate as a release of said **CONTRACTOR** from such professional responsibility for the services performed.

2. ASSIGNMENT OF PERSONNEL

CONTRACTOR has, or will secure, all personnel required to perform the services under this Agreement. The **CITY** has the right to approve or disapprove any proposed changes in **CONTRACTOR's** staff providing service to the **CITY**. The **CITY** and **CONTRACTOR** agrees such personnel are employees only of **CONTRACTOR** and shall not be considered to be employees of the **CITY** in any way whatsoever.

3. DURATION OF CONTRACT

CONTRACTOR agrees to commence the services provided for herein as of July 1, 2009 and to continue in a diligent and professional manner until June 30, 2010, unless this agreement is terminated provided herein.

4. COMPENSATION

Compensation of **CONTRACTOR** shall be based on the following fixed-fee hourly billing rates:

- **Security Office Time @ \$17.00 per billable hour**

The total sum(s) paid **CONTRACTOR** will include compensation for all work, including travel and equipment. No additional compensation will be paid to **CONTRACTOR** unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total sum of compensation will be negotiated between **CONTRACTOR** and the **CITY**. Adjustment in the sum of compensation will not be effective until authorized by contract amendment and approved by the **CITY** and **CONTRACTOR**.

If **CONTRACTOR** fails to perform the required services, the **CITY** shall have the right to delay payment and/or terminate this Agreement in accordance with the provisions noted herein.

CONTRACTOR shall be reimbursed within thirty (30) days, or as promptly as fiscal procedures may permit, upon receipt by the **CITY** of itemized invoices for services completed. Invoices shall be submitted no later than 45 calendar days after the performance of work for which **CONTRACTOR** is billing. The final invoice should be submitted within 60 calendar days after completion and acceptance of **CONTRACTOR's** work. Invoices shall be mailed/delivered to the City Manager's Office at the following address: City of Compton, 205 South Willowbrook Avenue, Compton, California 90220.

CONTRACTOR is required to comply with all federal, state and local laws and ordinances applicable to the work. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775. **CONTRACTOR** shall indemnify, defend and hold harmless the **CITY**, its officials, officers, employees and agents from any and all liability including, but not limited to wages, overtime pay, liquidated damages, penalties, court costs, and attorney fees arising under any wage and hour law for work performed by **CONTRACTOR's** employees for which the **CITY** may be found jointly or solely liable.

In the event of termination, the **CONTRACTOR** shall be entitled to compensation for the reasonable value of services performed to the effective date of termination; provided, however, that the **CITY** may condition payment of such compensation upon the **CONTRACTOR's** delivery to the **CITY** of any and all **CITY** property, documents, reports, records, materials and work product associated with the performance of this Agreement.

5. INDEPENDENT CONTRACTOR STATUS

CONTRACTOR, its officers, employees, consultants, subcontractors, agents and volunteers (collectively hereinafter the "Contractor"), is a wholly independent Contractor and not an officer, employee, subcontractor or agent of the **CITY**. Neither the **CITY** nor any of its officers, employees, agents or volunteers shall have any control over the conduct of the **CONTRACTOR**, except as expressly set forth in this Agreement. **CONTRACTOR** expressly warrants that while engaged in carrying out and complying with any terms and conditions of this Agreement that **CONTRACTOR** shall not at any time or in any manner, represent that **CONTRACTOR** is any manner officers, employees, agents or volunteers of the **CITY**. **CONTRACTOR** shall obtain no rights to retirement, health care or any other benefit that accrue to **CITY** officials, officers, or employees. **CONTRACTOR** expressly waives any claim to such rights.

6. SUCCESSORS, ASSIGNMENT AND DELEGATION

The **CITY** and the **CONTRACTOR** each binds himself, his partners, successors, assigns and legal representatives to the other party hereto and to partners, successors, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations contained in this Agreement.

The expertise and experience of **CONTRACTOR** are material considerations for this Agreement. **CONTRACTOR** shall not assign or transfer any interest in this Agreement or the performance of any of **CONTRACTOR's** obligations under this Agreement without the prior written consent of the **CITY**. Any attempted assignment or transfer of any of **CONTRACTOR's** rights, duties or obligations arising under this Agreement shall be null and void.

7. NONDISCRIMINATORY EMPLOYMENT PRACTICES

During the performance of this Agreement, the **CONTRACTOR** agrees not to discriminate against any employee or applicant for employment because of race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. **CONTRACTOR** will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and

regulations. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The **CONTRACTOR** agrees to post in conspicuous places, available to employees, applicants and subcontractors for employment, notices setting forth the provisions of this non-discrimination clause.

In the event of the **CONTRACTOR's** non-compliance with the non-discrimination clause of this Agreement, this Agreement may be immediately canceled, terminated or suspended in whole or in part.

8. INDEMNIFICATION

CONTRACTOR shall indemnify and save harmless the **CITY**, its officials, officers, employees, agents and volunteers (collectively hereinafter the "City"), against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the **CITY** and shall defend, indemnify and save the **CITY** from any and all liability and expense including defense costs and legal fees, and claims, demands, suits, actions or proceedings of any kind or nature, including Workers' Compensation claims, of by anyone whomsoever in any way resulting from or arising out of the negligent or intentional acts or omissions for **CONTRACTOR**, its officers, employees, consultants, subcontractors or agents in the performance of the duties undertaken by **CONTRACTOR** pursuant to this Agreement.

This indemnification and hold harmless obligation does not extend to claims arising out of the sole negligence or willful misconduct of the **CITY**.

9. INSURANCE

(A) Without limiting the **CONTRACTOR's** indemnification of the **CITY**, **CONTRACTOR** shall provide and maintain, at its own expense, and require any of its subcontractor's to maintain, during the term of this Agreement the following program(s) of insurance covering its operations as applicable hereunder in the Agreement.

Such insurance, which shall be provided by insurer(s) satisfactory to the **CITY**, shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the **CITY**. Evidence of insurance shall be delivered to the **CITY** at the time of **CONTRACTOR's** execution of this Agreement. Such evidence shall specifically identify this Agreement and shall contain express conditions that the **CITY** is to be given written notice at least thirty (30) days in advance of any termination or implementation of a reduction of limits or material change of insurance coverage as specified herein, including at least ten (10) day notice of any non-payment of premium(s). Failure on the part of the **CONTRACTOR** to procure or maintain insurance shall constitute a material breach upon which the **CITY** may immediately terminate this Agreement.

All insurance required hereunder shall not call on the **CITY's** program for contributions. Program(s) of insurance shall include:

(1) **General Liability:** **CONTRACTOR** shall provide and maintain at its own expense during the term of this Agreement a policy of Commercial General Liability Insurance, inclusive of contractual liability, personal injury liability and broad form property damage coverage, with

#15.

coverage limits of not less than **One Million Dollars (\$1,000,000.00)** per occurrence and **Two Million Dollars (\$2,000,000.00)** general aggregate. Such insurance shall name the **CITY** on the Certificate of Insurance and Endorsement Page(s) as "additional insured." **CONTRACTOR** shall be required to provide the **CITY** with certified copies of the current Certificates of Insurance and the Policy Endorsement Pages at the time of execution of this Agreement. Certificates of Insurance and Endorsement Pages must also include **CONTRACTOR's** name as the insured party.

- (2) **Workers' Compensation:** **CONTRACTOR** shall provide and maintain at its own expense during the term of this Agreement a program of workers' compensation insurance in an amount and form to meet all applicable requirements of the State Labor Code and which specifically covers all persons providing services by or on behalf of **CONTRACTOR** and all risks to such persons under the Agreement. In all cases, this insurance shall also include Employer's Liability coverage with limits of not less than **One Million Dollars (\$1,000,000.00)** for each accident and disease for each employee and policy limit. **CONTRACTOR** and its insurer shall waive their right, if any, to recover from the **CITY** any and all payments made for the injury or death of any **CONTRACTOR** employee in the performance of the duties undertaken by **CONTRACTOR** pursuant to this Agreement.
- (3) **Crime Insurance:** **CONTRACTOR** shall provide and maintain at its own expense during the term of this Agreement a comprehensive crime policy in amount not less than **Fifty Thousand Dollars (\$50,000.00)** per occurrence against loss of money, securities and other property, as applicable to this Agreement, for employee and subcontractor dishonesty, forgery or alteration, theft, disappearance and destruction, computer fraud, or burglary and robbery. Such insurance shall name the **CITY** on the Certificate of Insurance and Endorsement Page(s) as the individual loss payee as its payee as its interests appear for all contractual obligations with **CONTRACTOR**. **CONTRACTOR** shall be required to provide the **CITY** with certified copies of the current Certificates of Insurance and the Policy Endorsement Pages at the time of execution of this Agreement. Certificates of Insurance and Endorsement Pages must also include **CONTRACTOR's** name as the insured party.
- (4) **Automotive Liability:** **CONTRACTOR** shall provide and maintain at its own expense during the term of this Agreement a policy of Commercial Automobile Liability insurance providing bodily injury and property damage liability coverage in an amount not less than **Five Hundred Thousand Dollars (\$500,000.00)** per accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles and equipment, or coverage for "any auto". **CONTRACTOR** shall be required to provide the **CITY** with certified copies of the current Certificates of Insurance and the Policy Endorsement Pages at the time of execution of this Agreement. Certificates of Insurance and Endorsement Pages must also include **CONTRACTOR's** name as the insured party.

B. Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of **CONTRACTOR** under the terms of the Agreement. **CONTRACTOR** shall procure and maintain, at its own costs and expense, any additional kinds and amounts of insurance that, in its own judgment, may be necessary for its proper protection of **CONTRACTOR's** work.

CONTRACTOR shall ensure any and all subcontractors performing services under this Agreement meet the insurance requirements of this Agreement.

10. **PERMITS AND LICENSES**

CONTRACTOR, at its own expense, during the term of this Agreement, shall obtain and maintain all appropriate business and professional permits, licenses and certificates that may be required in connection with the performance of services by the **CONTRACTOR**.

Upon execution of this Agreement, **CONTRACTOR** shall show evidence of a business license permit in conformance with *Section 9-1.2 of the Compton Municipal Code*.

11. **WARRANTIES**

CONTRACTOR represents and warrants (i) that **CONTRACTOR** has no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with **CONTRACTOR's** undertaking this relationship with **CITY**, (ii) that the performance of the services called for by this Agreement do not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that **CONTRACTOR** will not use in the performance of his responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and (iv) that **CONTRACTOR** has not entered into or will enter into any agreement (whether oral or written) in conflict with this Agreement.

CONTRACTOR shall be responsible to **CITY** for acts and omissions of its subcontractors and the employees and agents of each of them.

12. **FEDERAL AND STATE WITHHOLDING TAXES**

CONTRACTOR shall be responsible for paying when due all federal and state income withholding taxes for all earning under this Agreement. **CONTRACTOR** agrees to indemnify **CITY** for any claims, costs, losses, fees, penalties, interest, or damages suffered by **CITY** resulting from **CONTRACTOR's** failure to comply with this provision.

13. **COMPLIANCE WITH LAW**

CONTRACTOR shall give all notices and comply with all applicable laws and lawful orders of any governmental authorities (including, without limitation, those laws, ordinances, rules, regulations and lawful orders relating to safety, prevailing wage and equal employment opportunities); pay all local, state and federal taxes; and pay all benefits, insurance, taxes and contributions for Social Security and Unemployment Insurance which are measured by wages, salaries or other remuneration paid to **CONTRACTOR's** employees. Upon **CITY's** request, **CONTRACTOR** shall furnish evidence satisfactory to **CITY** that any and all of the foregoing obligations have been fulfilled. Without limiting the foregoing, **CONTRACTOR** shall pay, and shall require its subcontractors to pay, all employees on said project a salary or wage at least equal to the prevailing salary.

All services rendered hereunder shall be provided in accordance with the requirements of relevant local, State and Federal laws.

14. CONFIDENTIAL INFORMATION AND ASSIGNMENTS

CONTRACTOR and **CITY** shall retain as confidential all information and data furnished by the other party that is known to be confidential or proprietary, or which is clearly identified as such, in connection with this Agreement and such information will not be disclosed or used except to the extent that such disclosure or use is reasonable necessary to the performance of this Agreement or is required by statute, regulation, ordinance, judicial order or other governmental request. The obligation of confidentiality imposed upon either party shall subject to standard exceptions and shall survive the completion, expiration or termination of this Agreement.

15. WAIVERS

A waiver by either party to this Agreement of any breach of any terms, covenants or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

16. CONTRACTOR's BOOKS AND RECORDS

CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to work, services, expenditures charges to the **CITY** for the period and to the extent required by laws relating to audits of public agencies and their expenditures.

CONTRACTOR shall maintain all documents and records which demonstrate performance under this Agreement for the period and to the extent required by laws relating to audits of public agencies and their expenditures.

Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the **CITY** or a designated representative. Copies of such documents shall be provided to the **CITY** for inspection when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at **CONTRACTOR's** address indicated for receipt of notices in this Agreement.

17. EXAMINATION AND AUDIT

This Agreement shall be subject to examination and audit of the State Auditor of the State of California and duly authorized representative of the federal government, at the request of the **CITY**, or as part of any audit of the **CITY**, for a period of three (3) years after final payment under this Agreement.

18. TERMINATION

Notwithstanding any other provision of this Agreement, this Agreement may be terminated as follows:

- a. The **CITY** may terminate this Agreement at any time by giving ten (10) days written notice of termination to **CONTRACTOR** stating the specific date and hour it shall cease all work.

- b. **CONTRACTOR** may terminate this Agreement at any time upon ten (10) calendar days written notice of termination to the **CITY** stating the specific date and hour it shall cease all work.
- c. If **CONTRACTOR** fails to perform or breaches any material obligation under this Agreement, after giving written notice of default and five (5) days to correct the same, then, in addition to any other remedies, the **CITY** may terminate this Agreement immediately without further notice.
- d. The **CITY** may terminate this Agreement immediately upon written notice if **CONTRACTOR** becomes insolvent; that is, it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether or not it has committed an act of bankruptcy, and whether or not insolvent within the meaning of the federal Bankruptcy law.
- e. Upon termination by either the **CITY** or **CONTRACTOR**, **CONTRACTOR** shall deliver to the **CITY** all property of the **CITY** in **CONTRACTOR's** possession and copies of all reports, documents and other work prepared by **CONTRACTOR** pursuant to this Agreement. **CONTRACTOR** shall furnish to the **CITY** a final invoice for work performed.

19. AMENDMENTS

This Agreement may be modified or amended only by written document executed by both **CONTRACTOR** and **CITY's** City Manager and approved as to form by the City Attorney. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

20. GOVERNING LAW AND SEVERABILITY

This Agreement shall be governed by and construed under the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in Los Angeles.

Should any part of this Agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the parties.

21. EXTENT OF AGREEMENT AND EXHIBITS INCORPORATED

This Agreement and any attachments hereto, constitute the entire understanding and agreement of the parties. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties with respect to all and any part of the subject matter hereof. Neither party has been induced to make or enter into this Agreement by reason of promise, agreement, representation, statement or warranty other than as herein contained. Nothing in this Agreement shall create any contractual relations between any subconsultant or subcontractor and the **CITY**.

22. NOTICES

All notices, demands or requests to be given under this Agreement shall be given in writing and conclusively shall be deemed received when: (a) delivered personally, or (b) on the third business day after the deposit thereof in the United States mail, postage prepaid, and addressed as hereinafter provided, or (c) one business day after send by facsimile transmission.

TO CONTRACTOR:

MODERN PROTECTION
801 East 1st Street, Suite #15
Long Beach, CA 90802
ATTN: Watkin Muhammad
(562) 216-0877 (Office)
wat_sanmuhammad2006@version.net

TO CITY:

CITY OF COMPTON
205 South Willowbrook Avenue
Compton, California 90220
ATTN: City Manager
(310) 605-5585 (Office)
(310) 631-0322 (Fax)

In the event of any change of address, the moving party is obligated to notify the other party of the change of address in writing. Each party may amend, supplement and update the notice list to add, delete or replace any listed individuals; however, the amendment must be in writing.

Note: A copy of any notice provided to the Director shall also be provided to: City Manager, 205 South Willowbrook Avenue, Compton, California 90220.

23. MISCELLANEOUS

CONTRACTOR AND CITY acknowledge that the terms of this Agreement have been mutually negotiated and that such documents shall not be interpreted against either **CITY** or **CONTRACTOR** on the basis that either party was responsible for or in control of the drafting of such documents.

All provisions of this Agreement, which by their nature continue beyond the termination, or completion of performance under this Agreement, including, without limitation, those obligations pertaining indemnification, insurance, confidentiality and ownership of documents, shall survive and continue in force after either termination or completion of performance by **CONTRACTOR**.

Should either party hereto, or any representative, successor or assign of either party hereto, resort to litigation to enforce the provisions of this Agreement, the party or parties prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorney's fees and costs in such litigation from the party or parties against whom enforcement is sought.

IN WITNESS WHEREOF, CONTRACTOR has executed this Agreement, and the **CITY**, by its City Manager, who is authorized to do so, has executed this Agreement.

MODERN PROTECTION/CONTRACTOR

Dated: _____

By _____
Watkin Muhammad, Owner

CITY OF COMPTON

Dated: _____

By _____
Charles Evans, City Manager

Approved as to form:
Craig J. Cornwell, City Attorney

By _____
Deputy City Attorney

Dated: _____

ATTEST

Dated: _____

By _____
Alita Godwin, City Clerk

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Management

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT AGREEMENT WITH MODERN PROTECTION TO PROVIDE SECURITY SERVICES AT LEUDERS PARK

Charles Evans
DEPARTMENT MANAGER’S SIGNATURE

9/16/2009 10:28:19 AM
DATE

REVIEW / APPROVAL

Craig Cornwell
CITY ATTORNEY

10/1/2009 6:06:03 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/1/2009 5:16:51 PM
DATE

Charles Evans
CITY MANAGER

10/1/2009 4:16:15 PM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT
AGREEMENT WITH UNITED STATES SECURITY SERVICES TO
PROVIDE SECURITY SERVICES AT WILSON AND CESAR CHAVEZ
PARKS**

SUMMARY

The City Council will consider a resolution authorizing the City Manager to enter into a contract agreement with United States Security Services to provide security services at Wilson and Cesar Chavez Parks.

BACKGROUND

United States Security Services is a well established and reputable private, residential, commercial, industrial security service provider in the greater Los Angeles area. Their security personnel are adequately trained, and prepared to handle and respond to all types of emergencies and potential threats. Lastly, United States Security Services will work in full cooperation with the City of Compton's Municipal Law Enforcement Services Department and the Los Angeles County Sheriff's Department.

STATEMENT OF THE ISSUE

City Council authorization is required to enter into a contract agreement with United States Security Services for security services at Wilson and Cesar Chavez Parks for the term of July 1, 2009 through June 30, 2010.

FISCAL IMPACT

The financial impact of a contract agreement with United States Security Services will not exceed \$206,000.00. Funds are available in account 1001-610-000-4269.

RECOMMENDATIONS

Staff recommends that the Mayor and City Council approve the attached resolution.

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT
AGREEMENT WITH UNITED STATES SECURITY SERVICES TO PROVIDE
SECURITY SERVICES AT WILSON AND CESAR CHAVEZ PARKS

WHEREAS, there exists an ongoing need for a qualified security contractor to monitor Wilson and Cesar Chavez Parks; and

WHEREAS, United States Security Services is a well established and reputable private, residential, commercial, industrial security service provider in the greater Los Angeles area; and

WHEREAS, United States Security Services personnel are adequately trained, and prepared to handle and respond to all types of emergencies and potential threats; and

WHEREAS, in addition to the aforementioned services, United States Security Services will work in full cooperation with the City of Compton’s Municipal Law Enforcement Services Department and the Los Angeles County Sheriff’s Department.

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

SECTION 1. That the City Council hereby authorizes the City Manager to enter into a contract agreement between the City of Compton and the United States Security Services for security services at Wilson and Cesar Chavez Parks for the term of July 1, 2009 through June 30, 2010, in the amount of \$206,000.00.

SECTION 2. That funds are available in account 1001-610-000-4269.

SECTION 3. That certified copies of this resolution shall be filed in the offices of the City Controller, City Clerk, City Manager, 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 _____, 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

**AYES: COUNCIL MEMBERS –
NOES: COUNCIL MEMBERS –
ABSENT: COUNCIL MEMBERS –
ABSTAINS: COUNCIL MEMBERS –**

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT:

City Management

RESOLUTION TITLE:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT AGREEMENT WITH UNITED STATES SECURITY SERVICES TO PROVIDE SECURITY SERVICES AT WILSON AND CESAR CHAVEZ PARKS

Charles Evans

DEPARTMENT MANAGER’S SIGNATURE

9/14/2009 11:52:38 AM

DATE

REVIEW / APPROVAL

Craig Cornwell

CITY ATTORNEY

10/1/2009 6:06:24 PM

DATE

Willie Norfleet

CITY CONTROLLER

10/1/2009 5:16:40 PM

DATE

Charles Evans

CITY MANAGER

10/1/2009 4:16:27 PM

DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF COMPTON AND WOODS CONSULTING FOR VIDEO AND CABLE SERVICES

SUMMARY

The City Council will consider a resolution authorizing the City Manager to execute a professional services agreement with Woods Consulting for fiscal year 2009-2010 through fiscal year 2011-2012.

STATEMENT OF THE ISSUE

The City of Compton sponsors a variety of community events that it wishes to inform and display to the public. Specifically, Woods Consultants provide media production services in order to capture information from City events, City Council meetings and other forums for public disbursement. Inasmuch, authorizing a professional services agreement between the City of Compton and Woods Consulting will ensure continual public information disbursement regarding City events and activities.

FISCAL IMPACT

The financial impact to execute a professional services agreement with Woods Consulting for fiscal years 2009-2010 through 2011-2012 shall not exceed \$20,000 per month.

RECOMMENDATIONS

Staff recommends that the City Council approve the attached resolution authorizing the execution of the professional services agreement with Wood Consulting.

**CHARLES EVANS,
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF COMPTON AND WOODS CONSULTING FOR VIDEO AND CABLE SERVICES

WHEREAS, the City has determined the need to retain an experienced professional to provide cable and video services to the City via the government access channel; and

WHEREAS, a cable and video services provider who has familiarity with the equipment and needs of the City is desirable; and

WHEREAS, Woods Consulting has rendered media consulting and management services for the City and has the technical expertise to accomplish said outcomes.

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

SECTION 1. That the City Manager is hereby authorized to execute a professional services agreement with Woods Consulting for video and cable recording services on a fixed-rate basis of \$20,000 per month commencing on July 1, 2009 to June 30, 2012 to be paid from Account No. 7002-510-000-4262.

SECTION 2. That certified copies of this Resolution shall be sent to and copies filed with the Offices of the City Clerk, City Manager, City Attorney, City Controller, and Woods Consulting.

SECTION 3. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON

RESOLUTION NO.
PAGE TWO

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 _____, 2009.

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

AYES: COUNCIL MEMBER –
NOES: COUNCIL MEMBER –
ABSENT: COUNCIL MEMBER –
ABSTAINS: COUNCIL MEMBER –

CITY CLERK OF THE CITY OF COMPTON

WHEREAS, the City of Compton has approximately 100,000 residents, therefore mandating a total of 625 acres of parkland citywide; and

WHEREAS, acquiring the Greenleaf Parkway will increase parkland in the City, with the total project consisting of 41.5 acres of land; and

WHEREAS, in an effort to increase parkland in the City for compliance with the aforementioned provisions, the City of Compton plans to develop the Mayo and Walton sites, containing an estimated 3.94 and 3.7 acres respectively; and

WHEREAS, the Mayo and Walton sites within the Greenleaf Parkway have ten electrical distribution towers--six at the Walton site and four at the Mayo site; and

WHEREAS, the Greenleaf Parkway site is a right-of-way owned in fee by Southern California Edison, which requires the City to adhere to Southern California Edison's anti-climbing guard process for public safety; and

WHEREAS, the cost for the Southern California Edison's anti-climbing guard process for the Walton and Mayo sites is \$64,003.69 and \$46,397.89 respectively, and

WHEREAS, said costs associated thereof will be compensated through a Non Departmental account in order to provide funds for Southern California Edison Company.

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

SECTION 1. That the City Council of the City of Compton authorizes the City Manager to enter into an agreement with the Southern California Edison Company for the installation of anti-climbing guards for the Greenleaf Parkway Enhancement Project.

SECTION 2. That costs shall be designated in Fiscal Year 2009-2010 Non Departmental budget in account 1001-610-000-4253.

SECTION 3. That copies of this Resolution shall be sent to and copies filed with the Offices of the City Controller, City Clerk, City Manager, City Attorney and Southern California Edison Company.

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

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

#17.

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

AYES: COUNCIL MEMBER –
NOES: COUNCIL MEMBER –
ABSENT: COUNCIL MEMBER –
ABSTAINS: COUNCIL MEMBER –

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT:

City Management

RESOLUTION TITLE:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF COMPTON AND WOODS CONSULTING FOR VIDEO AND CABLE SERVICES

<ManagersName>

DEPARTMENT MANAGER’S SIGNATURE

<ManagersDate>

DATE

REVIEW / APPROVAL

<LegalName>

CITY ATTORNEY

<LegalDate>

DATE

<ControllerName>

CITY CONTROLLER

<ControllerDate>

DATE

<CityManager>

CITY MANAGER

<CityManagerDate>

DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING AMENDMENTS TO THE POSITION CLASSIFICATION PLAN

BACKGROUND INFORMATION

On January 22, 2008, the City Council authorized the City Manager to enter into a contract with Public Sector Personnel Consultants to conduct a comprehensive classification study. The City's objective was to identify and establish appropriate classification specifications for various positions in the Classified Service. This was necessary to lay the foundation to incorporate all positions in the City's current labor force.

STATEMENT OF THE PROBLEM

The Personnel Board, pursuant to the Compton City Charter, Sections 1010 and 1103, has conducted several public hearings on June 18, 2009, July 9, 2009, July 16, 2009, August 13, 2009 and August 20, 2009 relative to proposed amendments to the City's classification specifications. These groups of classification specifications include proposals to establish new classifications and to revise specifications for existing classifications. Following the close of the aforementioned public hearings, the Personnel Board did vote to recommend to the City Council the adoption of the proposed amendments to the Position Classification Plan.

FINANCIAL IMPACT

The adoption of this resolution will not have a financial impact on the City's 2009 – 2010 fiscal year budget.

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution to approve amendments to the City's Classification Plan for the classification specifications identified in the attached resolution.

CHARLES EVANS
CITY MANAGER

#18.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING AMENDMENTS TO THE POSITION CLASSIFICATION PLAN

WHEREAS, on January 22, 2008, the City Council authorized the City Manager to enter into a contract with Public Sector Personnel Consultants to conduct a comprehensive classification study; and

WHEREAS, Section 1103 of the City Charter requires that the City Manager shall make periodic studies of the classification and grading of positions and shall submit to the Personnel Board any changes which he deems desirable to better classify positions according to similarity of authority, duties and responsibilities; and

WHEREAS, the City’s objective was to identify and establish appropriate classification specifications for various positions in the Classified Service; and

WHEREAS, this was necessary to lay the foundation to incorporate all positions in the City’s current labor force; and

WHEREAS, on the Personnel Board, pursuant to the Compton City Charter, Sections 1010 and 1103, has conducted several public hearings on June 18, 2009, July 9, 2009, July 16, 2009 and August 13, 2009 relative to proposed amendments to the City’s classification specifications; and

WHEREAS, pursuant to the City’s Personnel Rules and Regulations, Sections 3.4 and 3.5, these groups of classification specifications include proposals to establish new classifications and to revise specifications for existing classifications; and

WHEREAS, following the close of the aforementioned public hearings, the Personnel Board did vote to recommend to the City Council the adoption of the proposed amendments to the Position Classification Plan.

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

Section 1. That the proposed classification specifications in the column identified as Current Classification below are hereby abolished and the column identified as Proposed Classification were approved by the Personnel Board on June 18, 2009 and are hereby recommended for City Council’s approval:

<u>Current Classification</u>	<u>Proposed Classification</u>	<u>Department</u>
Budget Officer	Budget Officer	City Manager
Chief Building Inspector	Chief Building Inspector	Building & Safety
City Controller	City Controller	City Controller
Director of Employment and Training Services	Director of Employment and Training Services	Careerlink
Director of General Services	Director of General Services	General Services
Director of Municipal Law Enforcement Services	Director of Municipal Law Enforcement Services	Municipal Law Enforcement Svcs
Director of Public Works/City Engineer	Director of Public Works/City Engineer	Public Works
Director of Redevelopment	Director of Redevelopment	CRA
Fire Chief	Fire Chief	Fire
Housing Director	Housing Director	Housing
Human Resources Director	Human Resources Director	Human Resources
Information Systems Manager	Director of Information Systems	Information Systems
Planning and Economic Development Director	Planning and Economic Development Director	Planning & Economic Development
Director of Parks and Recreation	Director of Parks and Recreation	Parks & Recreation
Water Department General Manager	Water Department General Manager	Water
Labor Relations Analyst	Human Resources Deputy Director	Human Resources

Section 2. That the proposed classification specifications in the column identified as Current Classification below are hereby abolished and the column identified as Proposed Classification were approved by the Personnel Board on July 9, 2009 and are hereby recommended for City Council’s approval:

<u>Current Classification</u>	<u>Proposed Classification</u>	<u>Department</u>
Assistant City Engineer	Assistant City Engineer	Public Works
Assistant Director of Employment and Training Services	Assistant Director of Employment and Training Services	CareerLink
Water Department Assistant General Manager	Water Department Assistant General Manager	Water
Chief Deputy City Attorney	Chief Deputy City Attorney	City Attorney
Chief Deputy City Clerk	Chief Deputy City Clerk	City Clerk
Chief Deputy City Treasurer	Chief Deputy City Treasurer	City Treasurer
Deputy City Attorney I	Deputy City Attorney I	City Attorney
Deputy City Attorney II	Deputy City Attorney II	City Attorney
Deputy City Attorney III	Deputy City Attorney III	City Attorney
Deputy City Controller	Deputy City Controller	City Controller
Deputy Director of General Services	Deputy Director of General Services	General Services
Deputy Director of Public Works	Deputy Director of Public Works	Public Works
Deputy Director of Redevelopment	Deputy Director of Redevelopment	CRA
Deputy Fire Chief	Deputy Fire Chief	Fire
Grants Manager	Grants Manager	Planning & Economic Development
Internal Auditor	Internal Auditor	City Controller
Personnel Analyst	Human Resources Analyst	Human Resources
Risk Manager	Risk Manager	City Attorney
Special Assistant to the City Manager	Special Assistant to the City Manager	City Manager
Superintendent of Parks	Superintendent of Parks	Parks & Recreation

Section 3. That the proposed classification specifications in the column identified as Current Classification below are hereby abolished and the column identified as Proposed Classification were approved by the Personnel Board on July 16, 2009 and are hereby recommended for City Council’s approval:

<u>Current Classification</u>	<u>Proposed Classification</u>	<u>Department</u>
Administrative Secretary	Administrative Assistant	Various
Administrative Secretary	Help Desk Technician	City Manager/ Information Systems
Administrative Secretary	Special Events Coordinator	Parks & Recreation
Maintenance Worker I	Maintenance Worker I	Public Works
Maintenance Worker I	Parks Maintenance Worker I	Parks & Recreation
Maintenance Worker II	Maintenance Worker II	Public Works
Maintenance Worker II	Parks Maintenance Worker II	Parks & Recreation
Maintenance Worker III	Maintenance Leadworker	Public Works
Maintenance Worker III	Parks Maintenance Leadworker	Parks & Recreation
Maintenance Leadworker	Maintenance Leadworker	Public Works
Maintenance Leadworker	Parks Maintenance Leadworker	Parks & Recreation
Maintenance Worker Trainee	Maintenance Worker I	Public Works

Resolution No. _____
Page Three

Section 4. That the proposed classification specifications in the column identified as Current Classification below are hereby abolished and the column identified as Proposed Classification were approved by the Personnel Board on August 13, 2009 and are hereby recommended for City Council’s approval:

<u>Current Classification</u>	<u>Proposed Classification</u>	<u>Department</u>
Administrative Analyst II	Administrative Analyst II	Various
Administrative Analyst II	Benefits Coordinator	Human Resources
Building & Permit Technician	Building & Permit Technician	Building & Safety
Case Manager	Case Manager	CareerLink
Housing Eligibility Specialist I	Housing Eligibility Specialist	Housing
Housing Eligibility Specialist II	Housing Services Supervisor	Housing
Housing Rehabilitation Specialist	Housing Rehabilitation Specialist	CRA
Legal Secretary	Legal Secretary	City Attorney
Para-Transit Driver	Para-Transit Driver	Parks & Recreation
Para-Transit Driver	Para-Transit Dispatcher	Parks & Recreation
Training & Services Assistant	Training & Services Assistant	CareerLink
Training & Services Coordinator	Training Services Coordinator	CareerLink

Section 5. That the proposed classification specifications in the column identified as Current Classification below are hereby abolished and the column identified as Proposed Classification were approved by the Personnel Board on August 20, 2009 and are hereby recommended for City Council’s approval:

<u>Current Classification</u>	<u>Proposed Classification</u>	<u>Department</u>
Claims Assistant	Claims Examiner	City Attorney
Community Development Specialist	Community Development Specialist	Planning & Economic Development
Cross Connection Control Investigator	Cross Connection Control Investigator	Water
Customer Service Supervisor	Customer Service Supervisor	Water
Economic Development Specialist	Economic Development Specialist	Planning & Economic Development
General Services Crew Supervisor	Building Maintenance Supervisor	General Services
Information Systems Engineer/Administrator	Information Systems Engineer/Administrator	City Manager/Information Systems
Legal Assistant II	Paralegal	City Attorney
Payroll Services Supervisor	Payroll Services Supervisor	City Controller
Production and Distribution Supervisor	Water Production & Distribution Supervisor	Water
Senior Building Inspector	Senior Building Inspector	Building & Safety
Senior Economic Development Specialist	Senior Economic Development Specialist	Planning & Economic Development
Senior Planner	Senior Planner	Planning & Economic Development
Street Foreman	Street Foreman	Public Works
Systems Coordinator	Systems Coordinator	City Manager/Information Systems
Traffic & Lighting Foreman	Traffic & Lighting Foreman	Public Works
Deputy Housing Director	Deputy Housing Director	Housing

Section 6. That a duly certified copy of this Resolution shall be delivered to the Offices of the City Manager, City Controller and Human Resources.

Section 7. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

Resolution No. _____
Page Four

ADOPTED this _____ day of _____, 2009.

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 _____, 2009.

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

AYES: Council Members–
NOES: Council Members–
ABSENT: Council Members–
ABSTAIN: Council Members–

CITY CLERK OF THE CITY OF COMPTON



City of Compton		
ADMINISTRATIVE ANALYST II		
Department: Various	Class Code:	1104
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, provides professional and technical administrative and analytical assistance; compiles, reviews evaluates and makes recommendations on the formulation of policy and procedure, budgetary, staffing and organizational changes; completes special projects; may supervise assigned personnel or perform in a leadworker capacity; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the department director or deputy/assistant department director; may supervise assigned administrative support personnel.

DISTINGUISHING CHARACTERISTICS: This is the journey level in the Administrative Analyst job series. This class may be distinguished from the higher (Senior Administrative Analyst) level by the complexity and difficulty of work performed at the Senior level. This class may be distinguished from the entry (Administrative Analyst I) level by the more routine nature of work performed at the entry level.

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.*

- Performs research and statistical analyses on administrative, fiscal, personnel and operational problems; recommends appropriate actions based on analysis of gathered data.
- Compiles materials and assists in the preparation of reports, manuals and publications.
- Participates in the design and implementation of new and revised programs, systems, procedures and methods of operation.
- Assists in departmental budget preparation and administration, purchasing activities and personnel-related operations; coordinates payroll activities including overtime reporting and paycheck troubleshooting; requisitions for budget authorization and availability of funds.
- Develops and monitors control and reporting procedures.
- Assists in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation and computer operation and maintenance.
- Assists in preparation of grant proposals for various programs and projects of the department or division; interfaces with governmental agencies regarding requirements for obtaining funds and monitoring procedures; presents proposals as required.
- Reviews present and pending legislation to determine effect on organizational operations, and presents recommendations in verbal or written form.
- Prepares and processes personnel action forms; coordinates enrollment and changes for all employee benefit plans; manages the administration and effectiveness of current benefit programs.

#18 City of Compton

Administrative Analyst II

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides direction, training, guidance, and assistance to assigned administrative support personnel; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, and troubleshoots problem situations; assists assigned administrative support personnel with questions/problems.
- Assists in the coordination of departmental activities with other city departments and divisions, and with outside agencies.
- Represents the city in the community and at professional meetings as required.
- Responds to complaints and requests for information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business or Public Administration or related field, AND two (2) years of related administrative experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, departmental policies and procedures.
- City Code, City Ordinances, Standard Operating Manual and applicable Memoranda of Understanding.
- 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, methods and practices of municipal finance, budgeting and accounting.
- Research techniques, methods and procedures and report presentation.
- Customer service protocol.

Required Skill in:

- Coordinating and performing a variety of professional administrative functions.
- Researching and preparing correspondence, agendas, reports and various types of documents.
- Interpreting specific rules, laws and policies and applying them in a variety of procedural situations.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Coordinating special projects in support of departmental operations.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with co-workers, the general public and others encountered in the course of work.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, carrying and on occasion driving.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust.



City of Compton

ADMINISTRATIVE ASSISTANT

Department: Various	Class Code:	1022
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of professional administrative functions supporting a department director and/or other senior management personnel; prepares correspondence; maintains departmental records and filing systems; conducts special projects; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of a department director or other management personnel; 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.*

- Performs highly skilled secretarial support to a department director.
- Answers and directs incoming telephone calls; responds to public inquiries and requests for information.
- Schedules and coordinates meetings and appointments.
- Prepares correspondence, meeting agendas and reports.
- Organizes and maintains departmental filing systems and records.
- Participates in preparing budgetary expenditures and/or maintaining the Department's payroll.
- Coordinates and conducts special projects as assigned by the Director.
- Makes travel arrangements and maintains local, state, and national memberships for departmental staff.
- Attends and participates in Board and/or other meetings as assigned.
- Conducts a variety of general office duties including processing departmental mail and ordering office supplies.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree Business Administration or related field, AND three (3) years administrative support experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

#18 City of Compton Administrative Assistant

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Principles and practices of office administration.
- General office practices and equipment.
- Standard computer software applications.
- Records management principles.
- Departmental records, reports, and documentation.
- Telephone etiquette and customer service protocol.

Required Skill in:

- Providing highly skilled secretarial support to senior-level personnel.
- Preparing correspondence, agendas, and various types of documents.
- Organizing and maintaining departmental records and filing systems.
- Answering incoming calls and responding to public inquiries.
- Coordinating special projects in support of departmental operations.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, carrying and on occasion driving.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust.



City of Compton		
ASSISTANT DIRECTOR OF EMPLOYMENT AND TRAINING SERVICES		
Department: Employment and Training Services	Class Code:	1608
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction of the Director of Employment and Training Services, assists the Director with planning, organizing, coordinating and evaluating the work of personnel that provide a customer-focused workforce delivery systems that offers a comprehensive array of employment, education and professional development services that prepare job seekers for careers, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Director of Employment and Training Services, serves as Acting Employment and Training Services 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 the delivery of employment, education and professional development services that prepare job seekers for careers and lifelong learning by effectively linking employers and job seekers to meet community employment needs.
- Assists with the development and implementation of the Employment and Training Services Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Supervises participant eligibility review, and intake, assessment, case management, participant training and lobby services.
- Cultivates collaborative relationships with various agencies to furnish, develop, enhance and sustain program services; coordinates CareerLink services with partner agencies; provides information to the public regarding the program's objectives, services and requirements.
- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on program or grant-funded activities, and coordinates the proper submission of data to the computer system. Reviews client files to ensure compliance with State and County monitoring guidelines.

#18 City of Compton

Assistant Director of Employment and Training Services

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with processing client files through CareerLink's service delivery system; completes Individual Employment Profiles (IEP's) and follows-up as needed.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Assists with development and administration of the departmental budget and contracts, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with subordinates 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 departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- As 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 employment and training services.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Human Services, Public/Business Administration or a related field; AND five (5) years progressively responsible experience in employment and training or other government funded social services programs or related field, AND two (2) years of supervisory experience; OR an equivalent combination of education 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.
- Practices, principles, procedures, regulations, and techniques of employment and job-readiness training programs.
- Current and proposed legislation and laws of the local, state, and federal governments that affect employment and training programs.
- Community involvement methods and practices.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.



City of Compton		
BENEFITS COORDINATOR		
Department: Human Resources	Class Code:	1503
Revised Date: February 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs complex and specialized personnel related functions involving administration of the City's employee benefits programs, and responsible technical duties of a highly confidential nature; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Human Resources; does not exercise supervisory responsibilities.

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.*

- Administers a variety of benefits programs offered by the City, including medical, dental, vision, life insurance and other programs. Verifies and inputs data directly into various systems; processes enrollments for all insurance programs; monitors and verifies dependent eligibility for benefits; processes COBRA enrollments; monitors retirees activity and benefits enrollments coordinating with PERS, Social Security, Medicare and COBRA.
- Develops and coordinates new employee orientations; prepares informational material; explains and interprets health benefits, personnel policies, procedures and programs.
- Coordinates annual city-wide employee health benefits fair.
- Inputs new hires into City payroll/personnel program; verifies accuracy of all information relevant to each employee including reviewing, analyzing and verifying salary adjustments, tax exemptions, employee demographics, benefits electives, transfers, title changes, resignations, retirements, terminations, discipline, dismissals, and all information which impacts an employee's personnel profile, payroll data, and/or benefits information.
- Tracks, researches and reports on various types of Federal and State protected leaves, leaves of absence, pay decreases and disciplinary measures, maternity leave and others. Responds to inquiries regarding vacation, sick leave, holiday leaves and accrual leave banks and policies.
- Prepares and processes various highly confidential reports and/or documents relating to labor negotiations, DMV records, personnel records and files, Council and/or Commission reports.
- Coordinates city-wide identification badge program, including generating confidential security codes, verifying data entered into database system, maintain the software and hardware components, inventory control of badges, accessories, ink cartridges and other materials.
- Composes and generates various types of correspondence keeping employees and retirees informed of updates in benefits administration and policies of the City, including status of PERS Social Security benefits options, information and deadlines. Keeps up-to-date on benefits regulations, laws, procedures and administration in the field of human resources in general and in state-wide public service specifically.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Responds to inquiries and complaints regarding benefits programs and payroll problems. Analyzes and participates in resolving problems and issues, conducts research when necessary.
- Provides telephone and public counter relief for the office staff as needed.
- May provide support and assistance in recruiting, classification, compensation, training programs and labor relations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of benefits administration 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 two (2) years of benefits administration and/or human resources programs experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- Theory, principles and practices of contemporary human resource management including employee benefits administration.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and Memoranda of Understanding provisions concerning healthcare and other employee related benefits of the respective bargaining units in the City.
- Benefits programs and administration in the public service.
- Policies, procedures, laws, standards and regulations of the Public Employees Retirement System, Social Security and the healthcare benefits field and other employee benefit programs in general.
- Modern office practices and procedures, including business correspondence, record-keeping systems, and office equipment.

Required Skill in:

- Independently administering large and complex benefits programs.
- Interpreting and applying complex policies, and pertinent laws, rules and regulations related to insurance programs, benefits eligibility, payroll, leaves, claims, and other deductions.
- Making independent judgments and decisions.
- Exercising diplomacy, tact, and good judgment consistently; maintaining confidentiality.
- Operating a personal computer and related technical and specialized software programs.
- Meeting and communicating with the public in situations requiring tact and poise.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively in both verbal and written form.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with employees, dependants, City departments, outside agencies, union or elected officials, and the general public.

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		
BUILDING AND PERMIT TECHNICIAN		
Department: Building and Safety	Class Code:	2101
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, provides information and technical assistance to customers, property owners, staff members, the public, or others regarding general building issues, applications, project reviews, and City procedures; provides customer service and responds to questions/complaints, researches problems and initiates problem resolution; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Senior Building Inspector; does not have supervisory responsibilities.

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.*

- Provides department information and customer service; answers questions as first point of contact for customers; processes documents, permit applications and deposits; answers questions within scope of authority and training; reviews applications for completeness, processes applicable fees, and forwards applications to appropriate staff for review.
- Accepts contractor and sub-contractor permit applications; reviews supporting documents for accuracy and completeness.
- Provides support to Building and Safety Officials by relaying timely and accurate messages and maintaining orderly files; accurately records information necessary for inspection requests and running permitting software reports.
- Utilizes the City's permitting software system for building permitting functions; assists with training department staff on permit system; and advises management of suggested system and software updates.
- Maintains current records of maps, files, and other documentation; maintains current standard operating procedure manual; and creates and updates department forms.
- Maintains a comprehensive, current knowledge of applicable codes; reads professional literature; attends workshops and training sessions as appropriate.
- Responds to questions and resolves customer service issues within scope of authority.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND two (2) years of experience in technical support functions; OR an equivalent combination of education and experience.

#18 City of Compton

Building and Permit Technician

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Valid ICC Permit International Conference of Building Officials (ICBO)/International Code Council (ICC) Permit Technician certification is required within two (2) years of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Municipal building codes and ordinances.
- Principles of record keeping and records management.
- General purposes and techniques of building inspection and plan review.
- Telephone etiquette and customer service protocol.

Required Skill in:

- Reading, interpreting and explaining laws and regulations.
- Interpreting and applying department standards and City policies.
- Using computer and specialized software applications for customer accounts.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with employees, contractors and the public.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- 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		
BUDGET OFFICER		
Department: City Manager	Class Code:	1205
Revised Date: March 2009	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME	
Council Approved:		

GENERAL PURPOSE: Under the general supervision of an Assistant City Manager, coordinates the City-wide annual budget planning process, works with department managers to identify requirements for personnel, supplies, services, and capital expenditures; develops annual budget, plans and schedules; coordinates the preparation of preliminary and adopted budget documents; evaluates the effectiveness and efficiency of program operations; and performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of an Assistant City Manager; and exercises supervision over subordinate 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.*

- Coordinates the budget planning process with Department managers to identify requirements for personnel, supplies, services, and capital expenditures; develops annual budget, plans and schedules; coordinates the preparation of preliminary and adopted budget documents.
- Reviews various source documents for budgetary impact, accuracy, completeness, and compliance with Federal, State, County and City policies and practices; tracks expenditures and monitors compliance to budget plan; reviews and approves program change requests.
- Coordinates assembly of the preliminary budget document including departmental budgets, capital improvements and estimated revenues and expenditures for consideration by the City Manager, and presentation to the Mayor and City Council for approval.
- Identifies and researches budget issues, and recommends solutions and funding levels; analyzes fiscal performance and develops revenue and expenditure forecasts.
- Analyzes financial data and prepares various special and recurring reports to management, including analysis of monthly expenditure and revenue, quarterly financial analysis of all City funds, and analysis of other individual city programs.
- Prepares budget-related policy and procedures.
- Prepares draft and final written narrative reports; coordinates preparation of the adopted annual budget document which plainly describes City programs, activities and expenditures that will be undertaken during the fiscal year.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies and recommends disciplinary action as required to correct behavior.
- Oversees procurement activities in the City Manager's office; prepares and reviews executive contracts.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of a Bachelor's Degree from an accredited college or university in Finance, Business Administration or related field; AND five (5) years governmental financial management experience including budget development and administration in a large public organization, AND two (2) years supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- Public administration, organization and systems theory, budgeting concepts and practices.
- Theory, principles and practices of financial analyses in government organizations.
- Principles of fund accounting, capital budgeting and financial planning.
- Financial management software relative to local government operations including Microsoft Office.
- General research and analytical techniques.
- Project management and team facilitation principles and techniques.
- Principles and techniques for performance measurement and process improvement.
- Report writing and presentation techniques.

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.
- Performing and coordinating a variety of professional budget and financial management functions.
- Reading, interpreting, understanding and applying budgeting standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Analyzing and interpreting complex data using spreadsheet software, quantitative analysis procedures and statistical modeling.
- Analyzing operational issues, evaluating alternatives, and preparing complex and comprehensive recommendations and reports.
- Performing analytical work requiring the use of independent judgment and personal initiative.
- Conducting necessary research, using a variety of research and analytical techniques.
- Reviewing and verifying mathematical calculations, and identifying errors.
- Writing summaries in report format or for budget presentations, and preparing detailed and complex draft and final reports.

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

BUILDING MAINTENANCE SUPERVISOR

Department: General Services	Class Code:	5531
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, supervises skilled craft and other building maintenance personnel engaged in the maintenance and repair of City buildings; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the General Services Director or Deputy Director, and exercises supervision over subordinate skilled craft and labor and trades 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.*

- Supervises building maintenance personnel in repairing and maintaining City buildings in compliance with Department procedures and City policies.
- Assigns work, determines equipment, material and personnel needs; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Enforces work methods, procedures and standards, and assures that maintenance programs are in alignment with the City policies and safety standards.
- Maintains records and logs of services performed; reviews and writes reports.
- Performs a variety of administrative activities, including employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, equipment and tools are available.
- Reviews, investigates and responds to work requests and complaints.
- Responds to requests for information; provides information to other supervisors or managers and organizations; researches issues, and recommends solutions.
- Assists with the selection, training, motivation and evaluation of Division personnel; provides or coordinates staff training, including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Coordinates division activities with those in other departments, provides technical assistance as necessary.
- Dispatches vehicles to work sites as needed.
- Makes recommendations for the purchase of supplies, materials, tools and equipment.
- Responds to emergency calls within specified time when participating in the emergency standby program.
- Performs related duties and responsibilities as assigned.

#18 City of Compton

Building Maintenance Supervisor

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent supplemented by technical training in one or more building trades; AND five (5) years building maintenance experience, including two (2) years supervisory experience; OR an equivalent combination of education 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.
- Principles and practices of building construction, maintenance, repair and safety practices.
- State and local building codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Interpreting and applying building and maintenance standards, safety codes, and City policies and procedures.
- Monitoring assigned operations and assuring City buildings are properly and safely maintained.
- Reading and interpreting plans, blueprints and specifications.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer, including word processing and spreadsheet software.
- Establishing and maintaining effective working relationships with staff, City departments, contractors, and the general public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments and on occasion will be exposed to high to moderate temperatures.
- Work will require frequent lifting, loading and unloading, reaching, bending and driving between job sites.
- On occasion work will require exposure to wet surfaces and areas with minor amounts of dust.



City of Compton		
CASE MANAGER		
Department: Employment and Training Services	Class Code:	1601
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs case management and job development for program participants including, but not limited to: outreach and recruitment, case management, life skills instruction, data management and reporting and the delivery of services consistent with program objectives and standards; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Training and Services Coordinator; 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.*

- Performs as a case manager for the CareerLink Program; meets regularly with eligible individuals, linking them with services needed to become economically independent.
- Collects and copies required documentation; reviews eligibility information with client and submits for approval; assists client in developing tasks/objectives that lead to employment.
- Develops specific career goals with clients, works closely with local education and training resources, housing and social services depending upon client needs.
- Maintains detailed case notes and updates all necessary information in the computer system to reflect current client activity.
- Assists client with job readiness services including resume preparation services, interviewing techniques, goal setting, application completion, labor market information and job retention strategies.
- Performs direct case management of individuals to provide services and counseling related to securing employment; develops an Individual Employment Plan (IEP), determines client's goals and objectives and explores possible career options by considering occupational interests and labor market information; assesses client support service needs.
- Actively establishes a local network of employers; conducts employer outreach to obtain additional employers and job listings; coordinates and identifies community partner agencies and businesses to provide the appropriate service strategy for the customer to secure and retain employment.
- Coordinates major job recruitments for the Center; conducts business outreach recruitment activities, including business development services, conducts site visits to monitor business and training sites.
- Attends meetings at various locations to obtain up-to-date information and to network with community resources.
- Coordinates department activities with those other departments, outside agencies and organizations.
- Conducts job development activities and provides employment referrals to participants.
- Conducts post-program follow up and counseling for participants to promote job retention.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Plans, coordinates and/or attends various special events; attends and participates in professional group meetings and job fairs; stays abreast of new trends and innovations in the field of employment/training services.
- Composes, reviews, edits and approves reports including weekly or monthly reports of departmental activity.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of a Bachelor's degree from an accredited college or university in Business or Public Administration, Political Science, Sociology or a related field; AND two (2) years experience in the operation of a Workforce Development/ Employment and Training or human services agency, with responsibility for implementing and carrying-out program plans, overseeing and providing direct client services; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures.
- Department of Labor (DOL) statutes and implementing regulations as amended; local policies and procedures governing DOL program administration and operations; legal regulatory, policy and procedural information relative to other non-DOL education, training and human services programs.
- Basic principles of organization, operations and services delivery systems for employment and training and other human services programs.
- Local labor market information as it relates to the development of appropriate education, training and services plans to promote the employment of economically disadvantaged individuals and displaced workers.
- Basic computer applications and operations including word processing, spreadsheets and database systems.
- Local community resources and regional community services programs.

Required Skill in:

- Carrying out management's directions and decisions regarding program planning, administration, operations and oversight.
- Handling multiple cases simultaneously and using good judgment in prioritizing work assignments.
- Dealing with people of various socio-economic backgrounds.
- Recording and tracking program information in accordance with guidelines established by statute, regulations, county policies and departmental policies and procedures.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Driving vehicle to attend meetings, seminars, workshops, and related activities.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, clients and the general public.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, hazardous chemicals, occasional loud noise and dust.
- Work requires lifting up to 10 lbs., carrying and driving.
- Moderate finger dexterity and near vision is required.



City of Compton

CHIEF BUILDING INSPECTOR

Department: Building and Safety	Class Code:	2109
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approve:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Building and Safety Department including building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, permitting staff and operations; oversees the review of building plans and specifications, and supervises the effective enforcement of building and safety codes, laws, regulations, and standards; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Building and Safety Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate supervisory, technical and clerical 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 full management responsibility for all Building and Safety Department personnel and activities including building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, permitting staff and operations; oversees the review of building plans and specifications, and supervises the effective enforcement of building and safety codes, laws, regulations, and standards.
- Manages the development and implementation of the Building and Safety Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Authorizes the issuance of commercial and residential building and construction permits and Certificates of Occupancy; reviews and approves code enforcement actions and reports.
- Confers with contractors and property owners regarding review of plans and interpretation of building codes; examines blueprints to assure plans conform to City codes and ordinances; inspects construction sites as needed to review and resolve technical issues; resolves problems that arise due to structural design or code issues.

#18 City of Compton

Chief Building inspector

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Responds to requests for information and complaints; provides technical information on interpretation of City codes; researches technical issues, and recommends solutions.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other boards or groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as 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 civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Civil Engineering or a related field; AND seven (7) years progressively responsible building trades, plan review and inspection experience, including five (5) years supervisory/ managerial experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Building Official by California Association of Building Officials (CABO) or an International Conference of Building Officials (ICBO) Plans Examiner Certificate.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Methods, practices, materials, and safety hazards associated with construction, remodeling, and repair of building structures.
- Possible defects and faults in construction and of standard testing devices and methods as well as corrective measures.
- Principles and practices of building construction, renovation, repair and safety practices.
- State and federal construction administration codes and regulations, and Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- 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 and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Understanding and interpreting building plans and specifications.
- Enforcing ordinances and regulations firmly, tactfully, and impartially.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, uneven terrain, hazardous chemicals, dangerous machinery, occasional loud noise and dust when performing field inspections.



City of Compton		
CHIEF DEPUTY CITY ATTORNEY		
Department: City Attorney	Class Code:	1715
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction of the City Attorney, assists the City Attorney with planning, organizing, coordinating and administering the activities and operations of the City Attorney's Office; confers with, and offers advice and counsel to City officials and employees; coordinates, reviews, and evaluates the work of personnel engaged in providing legal opinions and strategy, minimizing risk and liability; manages legal issues, and represents the City in administrative proceedings and legal action; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the City Attorney, serves as Acting City Attorney in his/her absence, and exercises supervision over subordinate managerial, 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 City Attorney, provides functional and technical direction to Deputy City Attorneys and exercises supervision over support staff.
- Manages the development and implementation of the City Attorney's Office goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Represents the City in reviewing, approving, and negotiating legal issues; assures that legal issues are resolved within City policy guidelines; reviews and evaluates pertinent decisions, policies, regulations and other legal matters.
- Confers with, and offers advice and counsel to City officials and employees; attends City Council meetings to provide legal advice and information, and present findings and recommendations.
- Negotiates agreements with opposing parties and counsel; anticipates problems and pursues solutions; establishes legal strategies, identifies policy and compliance issues, and proposes solutions.
- Represents the City in litigation, negotiations, settlements, prosecutions, and other municipal legal proceedings; provides legal assessments and recommendations; conducts factual and legal analysis to determine whether legal issues should be prosecuted or defended, based on the facts of law and evidence; conducts conferences with opposing parties concerning settlement of cases.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates records and other information; prepares and presents legal documents, analyses, and recommendations as required.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Participates in the development and administration of the CAO budget; forecasts funds needed for staffing, equipment, materials, and supplies; assists with monitoring and approval of expenditures; prepares and presents to the City Attorney needed budgetary adjustments as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity, as well as reports for compliance with federal requirements.
- 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.
- Monitors trends in municipal law issues, and recommends operational, procedural and policy improvements; assures effective communication of issues and strategies with the City core management team.
- Attends various civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Juris Doctorate from an American Bar Association approved law school AND five (5) years progressively responsible municipal law or directly related experience; OR an equivalent combination of education and experience. Three years of civil, criminal or administrative litigation experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Admission to the California State Bar.

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.
- California criminal and civil statutes, rules, case law, administrative orders, policies and procedures, and applicable Federal rules and regulations.
- Legal precedents and court decisions impacting municipal government.
- Legal research methods, techniques, sources, databases and other research tools.
- Development, refinement and presentation of legal strategies, and case management techniques.
- Principles and protocols for the evidentiary gathering of information, documents, financial records and other data that may be used in court and legal hearings.
- City protocols and strategies of prosecution, negotiation and litigation.
- Duties, powers, authorities and limitations of a City Attorney.
- Principles and practices of legal, ethical and professional rules of conduct.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Analyzing complex administrative and operational data and issues, interpreting laws and regulations, evaluating alternatives, and developing strategies for effective resolution of issues.
- Assuming executive level responsibilities and making appropriate decisions.
- Researching and identifying precedence in case law.
- Litigating cases in a legal hearing and courtroom setting.
- Effectively assessing, interpreting and applying complex criminal and civil laws to information, evidence and other data compiled.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Exercising judgment and discretion, negotiating agreements, and mediating difficult situations.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- 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.



City of Compton		
CHIEF DEPUTY CITY CLERK		
Department: City Clerk	Class Code:	1403
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under the general direction of the City Clerk, assists with planning, organizing, coordinating and administering the activities and operations of the City Clerk's Office; performs the mandated functions and statutory requirements in support of the Office of the City Clerk as defined by state law; performs technical, legal and administrative duties in managing the official records of the City, maintaining the required historical municipal data; serves as office manager and performs advanced clerical support work to support office operations; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of the City Clerk, serves as Acting City Clerk in his/her absence, and exercises supervision over subordinate clerical 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 and coordinates the operations of the City Clerk's Office and acts as the City Clerk as required; assures official City activities are in compliance with Federal, state, and City policies and practices.
- Oversees records management program, assures the accuracy of technical files and official records, and assures City records management program is in compliance with California statutes.
- Assists with the technical preparation, recordation and transcribing of proceedings of official meetings and public hearings of the City Council, and other Boards; attends meetings and assures completion of required follow-up on meeting action items.
- Reviews and approves the official documents, adopted resolutions, ordinances, agreements, contracts, meeting minutes and other official records after each meeting; indexes public records; oversees and certifies the publication of official notices, agendas, ordinances and resolutions.
- Coordinates City elections, and assures compliance to state laws and regulations.
- Ensures compliance with the Fair Political Practices Commission laws and regulations concerning campaign funds and statements of economic interest.
- Provides advice and consultation to management and employees on technical municipality issues, and the interpretation and consistent application of state and Federal rules, regulations, policies and procedures.
- Reviews and processes public records requests and special permits.
- Verifies cash receipts and distribution to proper fund; audits and approves invoices for payment; completes payroll for department staff; oversees the mail services internal service fund for processing outgoing mail.

#18 City of Compton

Chief Deputy City Clerk

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Supervises assigned staff; trains staff, develops staff skills, and evaluates performance; plans and prioritizes projects; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Collects, compiles and analyzes data and information, and prepares and presents reports.
- Manages special projects as directed; interprets and explains City and state regulations.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's Degree from an accredited college or university in Business Administration, Office Management or related field; AND five (5) years municipal government experience, including one (1) year working in a City Clerk's office; OR an equivalent combination of education 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.
- State and Federal laws, statutes, regulations, rules and codes regulating City government including the Brown Act, Public Records Act and Political Reform Act.
- Principles and practices of public sector records retention, record keeping and records management.
- Municipal election laws and procedures.
- City Charter, ordinances, codes, policies, resolutions, and agreements including Memoranda of Understanding.
- Principles, techniques, and objectives of public information programs.
- Legal, ethical and professional rules of conduct for public sector employees and elected officials.

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.
- Understanding and applying statutory standards and procedures, applicable state and Federal rules and regulations, and parliamentary procedures governing public meetings.
- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Developing and administering budgets and monitoring expenditures.
- Reviewing, correcting and maintaining complex and extensive records.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.



City of Compton		
CHIEF DEPUTY CITY TREASURER		
Department: City Treasurer	Class Code:	1413
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the City Treasurer; assists with planning, organizing, coordinating and administering the activities and operations of the City Treasurer's Office; supervises, coordinates and participates in the administration, collection, custody, investment and disbursement of City funds; serves as office manager and performs advanced clerical support work to support office operations; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: General supervision is provided by the City Treasurer; serves as Acting City Treasurer in his/her absence, and exercises supervision over subordinate clerical 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 and coordinates the operations of the City Treasurer's Office, serves as office manager and acts as the City Treasurer required; assures official City activities are in compliance with Federal, state, and City policies and practices.
- Supervises and assists in the development and implementation of policies and procedures to insure collection of all City funds in a timely and accurate manner.
- Supervises and participates in the scheduling of work load of all Treasurer's Office personnel.
- Participates in the daily investment of the City's investment portfolio within established policy; prepares the monthly investment report and a variety of periodic reports for City Council, City Manager, City Controller and auditors.
- Verifies daily check and cash deposits, completes daily cash reports, monitors cash balances, and makes wire transfers to ensure adequate funds are available to meet the City's daily cash needs; counts cash tills for previous day's work and prepares daily bank deposits.
- Supervises and participates in audits of Treasury records to ensure proper application and disbursement of payments.
- Responds and participates in determining final decisions regarding customer complaints and disputes.
- Signs warrant checks for general fund and other City disbursements; balances the petty cash drawer; prepares department payroll, and maintains time and attendance records.
- Opens, time stamps and distributes mail for proper receipting.
- Coordinates Treasury activities with other City departments, divisions and sections and with outside agencies.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with the selection, training, motivation and evaluation of Treasurer's Office personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Assists with development and administration of the departmental budget and contracts, monitors expenditures.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree in Business, Finance or a related field is preferred and two years of college or university training with courses in business administration, accounting or a related field AND five (5) years of experience in fund collection, custody, investment and disbursement, including customer service experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Possession of a valid California Class C Driver's License.

Required Knowledge of:

- City, county, state and Federal laws, regulations, codes and ordinances.
- General characteristics of cash receipting and investment techniques.
- Accounting, banking, financial record keeping, auditing and reporting principles and procedures.
- Principles and practices of organization, administration and staff management.
- Effective supervisory and organizational techniques.
- Modern office practices, methods and procedures.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, financial institutions, and the general public.
- Understanding and applying statutory standards and procedures, applicable state and Federal rules and regulations.
- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Developing and administering budgets and monitoring expenditures.
- Reviewing, correcting and maintaining complex financial records.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.
- Work involves exposure to wet surfaces, occasional loud noise and dust.



City of Compton

CITY CONTROLLER

Department: City Controller	Class Code:	1046
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the City Controller's Office and manages the City's fiscal operations relating to accounting, auditing, payroll, revenues, expenditures, internal controls and financial reporting; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Council, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City Controller's Office. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, 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 full management responsibility for all City Controller's Office personnel and activities including accounting, auditing, payroll, revenues, accounts payable, internal controls and financial reporting according to generally accepted accounting principles.
- Manages the development and implementation of the City Controller's Office 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.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Provides feedback to other departments regarding their budget status related to revenue collection and expenditures.
- Manages and participates in the development and administration of the Department budget; identifies funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs the preparation of budgetary adjustments as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides staff assistance to the City Manager and City Council; prepares and presents monthly financial status, other staff reports and necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Assists with development of the City budget by forecasting revenues and reviewing departmental budget requests.
- Provides guidance and direction to senior management and other departments in a variety of financial matters.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Conducts financial and operational analyses to ensure the City's resources are effectively and efficiently utilized; assists in maintaining the long-term financial integrity of the City.
- 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.
- Attends various civic events as 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 financial 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 Finance, Accounting, Business Administration or a related field; AND ten (10) years of responsible financial management experience in a large public sector organization; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Registration as a Certified Public Account is preferred.

Required Knowledge of:

- Public administration, organization and systems theory, practices of governmental accounting, budgeting concepts and practices, and Generally Accepted Accounting Principles (G.A.A.P.).
- Theory, principles and practices of auditing City/government organizations, including the methods and procedures used to examine, verify and analyze operational records, statements, and reports.
- Accounting policies, procedures, and standards.
- Principles and practices of budget preparation and administration.
- Human resources operations, programs, and regulations.
- Pertinent Local, State and Federal laws, rules and regulations.
- 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.

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.
- Developing and administering budgets and monitoring expenditures.
- Ensuring the necessary balance between revenue/expenditure and the City's financial integrity.
- Conducting financial and operational analyses in relation to resource utilization.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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, typing and on occasion climbing (up to 4 feet).
- 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		
COMMUNITY DEVELOPMENT SPECIALIST		
Department: Planning and Economic Development	Class Code:	2021
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, oversees and monitors the progress and compliance of existing Community Development Block Grant (CDBG) funded projects to ensure compliance with grant agreements, collects, reviews and completes periodic grant status and related reports; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Grants Manager; 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.*

- Monitors grant performance to ensure conformance with Department goals, and compliance with local, state and federal codes and regulations and prepares a variety of compliance-related reports for the funding agencies including progress reports and grant close-out reports.
- Responds to inquiries and assists City departments and citizens with grant funding/performance and technical issues; provides technical assistance to CDBG funded agencies; explains the City's processes and requirements and provides guidance within scope of authority.
- Develops procedures, forms and evaluation criteria for Requests for Proposals for CDBG funds and other program activities.
- Collects and reviews quarterly reports from City departments and CDBG funded agencies to ensure grant compliance; follows-up with departments to ensure projects are carried out in a timely and appropriate manner; submits grant reports to local and State funding sources.
- Coordinates annual workshops and meetings or events for agencies awarded CDBG funding, City departments and the Federal Grants Advisory Commission; attends meetings and takes minutes.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Public/Business Administration or a related field; AND two (2) years experience in community development, redevelopment, grant administration or related field; OR an equivalent combination of education and experience.

#18 City of Compton

Community Development Specialist

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, and Standard Operating Manual.
- Practices, principles, procedures, regulations, and techniques of grant administration.
- Federal Department of Housing and Urban Development (HUD) rules and regulations.
- State and Federal environmental review processes; Minority Business Enterprise and labor compliance requirements including the Davis-Bacon Act.
- Current and proposed legislation and laws of the local, state, and federal governments that affect funding for community development programs.
- General accounting principles.
- Principles of record keeping and records management.

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.
- Researching and analyzing the factors affecting grant-funded community development projects.
- Program management including monitoring and reporting details of grant-funded projects.
- Collecting, organizing, analyzing and presenting data and information.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication, including technical writing.

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.



City of Compton		
CLAIMS EXAMINER		
Department: City Attorney	Class Code:	1552
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, examines and adjusts claims for Workers' Compensation benefits; monitors claim expenditures; communicates with physicians, supervisors, employees and attorneys regarding illness or injury related to employment; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Risk Manager; 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.*

- Reviews, examines and adjusts Workers' Compensation claims.
- Receives and records all claims and determines compensability.
- Authorizes medical treatment and/or change of physician utilizing California State Workers' Compensation Law.
- Computes and authorizes payments according to California Labor Code, including medical bills, temporary and permanent disability payments.
- Advises employees and dependents of entitlement to Workers' Compensation benefits under state law and City policies.
- Arranges special investigations and medical examinations including return to work exams.
- Advises departments regarding procedures and reporting deadlines involving work related injuries.
- Contacts injured employee to explain benefits and legal rights under the Labor Code.
- Prepares subrogation and litigation cases and corresponds with doctors and attorneys on litigated cases.
- Serves as custodian of records; produces record and attests to validity under the direction of the court by subpoena.
- Compiles pertinent facts, makes thorough analyses, and arrives at sound decisions.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration or a related field, AND two (2) years of experience adjusting workers' compensation claims with a public agency or third party administrator; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Workers' Compensation Certificate of Insurance.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- State of California Labor Code and Workers' Compensation law.
- Medical terminology, anatomy, and technical terminology used in the medical profession related to the cause and treatment of occupational injuries and diseases.
- Investigative techniques, methods and procedures.
- Vocational rehabilitation processes and programs.
- MS Office computer applications.

Required Skill in:

- Compiling pertinent facts, making thorough analyses of Workers' Compensation claims and arriving at sound decisions.
- Understanding, interpreting and applying State Labor Code, Workers' Compensation Law, and City regulations.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

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



City of Compton		
CROSS-CONNECTION CONTROL INVESTIGATOR		
Department: Water	Class Code:	6203
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the Water Production and Distribution Supervisor, tests, maintains and repairs City owned cross-connection (backflow prevention) assemblies, inspects new services and oversees annual cross-connection testing to ensure the safety of the public water system; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Water Production and Distribution Supervisor; 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.*

- Tests, maintains and repairs all City owned backflow assemblies to ensure proper functioning; inspects and tests backflow devices annually to ensure they are functional to protect the public water system.
- Inspects and connects all new services to ensure proper installation; collects bacteria samples, checks chlorine residual and conducts pressure, leakage, sterilization and flushing test procedures at various water main construction sites.
- Conducts daily inspection at all well sites, performs scheduled maintenance on high voltage motors and well facilities, measures well levels, calibrates chlorine feed pump, performs minor electrical and plumbing repairs and preventative maintenance including changing oil and lubricating well motors.
- Inspects consumer premises for cross-connections; Answers and resolves questions from contractors regarding backflow assemblies.
- Maintains records and logs of inspection services performed including record of all backflow devices; mails test notice and list of certified backflow testers to customers, follows-up to ensure that tests are completed and records results.
- Reviews, investigates and responds to work requests and complaints.
- May act as section supervisor and oversee the work of pump operators in the absence of the immediate supervisor.
- Responds to requests for information; provides information to other supervisors or managers and organizations; researches issues, and recommends solutions.
- Coordinates division activities with those in other departments, outside agencies and organizations; provides technical assistance as necessary.
- Stays abreast of new trends and innovations in the field of backflow prevention.
- Responds to emergency calls within specified time when participating in the emergency standby program.
- Performs related duties and responsibilities as assigned.

#18 City of Compton

Cross-Connection Control Investigator

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND four (4) years of experience in pump operations of a water utility; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a Grade I Water Treatment and Grade II Water Distribution Certification issued by the State of California Department of Public Health.
- Los Angeles County Certified Backflow Tester.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of water distribution and cross-connection prevention system construction, maintenance, repair and safety practices including equipment related maintenance.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances and Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Proper installation of backflow devices.
- Common hand and power tools.
- Basic preventive maintenance on assigned equipment.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, local businesses, and the general public.
- Interpreting water cross-connection standards, safety codes, and City policies and procedures.
- Inspecting and testing backflow devices.
- Maintaining inspection records.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Operating a personal computer, including word processing and spreadsheet software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting, driving, pushing, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to dangerous machinery, hazardous chemicals, high voltage control panels and motors.



City of Compton		
CUSTOMER SERVICE SUPERVISOR		
Department: Water	Job Code:	6103
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the Water Department General Manager; supervises daily operations of the Customer Service Division including customer accounts, utility billing and meter reader; investigates and resolves escalated customer service issues; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Water Department General Manager or Assistant 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.*

- Supervises customer service operations and staff; reviews work and approves special account changes, disconnections and refunds; collects and analyzes operational data and generates statistical, utilization and financial summary reports.
- Supervises staff, monitors work methods and procedures, and assures that work activities are in compliance with City policies; trains staff and evaluates performance; meets with staff to review and discuss projects and work assignments.
- Reviews and approves all City cash deposits; retrieves, approves and posts cash collections, and tracks on spreadsheet software; assures cash receipts and vouchers are properly posted and balanced.
- Supervises the processing of new customers for City utility services, payments, service requests, service charges, adjustments and corrections according to City policies and procedures.
- Issues work orders and tracks customer issues to completion; imports and exports meter reading information, and downloads daily meter readings to computer.
- Provides prompt, courteous, and accurate service to the public with billing questions, requests for information, and complaints in order to maintain positive customer service relations.
- Receives complaints and requests for information, and resolves them by researching files and records; explains rates, rules, policies, and procedures; explains the proper use and completion of forms and documents; coordinates solution of customer service issues with other departments.
- Updates and tracks a variety of electronic and paper files, records, reports, and related documents; maintains file integrity and confidentiality by monitoring and assuring compliance to City policies and procedures; assures the accuracy of the electronic and paper filing systems.
- Coordinates with other City departments to connect/disconnect utility hookups.
- 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.

#18 City of Compton Customer Service Supervisor

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree from an accredited college in Business, Accounting or a related field; AND seven (7) years experience in utility billing/customer service, of which two (2) years must be supervisory experience; OR an equivalent combination of education 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.
- City utility billing ordinances, rules and procedures.
- Accounting and bookkeeping principles and methods, including cash collection and management.
- Principles of record keeping and records management.
- Techniques for dealing with the public, in person and over the telephone.
- Business and personal computers, and specialized accounting software applications.

Required Skill in:

- Supervising staff, scheduling work, managing work crews, and evaluating performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering data and numerical information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Maintaining accurate records, and identifying and reconciling errors.
- Performing mathematical calculations with speed and accuracy.
- Establishing and maintaining cooperative working relationships with co-workers and the public.
- Effective communication, both verbal and written.

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.



City of Compton		
CUSTOMER SERVICE SUPERVISOR		
Department: Water	Job Code:	6103
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the Water Department General Manager; supervises daily operations of the Customer Service Division including customer accounts, utility billing and meter reader; investigates and resolves escalated customer service issues; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Water Department General Manager or Assistant 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.*

- Supervises customer service operations and staff; reviews work and approves special account changes, disconnections and refunds; collects and analyzes operational data and generates statistical, utilization and financial summary reports.
- Supervises staff, monitors work methods and procedures, and assures that work activities are in compliance with City policies; trains staff and evaluates performance; meets with staff to review and discuss projects and work assignments.
- Reviews and approves all City cash deposits; retrieves, approves and posts cash collections, and tracks on spreadsheet software; assures cash receipts and vouchers are properly posted and balanced.
- Supervises the processing of new customers for City utility services, payments, service requests, service charges, adjustments and corrections according to City policies and procedures.
- Issues work orders and tracks customer issues to completion; imports and exports meter reading information, and downloads daily meter readings to computer.
- Provides prompt, courteous, and accurate service to the public with billing questions, requests for information, and complaints in order to maintain positive customer service relations.
- Receives complaints and requests for information, and resolves them by researching files and records; explains rates, rules, policies, and procedures; explains the proper use and completion of forms and documents; coordinates solution of customer service issues with other departments.
- Updates and tracks a variety of electronic and paper files, records, reports, and related documents; maintains file integrity and confidentiality by monitoring and assuring compliance to City policies and procedures; assures the accuracy of the electronic and paper filing systems.
- Coordinates with other City departments to connect/disconnect utility hookups.
- 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.

#18 City of Compton Customer Service Supervisor

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree from an accredited college in Business, Accounting or a related field; AND seven (7) years experience in utility billing/customer service, of which two (2) years must be supervisory experience; OR an equivalent combination of education 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.
- City utility billing ordinances, rules and procedures.
- Accounting and bookkeeping principles and methods, including cash collection and management.
- Principles of record keeping and records management.
- Techniques for dealing with the public, in person and over the telephone.
- Business and personal computers, and specialized accounting software applications.

Required Skill in:

- Supervising staff, scheduling work, managing work crews, and evaluating performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering data and numerical information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Maintaining accurate records, and identifying and reconciling errors.
- Performing mathematical calculations with speed and accuracy.
- Establishing and maintaining cooperative working relationships with co-workers and the public.
- Effective communication, both verbal and written.

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.



City of Compton

DEPUTY CITY ATTORNEY I

Department: City Attorney	Class Code:	1711
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, assists in providing a wide range of professional legal services related to municipal government operations; conducts legal research, prepares opinions, memoranda, administrative rules and regulations and other legal documents; advises City Council, City departments, boards and commissions; may represent the City in a variety of litigation that involves administrative hearings, trial and appellate work; provides staff assistance to the City Attorney; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Chief Deputy City Attorney or Deputy City Attorney III; does not exercise supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the entry-level classification for attorneys. Initially, incumbents perform the more routine tasks and duties and work under close supervision. As experience is gained, incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise. This entry-level class is distinguished from the journey-level class (Deputy City Attorney II) by the performance of more routine tasks and duties as a practicing attorney.

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.*

- Performs legal research and prepares written and oral opinions on various legal problems for the City Council, City departments and various boards and commissions.
- Confers with, and renders assistance to department heads in establishing departmental policies by applying legal point and procedures; recommends changes to policies and procedures in order to meet legal requirements.
- Prepares, drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents, agreements and instruments.
- Investigates claims and complaints against the City and recommends appropriate action.
- Assists in or prepares cases for hearings, trials and other judicial proceedings; represents the City in such proceedings; prosecutes misdemeanor violations of City ordinances.
- Investigates, responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Reviews and approves certificates of insurance, off-site improvement agreements, grant deeds and various other documents.
- May represent the City Attorney at various City Council, board and commission meetings and in court as needed.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Juris Doctorate from an American Bar Association approved law school; experience in a private law practice or government agency is preferred; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Active membership in the California Bar.

Required Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, regulations, rules and codes regulating City government.
- Court system rules of civil and criminal procedures; rules of evidence; general tort, contract and constitution laws as related to government.
- Legal principles and practices, including civil, criminal, constitutional and administrative laws and procedures.
- Methods of legal research.
- Tort law and liability insurance litigation.
- Judicial procedures and rules of evidence.
- Statutes and court decisions relating to civil rights and public labor law.
- Established precedents and sources of legal reference applicable to municipal activities.
- Ordinances, statutes and court decisions relating to municipal corporations.
- Personal computers and software applications.

Required Skill in:

- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Reviewing, correcting and maintaining complex and extensive records.
- Working independently with respect to legal documents, correspondence and memoranda.
- Scheduling assignments; planning, organizing and coordinating workflow.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies and the general public.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust.



City of Compton

DEPUTY CITY ATTORNEY II

Department: City Attorney	Class Code:	1712
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, provides a wide range of professional legal services related to municipal government operations; conducts legal research, prepares opinions, memoranda, administrative rules and regulations and other legal documents; advises City Council, City departments, boards and commissions; represents the City in a variety of litigation that involves administrative hearings, trial and appellate work; provides staff assistance to the City Attorney; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Chief Deputy City Attorney or Deputy City Attorney III; does not exercise supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the full journey-level classification for attorneys. Incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise. As incumbents progress further in experience, incumbents perform the most difficult and responsible types of duties (advanced journey level – Deputy City Attorney III) requiring the frequent use of high degree of independent judgment. This class is distinguished from the entry-level class (Deputy City Attorney I) by the performance of full journey-level work as a practicing attorney.

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.*

- Enforces and/or litigates violations of the Compton Municipal Code; prosecutes misdemeanor violations of City ordinances.
- Performs legal research and prepares written and oral opinions on various legal problems for the City Council, City departments and various boards and commissions.
- Confers with, and renders assistance to department heads in establishing departmental policies by applying legal point and procedures; recommends changes to policies and procedures in order to meet legal requirements.
- Prepares, drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents, agreements and instruments; offers opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency.
- Investigates claims and complaints against the City and takes or recommends appropriate action.
- Assists in or prepares cases for hearings, trials and other judicial proceedings; represents the City in such proceedings.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Reviews and approves certificates of insurance, off-site improvement agreements, grant deeds and various other documents.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- May represent the City Attorney at various City Council, board and commission meetings and in court as needed.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Juris Doctorate from an American Bar Association approved law school; AND two (2) years of experience in a private law practice or government agency; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Active membership in the California Bar.

Required Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, regulations, rules and codes regulating City government.
- Court system rules of civil and criminal procedures; rules of evidence; general tort, contract and constitution laws as related to government.
- Legal principles and practices, including civil, criminal, constitutional and administrative laws and procedures.
- Methods of legal research.
- Tort law and liability insurance litigation.
- Judicial procedures and rules of evidence.
- Statutes and court decisions relating to civil rights and public labor law.
- Established precedents and sources of legal reference applicable to municipal activities.
- Ordinances, statutes and court decisions relating to municipal corporations.
- Personal computers and software applications.

Required Skill in:

- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Reviewing, correcting and maintaining complex and extensive records.
- Working independently with respect to legal documents, correspondence and memoranda.
- Scheduling assignments; planning, organizing and coordinating workflow.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies and the general public.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust.



City of Compton		
DEPUTY CITY ATTORNEY III		
Department: City Attorney	Class Code:	1713
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, provides a wide range of advanced professional legal services related to municipal government operations; conducts legal research, prepares opinions, memoranda, administrative rules and regulations and other legal documents; advises City Council, City departments, boards and commissions; represents the City in a variety of litigation that involves administrative hearings, trial and appellate work; provides staff assistance to the City Attorney; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Chief Deputy City Attorney; may exercise supervision over Deputy City Attorneys and legal support staff.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey-level classification for attorneys. Incumbents perform the most difficult and responsible types of duties requiring the frequent use of high degree of independent judgment, and may direct the work of lower-level attorneys. This class is distinguished from the full journey-level class (Deputy City Attorney II) by the performance of the most difficult, complex and responsible types of duties as a practicing attorney.

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.*

- Performs legal research and prepares written and oral opinions on various legal problems for the City Council, City departments and various boards and commissions.
- Represents the City Attorney at various City Council, board and commission meetings and in court as needed.
- Confers with, and renders assistance to department heads in establishing departmental policies by applying legal point and procedures; recommends changes to policies and procedures in order to meet legal requirements.
- Prepares, drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents, agreements and instruments; offers opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency.
- Investigates claims and complaints against the City and takes or recommends appropriate action.
- Assists in or prepares cases for hearings, trials and other judicial proceedings; represents the City in such proceedings; prosecutes misdemeanor violations of City ordinances.
- Prepares and conducts all phases of civil litigation; prepares pleadings; represents the City in both judge and jury trials; prepares trial and appellate briefs; maintains litigation docketing and calendar.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Reviews and approves certificates of insurance, off-site improvement agreements, grant deeds and various other documents.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Advises Human Resources and other departments on employee discipline matters; prepares disciplinary documents; attends pre-disciplinary hearings as legal advisor; represents the City at employee appeals from discipline (City Personnel Board, arbitration, State of California Public Employees Relations Board (PERB) and/or superior court).
- As assigned, provides leadership and works with subordinate attorneys to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- As assigned, 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.
- Participates in continuing professional education program about areas of concern to the municipal law practitioner, as well as management practices, employment law and other areas of interest.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Juris Doctorate from an American Bar Association approved law school; AND four (4) years of progressively responsible experience in a private law practice or government agency, including two (2) years of experience in municipal law; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Active membership in the State Bar of California.

Required Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, regulations, rules and codes regulating City government.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and Memoranda of Understanding.
- Court system rules of civil and criminal procedures; rules of evidence; general tort, contract and constitution laws as related to government.
- Legal principles and practices, including civil, criminal, constitutional and administrative laws and procedures.
- Methods of legal research.
- Tort law and liability insurance litigation.
- Judicial procedures and rules of evidence.
- Statutes and court decisions relating to civil rights and public labor law.
- Established precedents and sources of legal reference applicable to municipal activities.
- Ordinances, statutes and court decisions relating to municipal corporations.
- Principles and practices of organization, administration and personnel management.
- Personal computers and software applications including online legal research.

Required Skill in:

- Conducting research on legal problems, making decisions based on findings and preparing sound legal opinions.
- Representing the City in a wide variety of complex judicial and administrative proceedings.
- Analyzing and preparing a wide variety of complex legal documents.
- Preparing and presenting complex cases in court.
- Scheduling assignments; planning, organizing and coordinating workflow.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies and the general public.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust.



City of Compton		
DEPUTY CITY CONTROLLER		
Department: City Controller	Class Code:	1046
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under the general direction of the City Controller, is second in the command structure of the City Controller's Office, and assists the City Controller in planning, organizing and directing the activities and operations of the City Controller's Office; directs and manages the City's fiscal operations relating to accounting, auditing, payroll, revenues, expenditures, and financial reporting; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Controller; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the City Controller, serves as Acting City Controller in his/her absence, and exercises supervision over subordinate supervisory, professional, 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 City Controller with full management responsibility for all City Controller's Office personnel and activities including accounting, auditing, payroll, revenues, accounts payable, internal controls and financial reporting according to generally accepted accounting principles.
- Assists with the development and implementation of the Department goals, objectives, policies and priorities for each assigned service area; establishes City policy, appropriate service and staffing levels; allocates resources accordingly.
- Directly supervises and oversees daily operations in the City Controller's Office, assigned personnel and activities including accounting, auditing, payroll, revenues, accounts payable and financial reporting according to generally accepted accounting principles.
- 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.
- Participates in the review, evaluation and in recommending citywide administrative and financial internal controls and procedures.
- Participates in the development and administration of the budget for the City Controller's Office; identifies funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs the preparation of budgetary adjustments as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides staff assistance to the City Controller; prepares and presents monthly financial status and other staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Provides assistance to senior management and other departments in a variety of financial matters.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Conducts financial and operational analyses to ensure the City's resources are effectively and efficiently utilized; assists in maintaining the long-term financial integrity of the City.
- 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.
- Attends various civic events as 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 financial 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 Finance, Accounting, Business Administration or a related field; AND five (5) years of responsible financial management experience in a large public sector organization; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- Public administration, organization and systems theory, practices of commercial and governmental accounting, budgeting concepts and practices, and Generally Accepted Accounting Principles (G.A.A.P.).
- Theory, principles and practices of auditing City/government organizations, including the methods and procedures used to examine, verify and analyze operational records, statements, and reports.
- Accounting policies, procedures, and standards.
- Principles and practices of budget preparation and administration.
- Human resources operations, programs, and regulations.
- Pertinent Local, State and Federal laws, rules and regulations.
- 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.
- Principles of community and public relations.

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.
- Developing and administering budgets and monitoring expenditures.
- Ensuring the necessary balance between revenue/expenditure and the City's financial integrity.
- Conducting financial and operational analyses in relation to resource utilization.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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, typing and on occasion climbing (up to 4 feet).
- 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

DEPUTY DIRECTOR OF GENERAL SERVICES

Department: General Services	Class Code:	5533
Revised Date: March 2009	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, assists the Director with planning, organizing, coordinating and evaluating the work of personnel engaged in the activities and operations of the General Services Department including the maintenance and repair of City facilities and property management; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Director of General Services, serves as Acting General Services Director in his/her absence, and exercises supervision over subordinate professional, supervisory, technical, labor and trades 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.*

- 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 makes recommendations to the Director for the implementation of changes and assists with the implementation of those recommendations.
- Assists the Director with planning, organizing and scheduling of maintenance projects and daily activities and ensures effective staff utilization by inventory and availability of supplies and material; maintains a tracking system to monitor progress and success of assignments and tasks assigned to staff.
- Reviews daily, weekly and monthly work assignments to effectively utilize staff to ensure accountability of purchased and issued supplies.
- Reviews weekly reports of departmental activity and makes changes as needed.
- Coordinates the supervision and monitoring of contractors and reviews contract specifications.
- Provides leadership and works with Lead Workers and the General Services Crew Supervisor to develop and retain highly competent staff through selection, training and management practices that support the City's mission and values.
- Prepares and reviews the formal performance evaluation of department staff, and recommends methods to coach staff for improvement and development; recommends disciplinary action as required to correct behavior.
- Assists the Director with coordinating departmental activities with other departments, outside agencies and organizations; provides technical assistance as necessary

#18 City of Compton

Deputy Director of General Services

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- As called upon, attends various civic events as City representative; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of facilities maintenance/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 in Business Administration, Public Administration or a related field; AND five (5) years progressively responsible management experience in building maintenance, construction and repair including journeyman level education and experience in one or more building trades, AND two (2) years of supervisory experience supervising subordinate supervisors/crew leaders; OR an equivalent combination of education 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.
- Principles and practices of building construction, maintenance, repair and safety practices including custodial related maintenance.
- Uniform Building Code, Cal OSHA regulations and Davis-Bacon regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- 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.

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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment, and in the field to inspect project or maintenance tasks.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires lifting, carrying, driving and on occasion climbing (up to 6 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
DEPUTY DIRECTOR OF PUBLIC WORKS		
Department: Public Works	Class Code:	5117
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction of the Director of Public Works/City Engineer, plans, organizes, directs and administers the activities and operations of the Public Works Department including planning, designing, constructing and maintaining public streets and City open spaces; utilities including sewer and storm drains; 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 Public Works/City Engineer, serves as Acting Public Works Director in his/her absence, and exercises supervision over subordinate supervisory, technical, labor and trades and clerical 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 for all Public Works Department personnel and activities including planning, designing, constructing and maintaining public streets and City open spaces; utilities including sewer and storm drains, controlling work and activity in City rights-of-way, and maintaining public works records.
- Assists with the development and implementation of the Public Works Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Plans, organizes and directs the scheduling of street construction, maintenance or improvement projects, including the work of City crews engaged in street maintenance using accurate time and cost estimates.
- Coordinates the development and administration of specifications and contracts for services for street maintenance or other public works projects; reviews the analysis of bids, recommends approval and monitors contract compliance in the field.
- Computes or compiles special tax assessments and bond installments related to street or general improvement bonds; furnishes technical advice concerning the cost of improvements in subdivisions, researches and creates property descriptions in order to obtain easements and rights of way.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for City facilities, structures, infrastructure, vehicles and equipment.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- 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 needed budgetary adjustments to the Director as necessary.
- 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.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- When called upon, attends various civic events as 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 civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Civil Engineering or a related field; AND five (5) years progressively responsible engineering and public works management experience, including three (3) years supervisory/managerial experience involving supervision of the design, construction, maintenance or operation of a variety of public works activities; OR an equivalent combination of education 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.
- Principles and practices of civil engineering.
- Principles and practices of construction, maintenance, repair and safety practices including vehicle related maintenance.
- State and federal construction administration codes and regulations, Cal OSHA regulations and Davis-Bacon regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- 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 and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to moving traffic in the field at construction sites, heavy motorized equipment, wet surfaces, occasional loud noise and dust.



City of Compton		
DEPUTY DIRECTOR OF REDEVELOPMENT		
Department: Community Redevelopment Agency	Class Code:	2308
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction of the Director of Redevelopment, plans, organizes, directs and administers the activities and operations of the Community Redevelopment Agency; assists the Director with planning, organizing, coordinating and evaluating the work of personnel engaged in the development and implementation of a comprehensive strategic redevelopment plan that encourages economic development to eliminate blight through the use of tax increment financing and other resources, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Director of Redevelopment, serves as Acting Redevelopment 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 Community Redevelopment Agency personnel and activities including land acquisition, development and implementation of a comprehensive strategic redevelopment plan, reviewing developers' proposals and related activities and projects.
- Assists with the development and implementation of the Community Redevelopment Agency goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Provides technical support and policy advice to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure, developing recommendations regarding community redevelopment programs, projects and initiatives.
- Coordinates and participates in acquisition, site assembly, land clearing, financing and construction activities in accordance with redevelopment law.
- Conducts financial analyses of proposed development projects including market demand, return on investment, financial feasibility of developments, and prepares Section 33433 reports.
- Prepares and processes resolutions and other documents necessary to proceed with various redevelopment projects.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on a variety of redevelopment projects.
- Presents debt management policy necessary to cause issuance of tax increment bonds; oversees issuance of tax allocation bonds by selecting a bond financing team and feasible debt structure to facilitate the bond issue.
- Solicits and analyzes the feasibility of developers' proposals, negotiates and gains approval of the Disposition and Development Agreement.
- Projects and analyzes project site specific revenues including tax increments, sales taxes, parking revenues and special assessments that may be used to pay for the development of to secure and repay financing..
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- 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 departmental plans, 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 community redevelopment.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business, Urban Planning, Real Estate, Public/Business Administration or a related field; AND five (5) years progressively responsible management experience in planning, redevelopment, economic development or related field; OR an equivalent combination of education 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.

- Practices, principles, procedures, regulations, and techniques of City redevelopment including planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect redevelopment programs.
- 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 and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, developers, 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.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.



City of Compton		
DEPUTY FIRE CHIEF		
Department: Fire	Class Code:	7117
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction of the Fire Chief, is second in the command structure of the Fire Department, assists the Fire Department Director, and assists the Chief in ensuring prompt and efficient emergency services; fire suppression, EMS, effective fire prevention and environmental control; and community outreach and training in fire safety, and emergency management/disaster preparedness; 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 Fire Chief; serves as Acting Fire Chief in his/her absence; and exercises supervision over subordinate supervisory, technical, firefighting 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 full management responsibility for all Fire Department personnel and activities including fire suppression, emergency services, EMS, effective fire prevention and environmental control; and community outreach and training in fire safety, and emergency management/disaster preparedness.
- Assists with the development and implementation of the Fire Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- When called upon, represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- 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 Fire Chief needed budgetary adjustments as necessary.
- 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.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides staff assistance to the Fire Chief; composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Fire Science, Business/Public Administration or a related field; AND ten (10) years increasingly responsible professional and administrative experience in all major functions of fire service, including at least three years in an administrative or supervisory capacity at the rank of Battalion Chief, OR at least five years in an administrative capacity at the rank of Fire Captain; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Completion of Certified Fire Chief program through the State of California or the National Fire Academy Executive Fire Officer Program.

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.
- Principles and techniques of fire department organization and administration.
- Methods of fire fighting, fire inspection and fire prevention.
- Geography, types of building construction, major fire hazards, water supply, fire and building laws and zoning regulations of the City.
- Appropriate safety precautions and procedures.
- Laws and regulation related to hazardous materials.
- 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 and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Responding effectively to emergency situations.
- Operating a vehicle in emergencies.

- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees) with exposure to environmental hazards associated with emergencies.
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

DEPUTY HOUSING DIRECTOR

Department: Compton Housing Authority	Class Code:	2211
Revised Date: July 2009	FLSA Status:	Exempt
Personnel Board Approved:	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under the general direction of the Director, plans, organizes, directs and administers the activities and operations of the Compton Housing Authority; coordinates, reviews, and evaluates the work of personnel engaged in the federally-funded Section 8 housing choice voucher, family self-sufficiency, portability and homeownership programs, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of the Housing Director, serves as Acting Housing Director in his/her absence, and exercises supervision over subordinate managerial, 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 Housing Authority personnel and activities including the delivery of federally-funded Section 8 housing choice voucher, family self-sufficiency, portability and homeownership programs to meet community housing needs.
- Assists with the development and implementation of Department goals, objectives, policies and priorities for each assigned service area; establishes City policy, appropriate service and staffing levels; allocates 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 year end financial statement and single audit reports for submission to Real Estate Assessment Center (REAC).
- Assists with preparing the Public Housing Agency Annual (PHA) and Five-Year Plans and Agency Administrative Plan. Monitors effectiveness of Housing Assistance Payments (HAP) progress and ensures quality control in the program(s).
- Participates in the preparation of and in conducting Section 8 Management Assessment Program (SEMAP) in accordance with program regulations.
- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on program or grant-funded activities.
- Cultivates collaborative relationships with various agencies to furnish, develop, enhance and sustain program services.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- 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.
- Researches new grant opportunities; assists with the preparation of new grant applications; prepares reports to satisfy reporting requirements for grant programs.
- Composes, reviews, edits and approves all reports, including requests for Council action and weekly or monthly reports of departmental activity, as well as reports for compliance with federal requirements.
- Represents the Department to other City departments, elected officials, outside agencies and specialized audiences (landlords, fair housing and various non-profit organizations); explains, promotes and interprets departmental programs, policies and activities.
- Coordinates department activities with other departments, outside agencies and organizations; provides technical assistance as necessary.
- 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 as directed.
- Plans and/or attends various special civic events; 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 public housing.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree in Public or Business Administration, Human Services or a related field; AND seven (7) years progressively responsible experience in public housing or other government funded social services programs or related field, including two (2) years of management and/or supervisory experience; OR an equivalent combination of education and experience. Possession of a Master's degree in Public or Business Administration, Human Services or a related field is desired.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Public Housing Manager (PHM) or Section 8 Housing Manager (SHM) from a professional training organization recognized by the department of Housing and Urban Development within one (1) year of appointment.

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.
- Department of Housing Urban Development Systems and System Administration: Financial Assessment Submission-PHA (FASPHA), Enterprise Income Verification (EIV), Voucher Management System (VMS), PIH Information Center (PIC), Real Estate Assessment Center (REAC), Multi-Tenant Characteristics System (MTCS), Financial Assessment Subsystem (FASS) and Financial Data Schedule (FDS).
- Business and Professional Code of Ethics related to operation of Section 8 Rental Subsidy programs.
- Code of Federal Regulations relating to public housing programs including housing quality standards.

Required Knowledge of (Continued):

- Practices, principles, procedures, regulations, and techniques of public housing programs.
- Current and proposed legislation and laws of the local, state, and federal governments that affect public housing programs.
- Community involvement methods and practices.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.



City of Compton		
DIRECTOR OF EMPLOYMENT AND TRAINING SERVICES		
Department: Employment and Training Services	Class Code:	1609
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Employment and Training Services Department; coordinates, reviews, and evaluates the work of personnel engaged in the CareekLink program through the delivery of employment, education and professional development services that prepare job seekers for careers and lifelong learning, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Employment and Training Services Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional and clerical 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 full management responsibility for all Employment and Training Services Department personnel and activities including the delivery of employment, education and professional development services that prepare job seekers for careers and lifelong learning by effectively linking employers and job seekers to meet community employment needs.
- Manages the development and implementation of the Employment and Training Services Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Cultivates collaborative relationships with various agencies to furnish, develop, enhance and sustain program services.
- Directs the management of a variety of programs and services including those furnished by contractors, vendors or other agencies.
- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on program or grant-funded activities.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and manages the department intergovernmental and citizen relations efforts; represents the City with outside agencies, citizen groups, the media, and others concerning economic development programs and plans
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; 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 departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Attends various special 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 employment and training services.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Urban Planning, Land Use Planning, Public/Business Administration or a related field; AND seven (7) years progressively responsible experience in employment and training or other government funded social services programs or related field, AND three (3) years of management and/or supervisory experience; 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.
- Practices, principles, procedures, regulations, and techniques of employment and job-readiness training programs.

- Current and proposed legislation and laws of the local, state, and federal governments that affect employment and training programs.
- Community involvement methods and practices.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.



City of Compton		
DIRECTOR OF GENERAL SERVICES		
Department: General Services	Class Code:	5535
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the General Services Department including the maintenance and repair of City facilities and property management; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's General Services Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, technical, labor and trades and clerical 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 full management responsibility for all General Services Department personnel and activities including the maintenance and repair of City facilities, property management, custodial services, facility rentals, emergency stand-by/repairs and special events.
- Manages the development and implementation of the General Services Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Plans, organizes and directs the scheduling of construction and facility projects, including space planning, renovations, and repairs using accurate time and cost estimates.
- Coordinates the development and administration of specifications and contracts for services for building maintenance and custodial services; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for City facilities, structures and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; 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.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Attends various civic events as 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 facilities maintenance/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 in Business Administration, Public Administration or a related field; AND seven (7) years progressively responsible management experience in building maintenance, construction and repair, property management and leasing; 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.
- Principles and practices of municipal services and public safety administration.
- Principles and practices of building construction, maintenance, repair and safety practices including custodial related maintenance
- Uniform Building Code, Cal OSHA regulations and Davis-Bacon regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires lifting, carrying, driving and on occasion climbing (up to 6 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
DIRECTOR OF INFORMATION SYSTEMS		
Department: Information Systems	Class Code:	5535
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations plans, directs and manages the operations of the Information Systems Department including information technology operations and telecommunications services; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Information Systems Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional and technical 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 full management responsibility for all Information Systems Department personnel and activities including information technology operations, hardware acquisition, system administration, telecommunications services, network operations, application development, system security and emergency stand-by/repairs.
- Manages the development and implementation of the Information Systems Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Works with department heads to determine information technology and telecommunications needs to ensure compliance with standards and compatibility with the City's infrastructure; develops, implements and supports appropriate programs based on systems analyses.
- Establishes standards and guidelines for the acquisition, installation and use of computers, local area networks, application systems, communication and telecommunications systems.
- Develops and implements long range information systems and telecommunications replacement schedules for network infrastructure, computers and peripheral equipment.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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.
- Represents the department and/or City and participates on internal and external committees, boards or task forces as appropriate, and attends various City Council, staff and community meetings as required.
- Composes, reviews, edits and approves a variety of correspondence and reports including requests for Council action and weekly or monthly reports of departmental activity.
- 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 information technology.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Business Administration or a related field; AND seven (7) years progressively responsible information systems management experience; OR an equivalent combination of education 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.
- Principles and practices of municipal services and public safety administration.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of data processing systems, computer hardware, software, peripherals, and networks, and related maintenance, repair and safety practices.
- Identifying, analyzing and implementing practical solutions to complex problems.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.

- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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 lifting, carrying, driving and on occasion climbing (up to 12 feet).
- Moderate finger dexterity, near vision and color discrimination is required.
- May be exposed to minor amounts of dust and electrical hazards.



City of Compton		
DIRECTOR OF INFORMATION SYSTEMS		
Department: Information Systems	Class Code:	5535
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations plans, directs and manages the operations of the Information Systems Department including information technology operations and telecommunications services; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Information Systems Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional and technical 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 full management responsibility for all Information Systems Department personnel and activities including information technology operations, hardware acquisition, system administration, telecommunications services, network operations, application development, system security and emergency stand-by/repairs.
- Manages the development and implementation of the Information Systems Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Works with department heads to determine information technology and telecommunications needs to ensure compliance with standards and compatibility with the City's infrastructure; develops, implements and supports appropriate programs based on systems analyses.
- Establishes standards and guidelines for the acquisition, installation and use of computers, local area networks, application systems, communication and telecommunications systems.
- Develops and implements long range information systems and telecommunications replacement schedules for network infrastructure, computers and peripheral equipment.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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.
- Represents the department and/or City and participates on internal and external committees, boards or task forces as appropriate, and attends various City Council, staff and community meetings as required.
- Composes, reviews, edits and approves a variety of correspondence and reports including requests for Council action and weekly or monthly reports of departmental activity.
- 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 information technology.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Business Administration or a related field; AND seven (7) years progressively responsible information systems management experience; OR an equivalent combination of education 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.
- Principles and practices of municipal services and public safety administration.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of data processing systems, computer hardware, software, peripherals, and networks, and related maintenance, repair and safety practices.
- Identifying, analyzing and implementing practical solutions to complex problems.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.

- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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 lifting, carrying, driving and on occasion climbing (up to 12 feet).
- Moderate finger dexterity, near vision and color discrimination is required.
- May be exposed to minor amounts of dust and electrical hazards.



City of Compton		
DIRECTOR OF MUNICIPAL LAW ENFORCEMENT SERVICES		
Department: Municipal Law Enforcement Services	Class Code:	8519
Revised Date: August 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Municipal Law Enforcement Services (MLES) Department; directs the implementation of the community policing programs, parking enforcement, city security, code enforcement, municipal code enforcement, business license and Sheriff operations; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Municipal Law Enforcement Services. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, 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 full management responsibility for all MLES Department personnel and activities including community-policing programs, parking enforcement, city security, code enforcement, municipal code enforcement, business license and Sheriff's operations.
- Manages the development and implementation of the MLES Department goals, objectives, policies and priorities for each assigned service area; establish 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.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Selects, trains, motivates and evaluates Department personnel, provides or coordinates staff training; counsels employees to correct deficiencies; implements discipline and termination procedures.
- Manages and participates in the development and administration of the Department budget; identifies funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs the preparation of budgetary adjustments as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides staff assistance to the City Manager and City Council; 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.
- Participates in the negotiation and execution of certain contracts; provides direction in the administration of a variety of contracts, including Los Angeles County Sheriff's Department, Los Angeles County Animal Care and Control, and other agencies; reviews and approves contract expenditures. Researches new grant opportunities; assists with the preparation of new grant applications; process reporting requirements for existing grants.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Plans and/or attends various special civic events; 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 public safety and law enforcement.
- Participates in Officer Hearings relating to municipal enforcement activities; reviews reports from staff members and takes appropriate action.
- 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 business administration, public administration, law enforcement, political science or a related field; AND ten (10) years of responsible management experience in law enforcement; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a valid PC 832 Certificate issued by the California Commission on Peace Officer Standards and Training.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of municipal services and public safety administration.
- Operational characteristics, services, and activities of a comprehensive public safety, law enforcement, and community policing programs.
- Pertinent Local, State and Federal laws, rules and regulations.
- 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 and practices of budget preparation and administration.
- Principles and practices of code enforcement, parking enforcement, security services, and business license services.
- Principles of supervision, training and performance evaluation.
- Principles of community and public relations.

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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment, and
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work may require lifting, carrying, climbing and may require the ability to pursue and apprehend suspects. Work will require gross body coordination and mobility.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
DIRECTOR OF PARKS AND RECREATION		
Department: Parks and Recreation	Class Code:	4009
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Parks and Recreation Department, assures the effective coordination of parks and recreation programs and strategies including business/financial operations, management, facilities maintenance, capital improvement programs, special events, and special services including substance abuse counseling; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Parks and Recreation Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, technical, labor and trades and clerical 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 full management responsibility for all Parks and Recreation Department personnel and activities including the community recreation programs, parks, cultural, leisure time programs for all ages and interest groups; special events, community recreation facilities, and special services including substance abuse counseling.
- Manages the development and implementation of the Parks and Recreation Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Plans, organizes and directs the scheduling of park construction and facility projects, including space planning, renovations, and repairs using accurate time and cost estimates.
- Monitors trends in regional Parks and Recreation practices, and recommends operational and policy improvements; monitors Department operations to identify and resolve problems and priorities; evaluates programs, services, and activities to assure they are meeting community needs.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for City parks, recreation facilities, structures and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budgets (both City and Los Angeles County), monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; 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.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Plans, coordinates and/or attends various special events; 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 parks and recreation.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Parks and Recreation, Landscape Architecture, Business or Public Administration or a related field; AND seven (7) years experience in parks and recreation program management, including three (3) years supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Professional certification from National Recreation and Park Association (NRPA) is preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Laws, ordinances, policies, rules and regulations governing the conduct and safety of municipal parks, and public recreational facilities and programs.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Legal liabilities and responsibilities for recreation services staff.
- Modern practices and trends in Parks and Recreation program planning and project management.

- Local community resources and regional community services programs.
- Principles and practices of administrative management, including personnel rules, budgeting, procurement, strategic planning and effective employee supervision.
- 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 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.
- Developing recommendations for improvements of recreation programs and facilities.
- Supervising and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- 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 be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT		
Department: Planning and Economic Development	Class Code:	2013
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Planning and Economic Development Department; coordinates, reviews, and evaluates the work of personnel engaged in the planning, economic development and grants management activities to meet community development goals and needs, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Planning and Economic Development Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, technical, labor and trades and clerical 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 full management responsibility for all Planning and Economic Development Department personnel and activities including current and comprehensive planning, economic development and grants management activities and projects.
- Manages the development and implementation of the Planning and Economic Development Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Provides technical support and policy advice to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure, developing recommendations regarding current and comprehensive planning, zoning, and economic development issues.
- Assures proper application and enforcement of City planning and zoning ordinances; provides administrative control and guidance.
- Directs the management of a variety of programs and services such as the Compton Development Block Grant program that are funded by other agencies.

#18 City of Compton

Director of Planning and Economic Development

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on a variety of economic development projects;
- Develops and manages the department intergovernmental and citizen relations efforts; represents the City with outside agencies, citizen groups, the media, and others concerning economic development programs and plans
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; 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.
- Participates as a member of the Chief Executive Group to provide input on City operations and communications.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Attends various special 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 urban planning, community and economic development.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Urban Planning, Land Use Planning, Public/Business Administration or a related field; AND seven (7) years progressively responsible management experience in urban planning and economic development or related field, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a Master's Degree in Planning or a related field and/or membership in the American Institute of Certified Planners is preferred.

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.
- Practices, principles, procedures, regulations, and techniques of City planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect community development programs.
- Community involvement methods and practices.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.



City of Compton		
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER		
Department: Public Works	Class Code:	5119
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Public Works Department including oversight of the City's capital improvement program; planning, designing, constructing and maintaining public streets and City open spaces; utilities including sewer and storm drains; traffic engineering; maintenance of City vehicles; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Public Works Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical, labor and trades and clerical 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 full management responsibility for all Public Works Department personnel and activities including planning, designing, constructing and maintaining public streets, parks and City open spaces; utilities including sewer and stormwater drains; traffic; City vehicles; oversight of the City's capital improvement program, controlling work and activity in City rights-of-way, and maintaining public works records.
- Manages the development and implementation of the Public Works Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Plans, organizes and directs the scheduling of capital improvement projects, including design and inspection of contractors' work to ensure compliance with specifications.
- Coordinates the development and administration of specifications and contracts for capital improvement projects; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.

#18 City of Compton

Director of Public Works/City Engineer

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for City facilities, structures, infrastructure, vehicles and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; 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.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as 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 civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Civil Engineering or a related field; AND ten (10) years progressively responsible engineering and public works management experience, including five (5) years supervisory/ managerial experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Registration as a Professional Engineer (P.E.) in the state of California.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of civil engineering.
- Principles and practices of construction, maintenance, repair and safety practices including vehicle related maintenance.
- State and federal construction administration codes and regulations, Cal OSHA regulations and Davis-Bacon regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.

- Project and contract management and cost estimation.
- 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 and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
DIRECTOR OF REDEVELOPMENT		
Department: Community Redevelopment Agency	Class Code:	2309
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Community Redevelopment Agency; coordinates, reviews, and evaluates the work of personnel engaged in the development and implementation of a comprehensive strategic redevelopment plan that encourages economic development to eliminate blight through the use of tax increment financing and other resources, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Community Redevelopment Agency. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, professional, technical, and clerical 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 full management responsibility for all Community Redevelopment Agency personnel and activities including land acquisition, development and implementation of a comprehensive strategic redevelopment plan, reviewing developers' proposals and related activities and projects.
- Manages the development and implementation of the Community Redevelopment Agency goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Provides technical support and policy advice to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure, developing recommendations regarding community redevelopment programs, projects and initiatives.
- Coordinates land acquisition, site assembly, land clearing, financing and construction activities in accordance with redevelopment law.
- Supervises analyses of costs, return on investment, financial feasibility of developments, and pro forma analyses for gap financing for specific developments.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on a variety of economic development projects.
- Oversees the development and execution of Exclusive Negotiation Agreements (ENA), Disposition of Development Agreements (DDA); oversees the development of project plans, schedules, land acquisition and performance schedules.
- Develops marketing and redevelopment implementation strategies; communicates with developers regarding program guidelines, policies and procedures.
- Develops and implements strategic plans that create mixed-use commercial, retail and housing development opportunities.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; 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.
- Participates as a member of the Chief Executive Group to provide input on City operations and communications.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Attends various special 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 community redevelopment.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Urban Planning, Land Use Planning, Public/Business Administration or a related field; AND seven (7) years progressively responsible management experience in planning, redevelopment, economic development or related field, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of education and experience. Possession of a Master's Degree in Business/Public Administration, Planning or a related field is preferred.

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.
- Practices, principles, procedures, regulations, and techniques of City redevelopment including planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect redevelopment programs.
- Community involvement methods and practices.
- 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 and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, developers, community groups, local businesses, and the general public.
- Analyzing project pro forma and preparing comprehensive economic analyses.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.



City of Compton		
ECONOMIC DEVELOPMENT SPECIALIST		
Department: Planning and Economic Development	Class Code:	2031
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, supports ongoing business investment in the community through business development workshops, low-interest loans and grants; provides technical assistance to businesses, including the Enterprise Zone and commercial façade improvement programs; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Senior Economic Development Specialist; 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.*

- Participates in Economic Development activities designed to expand the property and sales tax base, encourage creation of jobs, improve the quality of life, and facilitate a self-sustaining economy for the City; works closely with staff in implementing Enterprise Zone program commitments and performance measures.
- Collects, compiles and analyzes data and information; analyzes economic development trends and issues; researches and analyzes economic development issues to resolve questions and validate data.
- Conducts and coordinates studies and analyses in the review of City economic development strategies, such as surveys, impact fees, technical systems and planning, estimates and forecasts, infrastructure projects, ordinances and code revision, technology integration, demographic and statistical trends.
- Responds to inquiries and provides technical assistance and counseling to businesses regarding the City's programs and incentives that support the creation of jobs, retaining or expanding current businesses, and new business development; explains the City's processes and requirements and provides guidance within scope of authority.
- Assists business owners with the application process for the commercial facade improvement program, including environmental assessments.
- Collects, analyzes and compiles project, operational and financial data.
- Interprets and explains City policies, procedures, rules and regulations; coordinates strategies to integrate Economic Development program with other departments and agencies.
- Performs related duties and responsibilities as assigned.

#18 City of Compton Economic Development Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Public/Business Administration or a related field; AND two (2) years experience in economic or community development, redevelopment, business development or related field; OR an equivalent combination of education 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, and Standard Operating Manual, including Enterprise Zone regulations.
- City, state and Federal statutes, rules, codes and regulations relating to economic development.
- Principles and practices of economic development, business development and marketing.
- Financial and economic analysis related to business development.
- Principles of record keeping and records management.

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 business development issues and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Developing and presenting economic development reports and information.
- Collecting, organizing, analyzing and presenting data and information.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing a variety of business 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.



City of Compton		
FIRE CHIEF		
Department: Fire	Class Code:	7119
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Fire Department including prompt and efficient emergency services; fire suppression, EMS, effective fire prevention and environmental control; and community outreach and training in fire safety, and emergency management/disaster preparedness; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Fire Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical, labor and trades and clerical 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 full management responsibility for all Fire Department personnel and activities including fire suppression, emergency services, EMS, effective fire prevention and environmental control; and community outreach and training in fire safety, and emergency management/disaster preparedness.
- Manages the development and implementation of the Fire Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Maintains discipline, and assures compliance to Fire Department policies and general orders; investigates, resolves and mediates administrative, inter-agency, and operational inquiries and complaints; negotiates and resolves sensitive, significant, and controversial issues.
- Directs coordination with Federal, state and local emergency services organizations, City departments, outside organizations and businesses; manages community relations and resolves community issues; prepares and presents reports for internal and external audiences.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for Fire Department facilities, vehicles and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; 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.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as 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 emergency services operations, and implements procedural improvements.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Fire Science, Business/Public Administration or a related field; AND ten (10) increasingly responsible professional and administrative experience in all major functions of fire service, including at least three years in an administrative or supervisory capacity at a FLSA exempt Chief Officer level; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Completion of Certified Fire Chief program through the State of California or the National Fire Academy Executive Fire Officer Program.

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.
- Principles and techniques of fire department organization and administration.
- Methods of fire fighting, fire inspection and fire prevention.
- Geography, types of building construction, major fire hazards, water supply, fire and building laws and zoning regulations of the City.

- Appropriate safety precautions and procedures.
- Laws and regulation related to hazardous materials.
- 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 and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Responding effectively to emergency situations.
- Operating a vehicle in emergencies.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees) with exposure to environmental hazards associated with emergencies.
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
GRANTS MANAGER		
Department: Planning and Economic Development	Class Code:	2026
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, directs and coordinates the work of staff and/or contracted consultants engaged in researching and securing grant funding, writes grant proposals, monitors grant funded projects to ensure compliance with grant agreements, completes periodic grant status and related reports; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Planning and Economic Development; exercises supervision over subordinate professional, technical and clerical 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.*

- Plans, manages and reviews the work of City staff and/or contracted consultants engaged in securing and monitoring grant-funded activities, and preparation of the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) and periodic subgrantee performance reports; monitors grant performance to ensure conformance with Department goals, and compliance with local, state and Federal codes and regulations.
- Researches grant funding sources including State, Federal and local agencies, and drafts grant proposals and applications. Confers with funding agencies and monitors the status of submitted funding requests.
- Answers inquiries and assists City departments with grant funding/performance and technical issues; provides technical assistance to Community Development Block Grant (CDBG) funded agencies; explains the City's processes and requirements and provides guidance within scope of authority.
- Oversees the annual Request for Proposals process for requests for grants; evaluates requests for funding and recommends approval. Presents recommendations during workshops and/or public hearings.
- Prepares a variety of compliance-related reports for the funding agencies including progress reports, grant close-out reports, Minority Business Enterprise participation reports and the Bi-Annual Labor Standards report.
- Provides staff support to the Federal Grants Advisory Board (FGAB).
- Prepares various technical documents including public notices, press releases and contracts.
- Coordinates with City departments to ensure grant compliance; follows-up with departments to ensure projects are carried out in a timely and appropriate manner; requests status reports and troubleshoots grant issues or problems.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Composes, reviews, edits and approves a variety of reports including requests for Council action and weekly or monthly reports of departmental activity.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- As requested, attends various special 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 community development and grant-funded programs.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of a Bachelor's degree from an accredited college or university in Planning, Public/Business Administration or a related field; AND five (5) years experience in grant/proposal writing, development and administration or related field including two (2) years supervisory experience; OR an equivalent combination of education and experience. Possession of a Master's degree in Planning, Public/Business Administration or a related field and/or certification by CFRE (Certified Fund Raising Executive) International organization for fund raising professionals, is preferred.

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.
- Grant writing; and the requirements and procedures for applying for State, federal and local grant program funding.
- Practices, principles, procedures, regulations, and techniques of grant/proposal writing and grants administration.
- Federal Department of Housing and Urban Development (HUD) rules and regulations.
- State and Federal environmental review processes; Minority Business Enterprise and labor compliance requirements including the Davis-Bacon Act.
- Current and proposed legislation and laws of the local, state, and federal governments that affect funding for community development programs.
- Principles and practices of organization, administration and personnel management.
- Principles of record keeping and records management.

Required Skill in:

- Conducting sound analysis and making recommendations.
- Researching and analyzing the factors affecting grant-funded community development projects.
- Program management including monitoring and reporting details of grant-funded projects.
- Collecting, organizing, analyzing and presenting data and information.
- Nonprofit organization capacity building.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.

- Effective verbal and written communication including technical writing.
- Writing clear, concise and compelling text.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.

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.



City of Compton		
HELP DESK TECHNICIAN		
Department: Information Systems	Class Code:	1570
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, provides first-level technical support functions to end user problems via the phone or web forms; receives, prioritizes, documents, and actively resolves end user help requests or incidents; problem resolution is performed remotely and may involve the use of diagnostic, client management and service request tracking tools; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Information systems Director; 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.*

- Serves as first level support to end user problems via the phone or web forms; receives, prioritizes, documents, and actively resolves end user help requests or incidents remotely and may involve the use of diagnostic, client management and service request tracking tools.
- Utilizes remote control tools to better understand user problems and educate the caller and documents all calls and resolutions. If not resolved, assign open issues to the best resources
- Documents work completed and maintains records; notifies manager and other technicians of unusual problems or problem trends in order to facilitate continued improvement of IS services.
- Works the day-to-day work orders; responds to inquiries and requests for service.
- Processes all service requests and generates help desk ticket number.
- Verifies new hire /termination forms for complete accuracy.
- Schedules special projects and meetings.
- Works closely with Department managers to ensure that their needs are met.
- Orders office equipment and supplies; maintains tracking system.
- Assigns work requests to computer technicians and follows up daily on status; reviews technicians' status reports; maintains computer technicians' Outlook Calendar.
- Maintains HelpSTAR database system.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

#18 City of Compton Help Desk Technician

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma supplemented by technical training in Computer Science or a related field; AND two (2) years of computer support experience in a user-oriented environment; OR an equivalent combination of education and experience. Possession of an Associate's degree in Computer Science or a related field is preferred.

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, and Standard Operating Manual.
- Information technology concepts, methods, policies, and procedures.
- Technical support principles, processes, and standards.
- Current Microsoft operating systems.
- HelpSTAR 8.0.
- Networked computer system environments, operating systems and peripheral device capabilities.
- Hardware, software and peripheral equipment troubleshooting techniques.

Required Skill in:

- Assessing customer support needs, and implementing effective solutions.
- Using basic tools, equipment and procedures for repairing computers and peripheral devices.
- Operating and maintaining a variety of standard office equipment including personal computers, printers, plotters, copiers, etc.
- Providing technical support and training to City departments and personnel.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with co-workers.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity, near vision and color discrimination is required.
- May be exposed to minor amounts of dust and electrical hazards.



City of Compton		
DIRECTOR OF HOUSING		
Department: Compton Housing Authority	Class Code:	2213
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Compton Housing Authority; coordinates, reviews, and evaluates the work of personnel engaged in the federally-funded Section 8 housing choice voucher, family self-sufficiency, portability and homeownership programs, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Housing Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate supervisory, professional and clerical 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 full management responsibility for all Housing Department personnel and activities including the delivery of federally-funded Section 8 housing choice voucher, family self-sufficiency, portability and homeownership programs to meet community housing needs.
- Manages the development and implementation of the Housing Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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 the Public Housing Agency Annual (HAP) and Five-Year Plans and Agency Administrative Plan. Monitors effectiveness of HAP progress and ensures quality control in the program(s).
- Prepares and conducts Section 8 Management Assessment Program (SEMAP) in accordance with program regulations.
- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on program or grant-funded activities.
- Cultivates collaborative relationships with various agencies to furnish, develop, enhance and sustain program services.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity, as well as reports for compliance with federal requirements.
- Represents the Department to other City departments, elected officials, outside agencies and specialized audiences (landlords, fair housing and various non-profit organizations); explains, promotes and interprets departmental programs, policies and activities.
- Investigates and resolves sensitive, significant, and controversial issues including tenant complaints.
- Plans, develops and presents the departmental budget, funding applications for the Section 8 Housing Choice Voucher Program, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager, Department of Housing and Urban Development and other groups.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- 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 public housing.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Public or Business Administration, Human Services or a related field; AND seven (7) years progressively responsible experience in public housing or other government funded social services programs or related field, AND three (3) years of management and/or supervisory experience; 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 Public Housing Manager (PHM) or Section 8 Housing Manager (SHM) from a professional training organization recognized by the department of Housing and Urban Development.
- Possession of a Master's degree in Public or Business Administration, Human Services or a related field is preferred.

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.
- Business and Professional Code of Ethics related to operation of Section 8 Rental Subsidy programs.
- Code of Federal Regulations relating to public housing programs including housing quality standards.

- Practices, principles, procedures, regulations, and techniques of public housing programs.
- Current and proposed legislation and laws of the local, state, and federal governments that affect public housing programs.
- Community involvement methods and practices.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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.



City of Compton

HOUSING ELIGIBILITY SPECIALIST

Department: Housing	Class Code:	2202
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of administrative, technical and field tasks in accordance with the rules and regulations of the U.S. Department of Housing and Urban Development Housing Choice Voucher Program; processes applications for housing assistance, verifies eligibility, computes rental payments, performs annual and interim re-examinations of tenants eligibility, conducts tenant and landlord terminations when necessary; performs administrative tasks involved in the review and maintenance of a caseload of housing clients; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Department Director or Housing Services Supervisor; 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.*

- Interviews applicants regarding income and family composition in order to determine eligibility for low-income housing as per established federal guidelines.
- Conducts briefing sessions with new participants to explain federal program regulations and lease obligations.
- Computes housing assistance payments, tenant rental amounts, utility reimbursements, and rent increases in order to satisfy program guidelines and landlord requests using knowledge of program regulations.
- Performs re-examinations, interim interviews and verifies income to determine and maintain eligibility in accordance with federal guidelines and regulations; investigates income and other file inconsistencies to identify potential fraud.
- Reviews and analyzes financial information such as contracts and agreements, or criminal records to determine eligibility for program participation.
- Conducts home visits to determine condition of assisted housing and tenant's continued eligibility.
- Prepares and transfers information to other housing authorities for tenants who are relocating.
- Attends and presents testimony in formal/informal hearings regarding eligibility.
- Maintains and updates tenant information into computer database.
- Performs all work duties and activities in accordance with City policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

#18 City of Compton Housing Eligibility Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent, AND two (2) years administrative support and customer service experience, preferably in public and/or tenant based housing or other social services agency; 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 Section 8 Housing Choice Voucher Specialist (from a professional training organization recognized by the Department of Housing and Urban Development).

Required Knowledge of:

- Basic interviewing techniques.
- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Federal HUD regulations, guidelines and procedures, and the Section 8 Housing Choice Voucher Program.
- Social and economic problems related to housing needs for low income residents.
- Operation of personal computer and various software applications.
- Available community resources and services.
- Modern office practices and procedures.
- Departmental records, reports, and documentation.
- Customer service protocol.

Required Skill in:

- Reading, comprehending, and applying laws, rules and regulations in determining eligibility and assistance.
- Producing required reports for federal, state and local governmental agencies for the benefit of residents.
- Dealing with people of various socio-economic backgrounds.
- Explaining laws, rules and regulations to applicants.
- Making accurate arithmetic computations to obtain precise information for reports and published statistics.
- Making logical decisions to resolve problems or conflicts, and to enforce housing program rules and regulations.
- Operating a personal computer utilizing a variety of business and specialized software.
- Communicating orally and in writing with customers, clients or the public; face-to-face settings, using a telephone or in group settings.
- Establishing and maintaining cooperative working relationships with co-workers, clients, landlords, other housing agencies and the general public.

Physical Demands / Work Environment:

- Work is primarily performed indoors in an office setting, and off-site when performing inspections on the conditions of tenant housing; and home visits to determine continued housing eligibility.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust, mold, mildew, infectious disease and potential physical harm.
- Work requires ability to sit, stand, walk, kneel, squat, climb and lift (20-25 pounds); exposure to heat, outdoors, and electrical hazards; ability to travel to different sites and locations.



City of Compton		
HOUSING REHABILITATION SPECIALIST		
Department: Community Redevelopment Agency	Class Code:	2232
Revised Date: July 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs building inspections to determine and enforce minimum housing standard codes and compliance; prepares rehabilitation work write-ups, specifications and cost estimates; oversees rehabilitation projects and inspects for satisfactory completion of work; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of a department director or other management personnel; 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.*

- Performs home visits of prospective clients to inspect and evaluate conditions of structures to be rehabilitated.
- Prepares work reports and labor and material specifications for projects.
- Estimates project costs, reviews contractors' bids for accuracy and awards contracts.
- Coordinates loan closings and contracts with city, owner and contractor. Ensures loan is closed prior to rehabilitation.
- Monitors construction process to ensure compliance with proper construction methods, materials and specifications.
- Maintains accurate records of rehabilitation including contractor payments, purchase orders, etc.
- Performs minimum housing standards inspections for first time homebuyer homes.
- Reviews new materials and methods used in building construction; attends training courses to learn of new codes and other inspection regulations.
- Assures all inspections are scheduled, performed, and inputted in a timely manner.
- Provides information on other City agencies and departments when needed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Performs all work duties and activities in accordance with City policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

#18 City of Compton Housing Rehabilitation Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent, AND four (4) years of experience in building inspections or in a technical trade such as plumbing, electrical, or HVAC, including some public contact work; OR an equivalent combination of education 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, and Standard Operating Manual.
- Building, zoning, energy and rehabilitation codes and regulations affecting work.
- Knowledge of minimum housing standards.
- Knowledge of construction estimating, techniques, methods and standards.
- Building trades and construction methods.
- Departmental records, reports, and documentation.
- Customer service protocol.

Required Skill in:

- Reading, comprehending, and applying laws, rules and regulations in determining compliance.
- Preparing plans and drawings and in construction management.
- Detecting structural deficiencies.
- Dealing with people of various socio-economic backgrounds.
- Explaining laws, rules and regulations to tenants and landlords.
- Making accurate arithmetic computations to obtain precise information for reports and published statistics.
- Making logical decisions to resolve problems or conflicts, and to enforce rehabilitation program rules and regulations.
- Operating a personal computer utilizing a variety of business and specialized software.
- Communicating orally with customers, clients or the public in face-to-face settings, using a telephone or in group settings.
- Establishing and maintaining cooperative working relationships with co-workers, clients, landlords, other housing agencies and the general public.

Physical Demands / Work Environment:

- Work is primarily performed in the field when performing inspections on housing conditions.
- Work requires frequent light lifting, carrying and on occasion driving.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust, mold, mildew, infectious disease and potential physical harm.



City of Compton		
HOUSING SERVICES SUPERVISOR		
Department: Housing	Class Code:	2210
Revised Date: March 2009	FLSA Status:	Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, as a working supervisor plans, organizes, supervises and participates in the activities and operations of the federally-funded Section 8 Housing Choice Voucher, Family Self-Sufficiency Homeownership portability programs, and other specialty programs, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Housing Director, and exercises technical and functional supervision over subordinate clerical 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.*

- Supervises Housing Authority personnel and activities including the delivery of federally-funded Section 8 Housing Choice Voucher and Portability Programs to meet community housing needs.
- Performs re-examinations, interim interviews and verifies income to determine and maintain eligibility in accordance with federal guidelines and regulations; investigates income and other file inconsistencies to identify potential fraud.
- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on program or grant-funded activities.
- Conducts briefing sessions with new participants to explain federal program regulations and lease obligations.
- Computes housing assistance payments, tenant rental amounts, utility reimbursements, and rent increases in order to satisfy program guidelines and landlord requests using knowledge of program regulations.
- Represents the Department to other City departments, elected officials, outside agencies and specialized audiences (landlords, fair housing and various non-profit organizations); explains, promotes and interprets departmental programs, policies and activities.
- Investigates and resolves sensitive, significant, and controversial issues including tenant complaints.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Prepares and presents staff reports and other necessary correspondence which include sensitive and confidential information.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the public housing.
- Performs related duties and responsibilities as assigned.
- Assists with the preparation of Housing Authority budget, year end financials.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of a Bachelor's degree from an accredited college or university in Public or Business Administration, Human Services or a related field; AND three (3) years experience in tenant based and/or public housing or other government funded social services programs or related field; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Section 8 Housing Choice Voucher Specialist (from a professional training organization recognized by the Department of Housing and Urban Development).
- Certification as a Section 8 Housing Manager is desirable.

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.
- Business and Professional Code of Ethics related to operation of Section 8 Rental Subsidy programs.
- Code of Federal Regulations relating to public housing programs including housing quality standards.
- Practices, principles, procedures, regulations, and techniques of public housing programs.
- Operation of personal computer and various software applications.
- Available community resources and services.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Reading, comprehending, and applying laws, rules and regulations in determining eligibility and assistance.
- Producing required reports for federal, state and local governmental agencies for the benefits of residents.
- Dealing with people of various socio-economic backgrounds.
- Explaining laws, rules and regulations to applicants.
- Making logical decisions to resolve problems or conflicts, and to enforce housing program rules and regulations.
- Making accurate arithmetic computations to obtain precise information for reports and published statistics.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, clients, landlords and the general public.

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.



City of Compton		
HUMAN RESOURCES ANALYST		
Department: Human Resources	Class Code:	1505
Revised Date: July 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 7/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, participates in the full range of human resources programs ensuring compliance with City and federal employment related guidelines, with primary responsibility for overseeing employee development programs and initiatives, conducts research, investigates employee or applicant complaints; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Human Resources; supervises assigned administrative support personnel.

DISTINGUISHING CHARACTERISTICS: This is the journey level in the Human Resources Analyst job series. This class may be distinguished from the lower (Specialist) level by the complexity and difficulty of work performed.

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.*

- Supervises daily operations and work flow within area of responsibility; assists with preparation of City Council and Personnel Board agenda items and ensures that all documents (resolutions, ordinances, contracts and correspondence) are timely and complete.
- Supervises training activities for the City including the development of training, project management, and the selection and training of trainers.
- Identifies staff training and continuing education requirements through the use of surveys and interaction with City employees and management personnel.
- Develops and implements a comprehensive master training program based on identified needs.
- Selects and secures external training providers and/or develops training in accordance with staff training requirements.
- Coordinates, implements, and monitors internal and external training opportunities for City personnel; manages, evaluates, and reports on project development in relation to training.
- Develops, coordinates, and/or delivers subject-specific in-house training modules; selects on-staff trainers and develops course content, training objectives, and lesson plans. May conduct, coordinate, or supervise new employee orientation.
- Researches and investigates a variety of complaints, grievances, and charges and prepares responses. May counsel employees concerning personnel problems and other areas of the City's personnel management program and services.
- Implements human resources policies and programs, audits human resources action requisitions and other human resources forms to ensure compliance with existing HR policies and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Interprets civil service regulations, union contracts, federal guidelines and regulations, and human resources policies and procedures.
- May participate or assist in negotiations with recognized bargaining units by serving as a member of the City's negotiating team; collecting and presenting data, conducting job audits, field inspections, and special investigations.
- Creates, maintains, and updates employment databases and files according to area of assignment.
- Prepares publications and procedure manuals.
- Investigates employee or applicant complaints or issues.
- Assists in the preparation and monitoring of the departmental budget.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; assigns and reviews work; works with employees to correct deficiencies; completes employee performance evaluations; implements discipline and termination procedures.
- May provide support and assistance in other human resources areas including recruiting, classification, compensation, benefits and labor relations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of 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 three (3) years of human resources management experience with experience in employee development programs preferred; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- Theory, principles and practices of contemporary human resource management including adult learning principles.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and Memoranda of Understanding provisions.
- Instructional design and methods used to develop/present training programs.
- Processes for monitoring and evaluating staff training programs and activities.
- Methods for identifying and facilitating staff development opportunities.
- Processes for developing and administering budgets.
- Computer hardware, software and peripherals related to area of assignment.
- Record keeping and file maintenance methods, practices and procedures.
- Modern office practices and procedures, including business correspondence, record-keeping systems, and office equipment.

Required Skill in:

- Overseeing and coordinating staff training and development activities within a large library system.
- Identifying staff training, development, and continuing education requirements.

- Developing, coordinating, and delivering in-house training modules.
- Identifying, selecting, and securing external training providers.
- Utilizing online training calendars and training newsletters to communicate training opportunities.
- Exercising diplomacy, tact, and good judgment consistently; maintaining confidentiality.
- Meeting and communicating with the public in situations requiring tact and poise.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively in both verbal and written form.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, union officials, and the general public.

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

DEPUTY DIRECTOR OF HUMAN RESOURCES

Department: Human Resources	Class Code:	1513
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: CONFIDENTIAL	
Council 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.

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		
HUMAN RESOURCES DIRECTOR		
Department: Human Resources	Class Code:	1509
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Human Resources Department and manages the City's human resource management operations relating to recruitment, fringe benefits, labor relations, payroll, classification and compensation, training and development, and regulatory compliance; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the Human Resources Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate professional, 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 full management responsibility for all Human Resources Department personnel and activities including recruitment, fringe benefits, labor relations, payroll, classification and compensation, and training and development, and regulatory compliance; serves as Clerk to the Personnel Board and directs the preparation and maintenance of official minutes and other records relating to meetings and hearings.
- Manages 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.
- Manages and coordinates the City's employee relations efforts in relation to general employment practices, labor/management relations, EEO, diversity, complaint/grievance procedures, dispute resolution, disciplinary procedures, and award/recognition programs. Participates in labor negotiations, interprets Memoranda of Understanding and represents the City in the meet and confer process.
- Develops, recommends, updates, and coordinates the implementation of new and revised human resources policies, procedures, programs, and systems.
- Ensures compliance with the City's policies and applicable Federal/State laws, rules, and regulations governing human resources operations.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and oversees the City's recruitment and selection program for all positions.
- Supervises the collection and processing of human resources actions and information including record keeping, performance appraisal reporting, procedures and forms.
- Administers the City's classification plan including reclassifying existing positions and recommending classifications for new positions.
- Oversees and administers the City's compensation plan including establishing and reassigning position classes to pay grades.
- Directs and coordinates the administration of the City's employee benefits programs including health, dental, vacation, and other benefits or services including employee identification, education reimbursement, employee assistance program and other services.
- Provides staff assistance to the City Manager and City Council; prepares and presents monthly financial status, other staff reports and necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Provides guidance and direction to senior management and other departments in a variety of human resource management, disciplinary or labor relations matters.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance 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.
- Attends various civic events as 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 financial 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 seven (7) years of progressively responsible human resource management experience in a large public sector organization including labor relations, AND three (3) years supervisory experience; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- Theory, principles and practices of contemporary human resource management including 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 activities.
- Effective recruitment and selection strategies and practices.
- Staff training and development processes.
- Employee benefits programs and compensation strategies.
- Methods, procedures, and standards for maintaining human resources records.
- 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.

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.
- 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 recruiting programs and ensuring the effective staffing of City positions.
- 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.
- Establishing and maintaining effective working relationships with co-workers and the public.
- 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

INTERNAL AUDITOR

Department: City Controller	Class Code:	1044
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME - 2325	
Council Approved:		

GENERAL PURPOSE: Under the general direction of the City Controller, performs professional financial and performance audits, prepares audit documents, and audits accounting and related records of City departments to determine the accuracy of departmental financial accounts and/or adequacy of internal controls; evaluates the effectiveness and efficiency of program operations; assists with the general accounting and annual external audit processes; and performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of the City Controller; does not have supervisory responsibilities.

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.*

- Audits accounting systems and related records of City departments to determine compliance with stated goals and objectives; prepares task plan and specific audit procedures to cover each audit task; discusses audit plan with head of unit to be audited, executes audit based on audit procedures plan and writes report of findings and recommendations.
- Performs business/functional process reviews and recommends possible improvements in methods of operation, performance, accounting and/or record keeping.
- Performs fieldwork and interviews to obtain data relating to audits of organization programs and operations and prepares supporting documentation.
- Examines journals, ledgers, invoices, contracts, reports of independent external auditors and other related records.
- Prepares work papers and consolidates findings on prescribed forms for review by the supervisor, including source, purpose and conclusion.
- Prepares draft and final written narrative reports, and presents audit findings.
- Performs accounting duties including review of journal entries before posting to general ledger; reviews fixed asset schedules; reviews a variety of accounting transactions including accounts payable listings and general ledger balances.
- Reviews and codes accounts receivable transactions from various City departments.
- Assists with yearly audit process including assistance with Comprehensive Annual Financial Report reporting; investigation and clearance of findings and issues raised by the external auditors.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of a Bachelor's Degree from an accredited college or university in Accounting, Finance, Business Administration or related field; AND three (3) years governmental auditing experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- Public administration, organization and systems theory, practices of commercial and governmental accounting, budgeting concepts and practices, and Generally Accepted Accounting Principles (G.A.A.P.).
- Theory, principles and practices of auditing City/government organizations, including the methods and procedures used to examine, verify and analyze operational records, statements, and reports.
- Standards for the professional practices of Internal Auditing (Institute of Internal Auditors); Generally Accepted Auditing Standards (American Institute of Certified Public Accountants); and Information Systems Auditing standards.
- Rules and regulations governing accounting activities.
- Accounting software relative to local government operations.
- General research and analytical techniques.
- Report writing techniques.

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.
- Performing and coordinating a variety of professional accounting functions.
- Monitoring and ensuring compliance with accounting regulations, policies, and standards.
- Collecting, compiling, analyzing and interpreting data.
- Understanding and applying instructions, and legal and contractual requirements to audit work.
- Understanding, using and explaining complex legal provisions in conducting audits.
- Conducting necessary research, using a variety of research techniques.
- Documenting audit findings in a variety of work papers; identifying problems and solutions.
- Writing summaries in report format or for audit findings, and preparing detailed and complex draft and final reports.
- Reconciling general ledgers, bank accounts, and monthly benefits.
- Analyzing data and preparing financial statements and reports.
- Preparing standard accounting reports.

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		
INFORMATION SYSTEMS ENGINEER/ADMINISTRATOR		
Department: Information Systems	Class Code:	1576
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs analysis, system design, acquisition, installation, maintenance, and troubleshooting in relation to the City's network infrastructure hardware and software; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Information Systems; 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.*

- Ensures the effective operation, performance, and security of the technology network.
- Utilizes internet firewalls, router access-control filters, virus scanning, and content filtering proxy servers to minimize/eliminate potential threats to the City's computer system; monitors firewall security breaches and documents this information to prevent additional intrusions to the infrastructure; monitors communications circuits to remote locations and troubleshoots connectivity issues.
- Researches and recommends network technology and hardware including routers, switches, firewalls, proxy servers, and security/virus filters necessary to support the continued growth and health of the City's technology systems.
- Monitors equipment/devices including Microsoft server applications and data switches for optimum functioning and compliance with current codes and configurations; performs ongoing maintenance and software upgrades; conducts routine and automated backup procedures and regular updates to virus protection and SPAM filtering codes.
- Monitors the storage requirements for all system email accounts; creates and maintains email user accounts and mailing lists; checks for and installs system updates.
- Provides technical assistance to staff in City departments; installs software, analyzes problems and implements solutions; provides technical support, analysis, and training in the use of computers and peripheral devices.
- Responds to the needs and inquiries of users; explains IT issues, deploys solutions, and follows up with users to assure the stability and functionality of the users' systems; troubleshoots computers to isolate and diagnose system problems; analyzes personal computer and peripherals' functionality; identifies, locates, resolves and repairs problems.
- Responds to, investigates, and evaluates current internet security threats.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

#18 City of Compton Information Systems Engineer/Administrator

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's Degree from an accredited college or university in Computer Science or a related field, AND four (4) years network administration experience, including local and wide-area networks; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- MCSE certification for support Microsoft products and CCNA for basic support of Cisco products are preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Principles and practices of computer science.
- Network systems administration processes and procedures.
- Computer and telecommunications operating systems.
- Network administration tools and scripting languages.
- Computer security tools and virus filters.
- Email systems and wireless networking.
- Customer service standards and procedures.

Required Skill in:

- Performing and coordinating a variety of network administration functions.
- Ensuring the effective operation, accessibility, and security of technology networks.
- Designing/installing servers, networks, and computer hardware and software.
- Conducting network maintenance and troubleshooting technology issues.
- Responding to, investigating, and resolving internet security threats.
- Network administration tools and scripting languages.
- Computer security tools and virus filters.
- Project management.
- Establishing and maintaining effective working relationships with City and department staff and vendors.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent lifting, carrying, driving and on occasion climbing (up to 12 feet).
- Moderate finger dexterity, near vision and color discrimination is required to discern between different colored wires.
- May be exposed to minor amounts of dust and electrical hazards.



City of Compton

LEGAL SECRETARY

Department: City Attorney	Class Code:	1703
Revised Date: February 2009	FLSA Status:	Non-Exempt
Personnel Board Approved:	Bargaining Unit: None - Confidential	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a wide range and variety of general clerical and complex legal secretarial duties for the Office of the City Attorney; and performs other related duties.

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

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.*

- Takes dictation and transcribes material involving legal terminology; types various legal documents, including ordinances, resolutions, agreements, leases, subpoenas, pleadings and legal opinions.
- Prepares routine correspondence and legal forms.
- Receives and opens incoming mail, responding to some matters within scope of position and refers others to the City Attorney.
- Receives and screens people coming into the office; answers telephone, screening calls and answering routine inquiries.
- Makes appointments for the City Attorney.
- Maintains case files and other records; assembles materials and documents required by the City Attorney for attendance at various meetings.
- Prepares requests to the Controller's Office for reimbursement of travel and incidental expenses incurred by the City Attorney.
- Maintains law library in current status, inserting supplements and revised volumes and replacing suspended volumes as necessary.
- Orders office supplies; maintains records of expenditures of funds budgeted to the City Attorney departmental accounts.
- Makes court arrangements, providing for court reporters and notifying interested parties as to dates and places.
- Performs other clerical and stenographic work identified with legal matters and proceedings.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma or equivalent; AND three (3) years of clerical or legal secretarial experience in a private law practice or government agency; OR an equivalent combination of education and experience. Possession of a legal secretarial certificate is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, regulations, rules and codes regulating City government.
- Rules for formatting, preparation, filing and service of legal documents.
- Legal terminology and legal citation formats.
- Applicable state and federal legal procedures including court rules, court proceedings and deadlines.
- Office practices and procedures including business correspondence, filing, and standard office equipment operation.
- Proper use of business English and grammar and accurate spelling.
- Computer software used in a law office.

Required Skill in:

- Performing a range of legal secretarial work involving independent judgment and requiring accuracy and speed in typing and transcription.
- Exercising judgment and discretion, and responding courteously and tactfully in a wide range of situations.
- Handling multiple tasks and shift priorities to meet deadlines as needed.
- Understanding and carrying out complex oral and written instructions.
- Operating a personal computer utilizing software commonly used in a law office.
- Typing neatly and accurately from rough drafts, reports, and dictating equipment.
- Performing basic arithmetic and statistical calculations rapidly and accurately.
- Reading and understanding legal documents.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies and the general public.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust.



City of Compton

MAINTENANCE LEADWORKER

Department: Public Works	Class Code:	5321
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, schedules and leads workers in the maintenance of the City's streets, right-of-ways, stormwater and sanitary sewer systems; performs a variety of journey level semi-skilled and manual labor tasks within area of assignment; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Street Maintenance Supervisor; as a working supervisor oversees workers at assigned work site and provides direction, training, guidance, and assistance to lower-level Maintenance Workers.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level class in the Maintenance Worker series. Positions at this level perform more highly skilled maintenance duties than the lower level Maintenance Worker II, and have lead-level responsibilities at the worksite, whereas the Maintenance Worker II 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.*

- Provides direction, training, guidance, and assistance to lower-level Maintenance Workers; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; assists lower-level workers with questions/problems.
- Determines type and quantities of materials required to perform and complete job assignments and arranges for timely delivery to job sites.
- Prepares road and applies asphalt when construction is complete. Sets road base to proper compacting and sets asphalt; repairs sidewalks and driveways and finishes concrete as required.
- Repairs and maintains stormwater and wastewater collection systems including catch basins, valves, sewer lines, manholes, air release valves and structures.
- Operates trucks and heavy duty construction and maintenance equipment as necessary to complete work projects; checks equipment for proper servicing, operation and safety and reports defects to supervisor; maintains inventory of tools and equipment.
- Installs street barricades and cones prior to the performance of construction and repair activities.
- Locates, excavates and repairs or replaces damaged or malfunctioning equipment.
- Maintains maintenance and repair records; may input and recall information into a computer terminal.
- Responds to questions from the public regarding status of repairs.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.

#18 City of Compton

Maintenance Leadworker

- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND three (3) years of street, sanitary sewer maintenance or related general construction experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Must possess a valid Grade II Sewer Collection Systems Maintenance Certificate from the California Water Environmental Association at time of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures and standards.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of stormwater and sewer collection systems construction, maintenance, repair and safety practices including equipment related maintenance.
- Principles and practices of street construction, maintenance, repair and safety practices including equipment related maintenance.
- State and federal roadway construction administration and environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.
- Supervisory principles and practices.

Required Skill in:

- Troubleshooting and assessing problems and determining most effective method of repair.
- Interpreting and applying street construction and maintenance standards, safety codes, and City policies and procedures.
- Interpreting and applying of stormwater and sewer collection systems construction and maintenance standards, environmental and safety codes, and City policies and procedures.
- Using and operating hand tools, mechanical equipment, and power tools and heavy construction equipment required to work in a safe and efficient manner.
- Monitoring assigned operations and assuring City streets are properly and safely maintained.
- Reading engineering drawings or blueprints.
- Safe shoring and trenching practices.
- Identifying unsafe conditions and taking corrective action.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Dealing effectively with the general public.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.

- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet); working below ground and in confined spaces.
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery, infectious diseases and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton		
MAINTENANCE WORKER I		
Department: Public Works	Class Code:	5313
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under close supervision, performs a variety of manual and semi-skilled labor tasks in the maintenance of streets, right-of-ways, stormwater and sanitary sewer systems; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Street Maintenance Supervisor; does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the entry level class in the Maintenance Worker series. Positions at this level perform routine and less complex maintenance duties are not expected to function with the same amount of job knowledge or skill level as positions allocated to the higher Maintenance Worker II level. Work is closely supervised. As experience is acquired, the employee performs with increasing skills and responsibility and is expected to be performing at the “II” or journey level within the prescribed time frame. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses or certifications, and is at the discretion of higher level supervisory or management staff.

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.*

- Provides street, alley, and right of way maintenance; maintenance and repair tasks including but not limited to hot and cold asphalt repairs, curb and gutter repair, mixed granite hole patching, drainage ditch and catch basin cleaning and repair, and the replacement of pipe for sanitary sewers, drainage and irrigation; mixes, pours, and spreads concrete, asphalt, sand, and gravel.
- Operates small trucks and job related equipment and tools such as backhoes, front-end loaders, air compressors, paving breakers, compactors, cement mixers, and pipe saws; drives pick-up truck; transports materials to worksite.
- Maintains and assists other crewmembers with cleaning vehicles, hand and power tools.
- Assists in the assembly and erection of work site protection signs and markers and acts as flagman as necessary.
- Uses and maintains vehicles, hand and power tools.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.
- Responds to emergency calls within specified time when participating in the emergency standby program.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of a High School diploma, G.E.D. or equivalent; AND one (1) year of related general construction or maintenance experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Must possess a valid Grade I Sewer Collection Systems Maintenance Certificate from the California Water Environmental Association within one (1) year of date of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of street, stormwater and sewer collection systems construction, maintenance, repair and safety practices including equipment related maintenance.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.

Required Skill in:

- Reading, interpreting, comprehending and following basic instructions.
- Working flexible hours or on-call schedule.
- Human relations and communicating effectively with customers.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet); working below ground and in confined spaces.
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery, infectious diseases and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton		
MAINTENANCE WORKER II		
Department: Public Works	Class Code:	5314
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of journey level semi-skilled and manual labor tasks in the maintenance of streets, right-of-ways, stormwater and sanitary sewer systems; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Street Maintenance Supervisor or other management personnel; does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the journey level class in the Maintenance Worker series. Positions at this level perform more highly skilled maintenance duties than the entry level Maintenance Worker I. Work is performed under general supervision. This classification is distinguished from the higher level Maintenance Leadworker by the absence of supervisory responsibilities.

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.*

- Determines type and quantities of materials required to perform and complete job assignments and arranges for timely delivery to job sites.
- Prepares road and applies asphalt when construction is complete. Sets road base to proper compacting and sets asphalt.
- Repairs and maintains stormwater and wastewater collection systems including catch basins, valves, sewer lines, manholes, air release valves and structures.
- Repairs sidewalks and driveways and finishes concrete as required.
- Operates trucks and heavy duty construction and maintenance equipment as necessary to complete work projects; checks equipment for proper servicing, operation and safety and reports defects to supervisor; maintains inventory of tools and equipment.
- Installs street barricades and cones prior to the performance of construction and repair activities.
- Maintains records related to particular area of assignment; may input and recall information into a computer terminal.
- Responds to questions from the public regarding status of repairs.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.
- Performs related duties and responsibilities as assigned.

#18 City of Compton Maintenance Worker II

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND two (2) years of streets, sanitary sewer or related general construction experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class B Driver's License.
- Must possess a valid Grade I Sewer Collection Systems Maintenance Certificate from the California Water Environmental Association at time of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures and standards governing area of responsibility.
- Principles and practices of stormwater and sewer collection systems construction, maintenance, repair and safety practices including equipment related maintenance.
- Principles and practices of street construction, maintenance, repair and safety practices including equipment related maintenance.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.

Required Skill in:

- Using and operating hand tools, mechanical equipment, and power tools and heavy duty construction equipment required to work in a safe and efficient manner.
- Performing basic carpentry, concrete and welding duties.
- Reading engineering drawings or blueprints.
- Safe shoring and trenching practices.
- Identifying unsafe conditions and taking corrective action.
- Troubleshooting and assessing problems and determining most effective method of repair.
- Communicating effectively with others.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet); working below ground and in confined spaces.
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery, infectious diseases and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton		
PARALEGAL		
Department: City Attorney	Class Code:	1706
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a wide range and variety of general clerical and highly responsible complex legal secretarial duties for the Office of the City Attorney; and perform other related duties.

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

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.*

- Types correspondence and legal documents, including ordinances, resolutions, contracts, pleadings and other related documents.
- Processes and serves subpoenas.
- Researches and prepares legal correspondence and memoranda; responds to complaints.
- Performs advanced computerized legal research and compiles information, data and materials.
- Conducts phases of discovery, including investigation and photography; interviews witnesses.
- Attends and takes notes at client interviews.
- Performs secretarial services related to litigation.
- Composes letters and memoranda on behalf of the City Attorney's Office.
- Operates, and remains proficient in a variety of office equipment, including but not limited to, a personal computer and various computer applications.
- Inputs parking citations on State computer system; conducts parking hearings as parking hearing officer.
- Maintains Attorney's Office records and fining systems.
- Maintains the absolute confidentiality of all records and information; refers matters requiring policy interpretation to supervisor for resolution.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of an Associate's Degree from an accredited college in Paralegal Studies or related field; AND five (5) years experience in a private law practice or government agency; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a Paralegal Certificate.

Required Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, regulations, rules and codes regulating City government.
- Court system rules of civil and criminal procedures; rules of evidence; general tort, contract and constitution laws as related to government.
- English usage, spelling, grammar and punctuation.
- Legal terminology, forms and documents used in legal secretarial work.
- Legal procedures and practices involved in composing, processing, calendaring and filing a variety of legal documents.
- Business letter writing and basic report preparation.
- Legal references and their contents.
- Components of ordinances, resolution, contracts and pleadings.
- Principles of record keeping.
- Personal computers and software applications.

Required Skill in:

- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Reviewing, correcting and maintaining complex and extensive records.
- Working independently in the absence of supervision with respect to legal documents, correspondence and memoranda.
- Performing basic arithmetic and statistical rapidly and accurately.
- Understanding and carrying out oral and written instructions.
- Scheduling assignments; planning, organizing and coordinating workflow.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies and the general public.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust.



City of Compton

PARA-TRANSIT DISPATCHER

Department: Parks and Recreation	Class Code:	4020
Revised Date June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs para-transit dispatch duties; answers phones and enters transit requests into computer; notifies drivers of cancellations and schedule changes; monitors status and locations of vehicles to ensure all scheduled work is performed in a timely manner; follows established City policies and procedures regarding the transportation of elderly and/or passengers with physical disabilities; maintains positive public relations with a broad range of passengers in the provision of transportation services; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Neighborhood Center Manager; does not exercise supervisory responsibilities.

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.*

- Performs dispatch duties; notifies drivers of cancellations and schedule changes; answers phones and enters transit requests into computer; confirms pick-up and drop-off times for the following day.
- Monitors status and locations of vehicles to ensure all scheduled work is performed in a timely manner.
- Reports equipment malfunctions to supervisor for resolution.
- Answers questions from passengers regarding schedules and routing; listens to complaints regarding delays or problems encountered in the provision of services.
- Maintains timely and accurate radio and telephone contact with drivers; keeps dispatcher informed regarding delays, breakdowns and client transportation problems encountered; completes required paperwork.
- Maintains courteous, professional and efficient manner in passenger relations.
- Participates in safety and related training programs.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND six (6) months of related experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class B Driver's License/Passenger Endorsement.
- First Aid and CPR.

#18 City of Compton Para-Transit Dispatcher

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Transit operations and area streets and highways.
- Safety practices including first aid.
- Standard office principles and procedures including recordkeeping.
- Telephone etiquette and customer service protocol.
- Personal computer usage and applicable software.

Required Skill in:

- Following established City policies and procedures regarding the transportation of elderly and/or passengers with physical disabilities.
- Operating 2-way radio system and learning/using 10-codes.
- Promoting and enforcing safe work practices.
- Following oral and written instructions.
- Operating standard office equipment and a personal computer utilizing standard and specialized software.
- Effective verbal and written communication including hearing normal conversation.
- Establishing and maintaining effective working relationships with staff, City departments, outside agencies, passengers and the general public.

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 lifting up to 10 lbs., carrying and driving.
- Moderate finger dexterity and near vision is required.



City of Compton		
PARA-TRANSIT DRIVER		
Department: Parks and Recreation	Class Code:	4013
Revised Date: May 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under close supervision, operates wheelchair accessible mini-buses and other vehicles safely and effectively; follows established City policies and procedures regarding the transportation of elderly and/or passengers with physical disabilities; reports mechanical, traffic or behavioral problems encountered; maintains positive public relations with a broad range of passengers in the provision of transportation services; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Neighborhood Center Manager; does not exercise supervisory responsibilities.

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.*

- Follows operator checklist to insure vehicle safety prior to trip; inspects bus and performs necessary vehicle pre-trip checks (tires, lights, lifts, doors etc.) prior to starting scheduled run.
- Reports equipment malfunctions to dispatcher or supervisor for resolution.
- Drives assigned vehicle from individual locations or central loading area to various destinations according to assigned schedule or plan; assists disabled passengers in the provision of program services.
- Secures passenger wheelchair to restraining/locking devices to stabilize wheelchair during trip; maneuvers wheelchair helping clients up and down stairs; carries groceries or small packages from vehicle to home or requested area.
- Answers questions from passengers regarding schedules and routing; listens to complaints regarding delays or problems encountered in the provision of services.
- Regulates heating, cooling and ventilation systems for passenger comfort.
- Maintains timely and accurate radio and telephone contact with dispatcher; keeps dispatcher informed regarding delays, breakdowns and client transportation problems encountered; completes required paperwork.
- Complies with all local traffic regulations while running scheduled route.
- Maintains appearance, behavioral and physical standards necessary to fulfill City's essential mission.
- Maintains courteous, professional and efficient manner in passenger relations.
- Participates in safety and related training programs.
- Performs related duties and responsibilities as assigned.

#18 City of Compton Para-Transit Driver

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND six (6) months of related experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class B Driver's License with passenger endorsement.
- First Aid and CPR.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Transit operations and area streets and highways.
- Safety practices including first aid.
- Telephone/radio etiquette and customer service protocol.

Required Skill in:

- Following established City policies and procedures regarding the transportation of elderly and/or passengers with physical disabilities.
- Safely driving/maneuvering small buses or vans for extended periods of time.
- Operating 2-way radio system and learning/using 10-codes.
- Promoting and enforcing safe work practices.
- Following oral and written instructions.
- Effective verbal and written communication including hearing normal conversation.
- Establishing and maintaining effective working relationships with staff, City departments, outside agencies, passengers and the general public.

Physical Demands / Work Environment:

- Majority of time is spent in vehicle that is heated in winter and cooled during the summer.
- Regularly exposed to unpleasant noise, fumes, drafts, etc. when vehicle is in operation; regular exposure to the elements such as rain, high or low temperatures.
- Work involves regular standing, sitting, walking and occasional crouching, crawling, stooping, kneeling, pushing, pulling, lifting and maneuvering objects such as wheelchair with passengers with a broad range of body weights.
- Work requires continuous use of hands arms, feet, and legs to push/pull or activate essential controls (pedals, levers and knobs) in recurring operational motions.
- Work requires the ability to extend hands and arms in any direction; right and left side body extremities are used in steering, opening and closing doors, assisting disabled and elderly passengers into and out of vehicle, carrying bags of groceries and related tasks.
- Work requires the capacity to exert up to 50 pounds of force frequently to move aforementioned controls and to push and assist disabled passengers weighing in excess of 200 pounds.
- Requires the capacity to seize, hold, grasp, turn or otherwise work with hands to turn steering wheel, shift gears and manipulate mechanical levers and controls and secure wheelchairs; use of legs and body torso to climb steps in bus, assist passengers in ongoing tasks and maintain body equilibrium to prevent falling when working on slippery surfaces.



City of Compton		
PARKS MAINTENANCE LEADWORKER		
Department: Parks and Recreation	Class Code:	4113
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, schedules and leads workers in the maintenance of the City's parks, grounds, irrigation systems and public recreational areas, performs a variety of journey level semi-skilled and manual labor tasks; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Parks Maintenance Supervisor; as a working supervisor oversees workers at assigned work site and provides direction, training, guidance, and assistance to lower-level Maintenance Workers.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level class in the Parks Maintenance Worker series. Positions at this level perform more highly skilled maintenance duties than the lower level Maintenance Worker II, and have lead-level responsibilities at the worksite, whereas the Maintenance Worker II 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.*

- Provides direction, training, guidance, and assistance to lower-level Maintenance Workers; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; assists lower-level workers with questions/problems.
- Determines type and quantities of materials required to perform and complete job assignments and arranges for timely delivery to job sites.
- Inspects parks grounds, athletic fields, and buildings to determine need for repairs or preventative maintenance.
- Inspects playground equipment to determine compliance with ADA (Americans with Disabilities Act) and OSHA (Occupational Safety and Health Association) Standards and other safety codes. Repairs equipment, as required.
- Mows grass with lawn mower, edges roadways, sidewalks, curbs, around trees; pulls and removes weeds from flower beds, trims trees, hedges at various heights, and removes exotic trees and vegetation from natural areas.
- Performs minor repairs to parks buildings such as painting, caulking, repairing drywall, installing drop ceilings and rewiring lighting fixtures. Paints and repairs park entry signs.
- Locates, excavates and repairs or replaces damaged or malfunctioning equipment.
- Maintains athletic fields (grass and clay) to include lining, mowing, fertilizing, watering, packing mounds and repairing sod.
- Installs and maintains irrigation water systems.

#18 City of Compton Parks Maintenance Leadworker

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Operates trucks and construction and maintenance equipment as necessary to complete work projects; checks equipment for proper servicing, operation and safety and reports defects to supervisor; maintains inventory of tools and equipment.
- Delivers and sets up equipment for special events.
- Maintains maintenance and repair records; may input and recall information into a computer terminal.
- Responds to questions from the public regarding field or parks condition and status of repairs.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND three (3) years of related grounds and irrigation systems maintenance experience; OR an equivalent combination of education 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 and standards governing area of responsibility.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Groundskeeping, landscaping and irrigation systems maintenance practices and procedures.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.
- Supervisory principles and practices.

Required Skill in:

- Using and operating hand tools, mechanical equipment, and power tools and heavy construction equipment required to work in a safe and efficient manner.
- Monitoring assigned operations and assuring City parks are properly and safely maintained.
- Performing basic carpentry, electrical and welding duties.
- Reading engineering drawings or blueprints.
- Identifying unsafe conditions and taking corrective action.
- Troubleshooting and assessing problems and determining most effective method of repair.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Dealing effectively with the general public.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.

- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton		
PARKS MAINTENANCE WORKER I		
Department: Parks and Recreation	Class Code:	4111
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under close supervision, performs a variety of manual and semi-skilled labor tasks in the maintenance of parks, grounds and public recreational areas, and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the assigned supervisor or other management personnel; does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the entry level class in the Parks Maintenance Worker series. Positions at this level perform routine and less complex maintenance duties are not expected to function with the same amount of job knowledge or skill level as positions allocated to the higher Maintenance Worker II level. Work is closely supervised. As experience is acquired, the employee performs with increasing skills and responsibility and is expected to be performing at the “II” or journey level within the prescribed time frame. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses or certifications, and is at the discretion of higher level supervisory or management staff.

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.*

- Mows grass with lawn mower, edges roadways, sidewalks, curbs, around trees, pulls and removes weeds from flower beds, trims trees, hedges at various heights, and removes exotic trees and vegetation from natural areas.
- Picks up and removes tree limbs, branches and palm fronds, clears and cleans streets, alleys and job sites of debris, pull vines off fences.
- Picks up trash, debris and tree limbs from medians, parks and public recreational areas.
- Plants flowers, applies fertilizer, prunes plants and trees, plants or removes trees, lays sod and performs other grounds maintenance duties.
- Cleans, mops and sanitizes public restrooms.
- Drives pick-up truck and transports materials and workers to worksite; loads and unloads truck.
- Uses and maintains vehicles, hand and power tools.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.
- Performs related duties and responsibilities as assigned.

#18 City of Compton Parks Maintenance Worker I

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND one (1) year of related general construction, maintenance or grounds maintenance experience; OR an equivalent combination of education 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.
- Groundskeeping, landscaping and irrigation systems maintenance practices and procedures.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.
- Custodial practices and procedures.

Required Skill in:

- Reading, interpreting, comprehending and following basic instructions.
- Working flexible hours or on-call schedule.
- Human relations and communicating effectively with customers.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery, infectious diseases and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton

PARKS MAINTENANCE WORKER II

Department: Parks and Recreation	Class Code:	4112
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of journey level semi-skilled and manual labor tasks in the maintenance of parks, grounds, irrigation systems and public recreational areas; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Parks Maintenance Supervisor or other management personnel; does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the journey level class in the Parks Maintenance Worker series. Positions at this level perform more highly skilled maintenance duties than the entry level Parks Maintenance Worker I. Work is performed under general supervision. This classification is distinguished from the higher level Parks Maintenance Leadworker by the absence of supervisory responsibilities.

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.*

- Determines type and quantities of materials required to perform and complete job assignments and arranges for timely delivery to job sites.
- Inspects parks grounds, athletic fields, and buildings to determine need for repairs or preventative maintenance.
- Inspects playground equipment to determine compliance with ADA (Americans with Disabilities Act) and OSHA (Occupational Safety and Health Association) Standards and other safety codes. Repairs equipment, as required.
- Mows grass with lawn mower, edges roadways, sidewalks, curbs, around trees; pulls and removes weeds from flower beds, trims trees, hedges at various heights, and removes exotic trees and vegetation from natural areas.
- Performs minor repairs to parks buildings such as painting, caulking, repairing drywall, installing drop ceilings and rewiring lighting fixtures. Paints and repairs park entry signs.
- Locates, excavates and repairs or replaces damaged or malfunctioning equipment.
- Maintains athletic fields (grass and clay) to include lining, mowing, fertilizing, watering, packing mounds and repairing sod.
- Installs and maintains irrigation water systems.
- Operates trucks and construction and maintenance equipment as necessary to complete work projects; checks equipment for proper servicing, operation and safety and reports defects to supervisor; maintains inventory of tools and equipment.
- Delivers and sets up equipment for special events.
- Maintains maintenance and repair records; may input and recall information into a computer terminal.

#18 City of Compton Parks Maintenance Worker II

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Responds to questions from the public regarding field or parks condition and status of repairs.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND two (2) years of grounds and irrigation systems maintenance experience; 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 and standards.
- Groundskeeping, landscaping and irrigation systems maintenance practices and procedures.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.

Required Skill in:

- Using and operating hand tools, mechanical equipment, and power tools and heavy duty construction equipment required to work in a safe and efficient manner.
- Operating bobcats and five-gang mower.
- Performing basic carpentry, electrical and welding duties.
- Reading engineering drawings or blueprints.
- Identifying unsafe conditions and taking corrective action.
- Troubleshooting and assessing problems and determining most effective method of repair.
- Human relations and communicating effectively with customers.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton		
PAYROLL SERVICES SUPERVISOR		
Department: City Controller	Class Code:	1037
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under the general supervision, supervises and participates in the maintenance of the Payroll System; prepares regular or special reports, and provides customer service as needed; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Deputy City Controller; supervises clerical support personnel assigned to Payroll functions.

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.*

- Supervises, plans, assigns and reviews the work of subordinate payroll staff; sets work priorities and standards. Trains staff in proper and innovative ways to perform work.
- Prepares journal entries and corrections, balances accounts, and tracks funds.
- Maintains and updates records and files associated with payroll systems and related technical transactions; assures accuracy and timeliness of all payroll activities; verifies payroll register.
- Reviews source documents for compliance with rules and policies; determines proper handling of financial and technical transactions within designated limits; checks documents for validity and accuracy of information; records, files and distributes related paperwork.
- Coordinates the processing of the City's payroll including and the payment and reporting of taxes and benefits to governmental agencies and service providers.
- Utilizes the City's computerized payroll system to manage the flow of payroll information and documentation.
- Monitors individual employee work records, deductions, and benefits for accuracy.
- Processes payroll changes and wage attachments.
- Audits and makes adjustments of all fringe benefit requests for payment including health, life, vision and retirement; coordinates and provides for the City's payment of insurance/retirement premiums, taxes, and other deposits.
- Identifies and resolves financial discrepancies and other payroll related issues as required.
- Responds to inquiries and maintains communication with City employees, management personnel, governmental agencies, and service providers regarding payroll related matters.
- Assists with the selection, training, motivation and evaluation of Department personnel, assigns and reviews work; provides or coordinates staff training; completes employee performance evaluations; works with employees to correct deficiencies and recommends disciplinary action as required to correct behavior.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Prepares and maintains a variety of accounting, financial, payroll, and benefits reports, records, files, and documentation.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma or G.E.D. equivalent; AND five (5) years computerized payroll processing experience, including one (1) year supervisory experience, preferably in the public sector; OR an equivalent combination of education and experience. Possession of an Associate's Degree in Accounting, Finance, Business Administration or related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Public sector payroll, fund accounting and bookkeeping principles.
- Office practices and procedures, including filing, indexing, and cross-referencing, and principles of record keeping and records management.
- Time and payroll records keeping procedures, and electronic payroll processing.
- Commonly used office machines and devices.
- Supervisory principles and practices including: planning, delegating, and controlling the work of subordinates.
- Techniques of training, instructing, and evaluating subordinate's work performance.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, and the general public.
- Interpreting City payroll-related policies and Memoranda of Understanding.
- Analyzing tax laws related to payroll and deferred compensation.
- Maintaining and balancing financial records, ledgers and accounts.
- Performing mathematical calculations with speed and accuracy.
- Entering data and numerical information into a computer system with speed and accuracy to ensure that payroll deadlines are met.
- Correcting and updating financial information systems.
- Operating a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- 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		
RISK MANAGER		
Department: City Attorney	Class Code:	1555
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Risk Management Department including the overall coordination and management of the City's comprehensive Risk Management programs and activities, public liability, worker's compensation, safety and loss prevention, insurance procurement and cost containment programs; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Risk Management Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate professional, technical and clerical 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 full management responsibility for all Risk Management personnel and activities including the City's Risk Management programs and activities, public liability, worker's compensation, safety and loss prevention, insurance procurement and cost containment programs.
- Manages the development and implementation of the Risk Management Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Provides guidance to all City departments on safety program development, effectiveness and implementation, and on identifying, evaluating, reducing or eliminating risks.
- Surveys all City facilities, programs and operations to determine hazards, potential liabilities and insurance risks; provides advice regarding such areas as City property preservation and Americans with Disabilities Act compliance.
- Reviews contracts, leases, licenses and permits for adequacy of insurance and indemnification provisions.
- Performs claims administration including investigating, analyzing and evaluating claims and litigation management; attends mandatory settlement conferences, mediations and small claims hearings as required; schedules and presents cases as needed to City Council and other bodies.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Monitors the City's insurance programs, evaluates costs and benefits of alternative coverage, and monitors and provides advice regarding legislation affecting liability coverage.
- Prepares insurance specifications, reviews bids, and recommends purchases; renegotiates or arranges for renegotiation of coverage as appropriate.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- 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 City Manager and City Council; 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.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as 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 risk 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 in Business Administration, Public Administration or a related field; AND five (5) years progressively responsible experience in risk management, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of education 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.
- Principles and practices of comprehensive risk management, including loss prevention and control, and the financing and insuring of risk.
- Insurance company policies and procedures relating to claims administration and reserve requirements.
- Implementation and administration of fully-insured and self-insured insurance programs.

- Contract and case law applicable general liability, bodily injury and claims adjustment.
- Claims investigation and adjustment procedures.
- 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 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.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

SENIOR BUILDING INSPECTOR

Department: Building and Safety	Class Code:	2106
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, organizes and supervises building inspection activities and operations plan review, building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, and permitting staff and operations; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Chief Building Inspector, and exercises supervision over subordinate technical and clerical 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.*

- Supervises daily building inspection activities and operations, including plan review, building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, and permitting; administers the effective enforcement of building and safety codes, regulations, and standards.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, identifies opportunities for improvement and directs the implementation of changes.
- Authorizes the issuance of commercial and residential building and construction permits and Certificates of Occupancy; reviews and approves code enforcement actions and reports; may investigate code enforcement complaints; issues violation notices and initiates the abatement process.
- Reviews and approves, and performs field inspections of, residential, commercial and industrial building plans to assure compliance with building codes and municipal codes; inspects construction sites as needed to review and resolve technical issues; resolves problems that arise due to structural design or code issues.
- Responds to requests for information and complaints; provides technical information on interpretation of City codes; researches technical issues, and recommends solutions.
- Coordinates department activities with other departments, outside agencies and organizations; provides technical assistance as necessary.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.

#18 City of Compton

Senior Building Inspector

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training, including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.
- 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 Chief Building Inspector needed budgetary adjustments as necessary.
- Performs a variety of administrative activities, including employee scheduling, payroll reporting, and work activity reports; oversees the permitting computer system, creates reports and forms; provides staff training in use of the computer system.
- Composes, reviews, edits and approves a variety of reports, including requests for Council action and weekly or monthly reports of departmental activity.
- Attends and participates in professional group meetings and continuing education to maintain certification; stays abreast of new trends and innovations in the field of building inspection and safety standards.
- May act as Chief Building Official in his/her absence.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Architecture, Engineering or a related field; AND five (5) years plan review and inspection experience, including two (2) years supervisory experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Combination Dwelling Inspector; additional technical training or certificates may be required.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Methods, practices, materials, and safety hazards associated with construction, remodeling, and repair of building structures.
- Possible defects and faults in construction and of standard testing devices and methods as well as corrective measures.
- Principles and practices of building construction, renovation, repair and safety practices.
- State and federal construction administration codes and regulations, and Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- Principles and practices of organization, administration 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, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Understanding and interpreting building plans and specifications.
- Enforcing ordinances and regulations firmly, tactfully, and impartially.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, uneven terrain, hazardous chemicals, dangerous machinery, occasional loud noise and dust when performing field inspections.



City of Compton		
SENIOR ECONOMIC DEVELOPMENT SPECIALIST		
Department: Planning and Economic Development	Class Code:	2032
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, supervises and coordinates the work of staff engaged in economic development activities in the Business Services Division by creating and implementing business development strategies and programs designed to attract, retain and expand businesses; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Planning and Economic Development; exercises supervision over subordinate professional, technical and clerical 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.*

- Plans, supervises and reviews the work of City staff engaged in economic development programs and projects, including the City's Enterprise Zone Program, Commercial Revolving Loan Program, Business Technical Assistance Program, Commercial Façade Improvement Program and Business Incentive Program.
- Plans and develops new programs and projects – from needs assessment and conceptual development to implementation; continuously monitors and evaluates the efficiency and effectiveness of programs, projects and service delivery methods and procedures; assesses and monitors work load, administrative and support systems; identifies opportunities for improvement and directs the implementation of changes.
- Provides technical assistance and counseling to businesses, including financial, management, marketing and business development; performs business commercial loan analyses and makes recommendations to the City Loan Review Board and Council.
- Provides technical assistance to City staff and senior management regarding economic and financial impact of proposed economic development projects, including cost/benefit analyses, environmental compliance issues, program and/or project design, market demand, return on investment, financial feasibility, economic and demographic impact.
- Attends various civic events as a City representative; meets with business partners, economic development organizations and business owners; develops outreach plans, plans and conducts special events to promote economic development programs; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of economic redevelopment.

#18 City of Compton

Senior Economic Development Specialist

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training; counsels employees to correct deficiencies; implements discipline and termination procedures.
- Provides staff assistance to the Director; assists with budget preparation, 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.
- Prepares a variety of technical or analytical documents including Requests for Proposals, legal contracts, commercial loan agreements and capital analyses.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Public/Business Administration or a related field; AND five (5) years experience in economic or community development, redevelopment, business development or related field, including two (2) years supervisory experience; OR an equivalent combination of education 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.
- Practices, principles, procedures, regulations, and techniques of City economic development including enterprise zone requirements, planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect economic development programs.
- Organizational and management practices applicable to the analysis and evaluation of business proposals, programs, policies and operational needs.
- Principles and practices of organization, administration 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.
- 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 in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
SENIOR PLANNER		
Department: Planning and Economic Development	Class Code:	2004
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs professional planning work for the Planning and Economic Development (PED) Department, and assists developers and the public in applying planning and zoning regulations and City guidelines to development projects, technical issues and land use plans; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Planning and Economic Development; exercises supervisory responsibility for subordinate planners and support staff.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey-level classification for planners. Incumbents perform the most difficult and responsible types of duties requiring the frequent use of high degree of independent judgment. This class is distinguished from the journey-level class (Associate Planner) by the complexity of work and higher level of responsibility for planning issues.

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.*

- Provides technical and professional planning services to achieve consistent and controlled growth in the City; assures project plans are in conformance with Department goals, and in compliance with local, state and federal codes and regulations.
- Answers inquiries and assists the public and developers with planning and technical review issues; provides ordinance, zoning, general plan, subdivision, plot, easement and development information within scope of authority.
- Conducts research and analysis on City ordinances, rules and regulations; assists in compiling, arranging, analyzing and interpreting land use and planning information.
- Works with and assists PED Director; researches issues and provides data on land use issues and related subjects; investigates complaints as assigned.
- Receives and processes a variety of planning applications, permits and technical documents; reviews applications for conformance with regulations, codes, project specifications, and regional protocols.
- Reviews and evaluates project designs, plans, technical documents, and permits for compliance with City standards, regulatory requirements and conditions of permit approval.
- Develops maps and other graphic presentations to illustrate land use plans and planning concepts; assists in maintaining land planning records; gathers data and conducts research on land ownership, land use and special studies as assigned.
- Researches and presents information to the Architectural Review Board and Development Review Committee, boards and commissions, and elected officials; compiles data and prepares reports.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assigns and reviews work, trains and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Coordinates with citizens' groups, advisory boards and commissions; develops cooperative professional relationships with local developers, realtors and contractors.
- Composes, reviews, edits and approves all reports, including requests for Council action and weekly or monthly reports of departmental activity.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- As called upon, attends various special 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 urban planning, community and economic development.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Urban Planning, Land Use Planning, Public/Business Administration or a related field; AND five (5) years experience in urban planning and economic development or related field; Possession of a Master's Degree in Planning or a related field and/or membership in the American Institute of Certified Planners is preferred; OR an equivalent combination of education 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 Rules and applicable Memoranda of Understanding
- Practices, principles, procedures, regulations, and techniques of City planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect community development programs.
- Principles of record keeping and records management.
- Supervisory practices and principles.

Required Skill in:

- Researching and analyzing the factors affecting planning projects.
- Checking designs, details, estimates, plans, and specifications of planning projects.
- Collecting, organizing, analyzing and presenting data and information.
- Supervising and leading staff, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.

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.



City of Compton

SPECIAL ASSISTANT TO THE CITY MANAGER

Department: City Manager	Class Code:	1206
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of professional administrative functions supporting the City Manager; researches, analyzes and prepares recommendations on a variety of issues; completes special projects; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the City Manager; 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.*

- Assigns and monitors special projects from the City Manager, complaints and other assignments to staff or other departments for completion, and follows-up as needed to ensure timely response.
- Responds to complaints and requests for information; provides information to other supervisors or managers and organizations; researches issues, takes appropriate corrective action, recommends solutions or refers issue to appropriate government agency.
- Researches, investigates, analyzes and prepares recommendations on a variety of issues including, but not limited to, proposals for new programs, grants or services, complaints, process improvement and departmental operations.
- Assists with the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Coordinates and assists with City-wide legislative initiatives.
- Coordinates and conducts special projects as assigned by the City Manager; serves as project manager or participates as a team member in special projects.
- Attends and participates in City Council and/or other meetings as assigned.
- Attends various civic events as 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 public administration.
- Composes, reviews, edits and approves correspondence and periodic reports of departmental activity.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

#18 City of Compton

Special Assistant to the City Manager

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business or Public Administration or related field, AND three (3) years experience performing research, complex analysis, or executive-level administrative support; OR an equivalent combination of education and experience. Possession of a Master's degree in Business or Public Administration or related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, departmental policies and procedures.
- City Code, City Ordinances, Standard Operating Manual and applicable Memoranda of Understanding.
- Public administration, organization and systems theory.
- 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 and practices of budget preparation and administration.
- Customer service protocol.

Required Skill in:

- Coordinating and performing a variety of professional administrative functions.
- Collecting, organizing, analyzing and presenting data and information.
- Researching and preparing correspondence, agendas, reports and various types of documents.
- Assessing and prioritizing multiple tasks, projects and demands.
- Coordinating special projects in support of departmental operations.
- Operating a personal computer utilizing standard and specialized software.
- Effective communication and presentation, both verbal and written.
- Establishing and maintaining cooperative working relationships with co-workers, the general public, elected officials and others encountered in the course of work.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent light lifting, carrying and on occasion driving.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust.



City of Compton		
SPECIAL EVENTS COORDINATOR		
Department: Parks and Recreation	Class Code:	4014
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, organizes and coordinates special events and holiday activities; assures that safe and appropriate events and recreation activities are provided for the community; performs a variety of difficult and specialized administrative support duties; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director and/or Deputy Director of Parks and Recreation; 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.*

- Plans, organizes and coordinates special events and holiday activities; assures activities are in compliance with all laws, policies, regulations and goals.
- Prepares budget for each event, solicits sponsorships, coordinates vendor participation, coordinates staff assignments; solicits and secures event participants; coordinates vendor health code inspections with health inspector on day of event; coordinates and oversees activities on day of event.
- Performs a variety of administrative support activities for each event including preparing purchase requisitions, parking permits, and ordering plaques and trophies.
- Performs highly skilled secretarial support to the department director and deputy department director; receives and distributes correspondence; follows-up on projects, memos, check and appointments; composes and types letters, memoranda and reports; maintains filing systems; supports financial recordkeeping; collects fees and transmits receipts.
- Answers and directs incoming telephone calls; responds to public inquiries and requests for information.
- Coordinates activities with local community agencies and citizen groups to enhance City programs and facilitate community participation.
- Oversees program guests and activities; assures the effective enforcement of City rules and safety standards.
- Monitors and reviews trends in special event operations and programs, and recommends improvements in the City recreation programs.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree in Parks, Recreation, Leisure Studies or a related field; AND three (3) year's increasingly responsible clerical support experience, AND two (2) years of experience planning special

#18 City of Compton Special Events Coordinator

events and/or recreation and community services programs; OR an equivalent combination of education 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, and Standard Operating Manual.
- State and Federal laws, ordinances, policies, rules and regulations governing the conduct and safety of municipal recreational facilities, programs and equipment.
- Legal liabilities and responsibilities for recreation services staff.
- Local community resources and regional community services programs.
- General office practices and equipment.
- Records management principles.
- Departmental records, reports, and documentation.
- Standard computer software applications.

Required Skill in:

- Interpreting customer needs and solving customer service and public relations issues.
- Planning, organizing, and coordinating the work of staff and volunteers.
- Prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Monitoring operations and assuring recreation programs are operating properly and safely.
- Providing highly skilled secretarial support to senior-level personnel.
- Preparing correspondence, agendas, and various types of documents.
- Organizing and maintaining departmental records and filing systems.
- Establishing and maintaining cooperative working relationships with City employees, vendors and community organizations.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- 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.



City of Compton

STREET FOREMAN

Department: Public Works	Class Code:	5323
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the Street Construction and Maintenance Manager, supervises the asphalt crew in repairing and patching City streets; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Street Construction and Maintenance Manager, and exercises supervision over subordinate skilled craft and labor and trades 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.*

- Supervises the asphalt crew in repairing and patching City streets in compliance with Department procedures and City policies.
- Assigns work, determines equipment, material and personnel needs; reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Enforces work methods, procedures and standards, and assures that maintenance programs are in alignment with the City policies and safety standards.
- Maintains records and logs of services performed; reviews and writes reports.
- Performs a variety of administrative activities including employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, equipment and tools are available.
- Reviews, investigates and responds to work requests and complaints.
- Responds to requests for information; provides information to other supervisors or managers and organizations; researches issues, and recommends solutions.
- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training, including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Coordinates division activities with those in other departments, outside agencies and organizations; provides technical assistance as necessary.
- Responds to emergency calls within specified time when participating in the emergency standby program.
- Performs related duties and responsibilities as assigned.

#18 City of Compton Street Foreman

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND five (5) years street maintenance/public works experience, including two years supervisory experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of street construction, maintenance, repair and safety practices, including equipment related maintenance.
- State and federal roadway construction administration codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Interpreting and applying street construction and maintenance standards, safety codes, and City policies and procedures.
- Monitoring assigned operations and assuring City streets are properly and safely maintained.
- Reading and interpreting plans, blueprints and specifications.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer including word processing and spreadsheet software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), and exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting, driving, pushing, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic in the field at work sites, heavy motorized equipment, wet surfaces, occasional loud noise and dust.



City of Compton		
SUPERINTENDENT OF PARKS		
Department: Parks and Recreation	Class Code:	4109
Revised Date: April 2009	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Parks Division including inspection, maintenance, planning, design and construction of City parks, open spaces, trails, playgrounds, landscaping, facilities and equipment; 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 Parks and Recreation, and exercises supervision over subordinate supervisory, technical, labor and trades and clerical support personnel in the Parks Division.

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.*

- Plans, coordinates and manages the operations of the Parks Division, including inspection, maintenance, management and improvement of City parks, playgrounds, landscaping and facilities including, but not limited to: sports fields, trails, pools, open spaces and equipment, in compliance with Department procedures and City policies.
- Provides leadership, direction, and guidance in technical processes and procedures; assures Parks staff and activities are in compliance with all laws, policies, regulations, timelines and goals; reviews and approves project plans, reports and procedures; sets priorities and assures project deadlines and performance standards are met; establishes appropriate service and staffing levels within City policy; allocates 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.
- Plans, organizes and directs the scheduling of park construction, maintenance or improvement projects, including the work of City crews engaged in park facility repairs and/or improvements and daily maintenance using accurate time and cost estimates.
- Coordinates the development and administration of specifications and contracts for services for park improvement projects; reviews the analysis of bids, recommends approval and monitors contract compliance in the field.
- Manages the activities of parks and facilities maintenance crews; monitors Parks Division operations to identify and resolve problems; evaluates program issues, and recommends solutions; evaluates needs of City parks by conducting frequent inspections, and examining conditions and compliance to standards.
- Evaluates maintenance and repair issues, and implements solutions; assures that maintenance programs are in alignment with the Department's goals and within budget constraints.
- Manages contractor's construction projects for repair and improvement of parks and facilities.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Enforces work methods, procedures and standards, and assures that work activities are in compliance with City policies and safety standards.
- Maintains records and logs of services performed and project management information; reviews and writes reports, analyzes costs, and manages budgets and expenditures.
- Manages a variety of administrative activities including employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, equipment and tools are available.
- Reviews, investigates and responds to work requests and complaints.
- Develops cooperative professional relationships with local community agencies and citizen groups; provides advice and counsel to the Parks & Recreation Board, citizens' organizations, and other County departments; participates in meetings with government officials and community groups.
- Investigates public complaints, responds to citizen inquiries, and ensures excellent customer service.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; recommends the purchase of new equipment and supplies; assists with monitoring and approval of expenditures; prepares and presents to the Director needed budgetary adjustments as necessary.
- Provides staff assistance to the Director; prepares special and recurring reports; reviews and reports operational analyses of program services, costs and revenue, Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Seeks alternative funding sources for new park programs and/or projects through grants or other funding sources.
- Prepares and makes presentations to the Director, City management, Boards and Commissions, City Council and the general public as required; composes, reviews, edits and approves reports including requests for Council action and weekly or monthly reports of departmental activity.
- When called upon, attends various civic events as City representative; may participate 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 parks maintenance and improvement.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Parks and Recreation, Business Administration, Civil Engineering, Landscape Architecture or a related field; AND five (5) years progressively responsible parks management experience, including three (3) years supervisory/managerial experience involving supervision of the design, construction, maintenance or operation of a variety of parks construction activities; OR an equivalent combination of education 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.
- Principles and practices of park and landscape construction and maintenance.
- Park grounds and landscaping maintenance principles and techniques, repair and safety practices including vehicle and equipment related maintenance.
- State and federal construction administration codes and regulations, Cal OSHA regulations and Davis-Bacon regulations.
- Methods, materials, tools and equipment used in the operation, construction, and maintenance of municipal parks; planning, design and development of recreation facilities and park spaces.
- Project and contract management and cost estimation.
- 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 and practices of budget preparation and administration.

Required Skill in:

- Assessing community needs and developing solutions; collecting data, preparing special reports, and effectively presenting statistical information.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Assuming management level leadership responsibilities, making appropriate decisions, and delegating tasks and authority; setting priorities and goals; planning, assigning, training and supervising the work of others.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to moving traffic in the field at construction sites, heavy motorized equipment, wet surfaces, occasional loud noise and dust.



City of Compton

TRAFFIC AND LIGHTING FOREMAN

Department: Public Works	Class Code:	5415
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved:	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the Street Construction and Maintenance Manager, supervises the maintenance of the City's traffic signals and street lights; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Street Construction and Maintenance Manager, and exercises supervision over subordinate skilled craft and labor and trades 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.*

- Schedules traffic signal and street light maintenance or improvement projects, including the work of City crews engaged in traffic signal and street light maintenance using accurate time and cost estimates.
- Supervises the activities of City traffic signal and street light maintenance crews; monitors operations to identify and resolve problems and priorities; determines equipment, material and personnel needs; assigns staff, projects, vehicles and equipment; reviews the work of maintenance staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Assigns work, determines equipment, material and personnel needs; reviews the work of assigned staff or contractors to assure work quality and timely accomplishment of assigned duties and responsibilities.
- Enforces work methods, procedures and standards, and assures that maintenance programs are in alignment with the City policies and safety standards.
- Maintains records and logs of services performed; reviews and writes reports.
- Performs a variety of administrative activities, including employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, equipment and tools are available; updates the computer management database log.
- Reviews, investigates and responds to work requests and complaints.
- Responds to requests for information; provides information to other supervisors or managers and organizations; researches issues, and recommends solutions.
- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training, including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Coordinates division activities with those in other departments, outside agencies and organizations; provides technical assistance as necessary.
- Responds to emergency calls within specified time when participating in the emergency standby program.
- Performs related duties and responsibilities as assigned.

#18 City of Compton

Traffic and Lighting Foreman

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND four (4) years traffic signal and street light repair experience at the level of journeyman electrician, including two (2) years supervisory experience; 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.
- Principles and practices of traffic signal and street light installation, maintenance, repair and safety practices, including work zone safety and equipment related maintenance.
- National Electrical Code, Manual on Uniform Traffic Code Devices, California Department of Transportation Standard Plans and other applicable State and federal roadway traffic signal administration codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of electrical, electronic and solid state circuits.
- Electrical meters, amprobes, industrial analyzers and other electrical/electronic test devices.
- Personal computer operation, repair and configuration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Interpreting and applying traffic signal and street light maintenance standards, safety codes, and City policies and procedures.
- Monitoring assigned operations and assuring City traffic signals and street lights are properly and safely maintained.
- Reading and interpreting plans, blueprints, schematics and specifications.
- Troubleshooting electrical and electronic circuits and problems.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer including word processing, spreadsheet, presentation and AutoCAD software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), and exposure to the elements, including heavy rain.
- Work requires reaching, bending, lifting, driving, pushing, walking, climbing and working at elevations up to 50' in full body harness.
- Good near vision, far vision and color perception is required.
- May be exposed to wet or slippery surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic in the field at work sites, heavy motorized equipment, electrical hazards and hazardous chemicals.



City of Compton		
SYSTEMS COORDINATOR		
Department: Information Services	Class Code:	1574
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, manages and administers day-to-day operations of City/department applications and provides applications support for City-wide systems; investigates and resolves system issues, supervises first-line IT technical support personnel; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Information Systems Director; supervises IT technical 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 and administers the day-to-day operations of City/departmental applications; performs systems and applications testing, upgrades and backups.
- Plans, develops, coordinates and implements departmental systems and services.
- Develops and implements disaster recovery systems, including the installation, operation, maintenance and recovery procedures.
- Performs technical support in maintaining the City's telecommunications system, including software programming, cross connect changes and hardware moves.
- Provides secondary technical support, training and assistance to City staff; explains IT issues, and deploys solutions according to City standards, guidelines and procedures; follows up with users to assure the optimal functionality of the users' systems.
- Supervises first-line IT technical support personnel; assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; assigns and reviews work; works with employees to correct deficiencies; completes employee performance evaluations; implements discipline and termination procedures.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Information Systems, Computer Science or a related field; AND three (3) years of computer support experience, including network and database administration responsibilities; OR an equivalent combination of education and experience.

#18 City of Compton Systems Coordinator

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 and applicable Memoranda of Understanding.
- Information services methods, policies, and procedures.
- Technical support principles, processes, and standards including safety practices.
- Networked computer system environments, operating systems and peripheral device capabilities.
- Telecommunications system environments, operating systems and peripheral device capabilities.
- Hardware, software and peripheral equipment troubleshooting techniques.
- Supervisory principles and practices.
- MS Office computer applications and operating systems.

Required Skill in:

- Assessing customer support needs, and implementing effective solutions.
- Using basic tools, equipment and procedures for repairing computers and peripheral devices.
- Installing, repairing, and maintaining computer software, telecommunications systems, hardware, and peripherals in a multiple operating system environment.
- Providing technical support and training to City departments and personnel.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent lifting, carrying, driving and on occasion climbing (up to 12 feet).
- Moderate finger dexterity, near vision and color discrimination is required.
- May be exposed to minor amounts of dust and electrical hazards.



City of Compton		
TRAINING AND SERVICES ASSISTANT		
Department: Employment and Training Services	Class Code:	1604
Revised Date: February 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under direct supervision, provides administrative support to major program activities within the scope of the Workforce Investment Act (WIA) or other employment and training programs for which the department may receive funding. Primary responsibilities include, but are not limited to; applicant intake and eligibility determination; customer assessment; basic skills training, records compilation and maintenance; assists customers with Internet research to search for jobs, constructing and submitting resumes; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the direct supervision of the Assistant Director of Employment and Training Services; does not exercise supervisory responsibilities.

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.*

- Provides information to the general public regarding the program's objectives, services and requirements.
- Provides direct services in several major program areas including intake and eligibility determination, assessment and basic skills training.
- Collects, records and maintains documentation supporting eligibility; administer assessment instruments.
- Assists customers with basic skills training and job search activities.
- Provides administrative support of the general operations of the department's overall activities and objectives.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree from an accredited college in Business or Public Administration, Political Science, Sociology or a related field; AND three (3) years experience working in a position involving customer service, client contact and/or general office administration responsibilities; OR an equivalent combination of education and experience. Experience with a public education, employment and training or human services agency and fluency in Spanish are preferred.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of current automobile liability insurance.

#18 City of Compton Training and Services Assistant

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances and, Standard Operating Manual.
- Department of Labor (DOL) statutes and implementing regulations as amended; local policies and procedures governing DOL program administration and operations; legal regulatory, policy and procedural information relative to other non-DOL education, training and human services programs.
- General office operations, procedures and recordkeeping.
- Basic computer applications and operations including work processing, spreadsheets and database systems.
- Program terminology, forms and procedures.

Required Skill in:

- Carrying out management's directions and decisions regarding program planning, administration, operations and oversight.
- Reading, interpreting and applying codes, rules and regulations, policies and procedures.
- Conducting client interviews and obtaining client cooperation.
- Documenting, compiling and maintaining detailed and accurate client records.
- Preparing written correspondence on routine matters.
- Prioritizing tasks and work within established timeframes.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Driving vehicle to attend meetings, seminars, workshops, and related activities.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with applicants, clients, co-workers, and the general public.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, hazardous chemicals, occasional loud noise and dust.
- Work requires lifting up to 10 lbs., carrying and driving.
- Moderate finger dexterity and near vision is required.



City of Compton		
TRAINING SERVICES COORDINATOR		
Department: Employment and Training Services	Class Code:	1605
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, oversees, coordinates and provides direct support to one or more of the following major program activities and functions within the scope of the Department of Labor/Employment and Training Administration (DOLETA) or other employment and training programs for which the department may receive funding. Primary responsibilities include eligibility and intake; assessment; case management; basic skills training; vendor and/or subcontractor training; recordkeeping and management information systems, and employer outreach and recruitment and business development services; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Assistant Director of Employment and Training Services; exercises supervision over subordinate paraprofessional 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.*

- Oversees, coordinates and provides direct services in one or more of the major functional areas of the department's programs including, but not limited to: participant eligibility and intake, assessment, case management, basic skills, employer training, vendor and/or subcontractor training; recordkeeping, management information systems and job development and placement activities; provides information to the general public regarding the program's objectives, services and requirements.
- Develops and implements systems, programs and procedures for the daily maintenance and operation of programs and services.
- Coordinates and identifies community partner agencies and businesses to provide the appropriate service strategy for the customer to secure and retain employment.
- Conducts professional development workshops to enhance customer soft skills and reduce employment barriers.
- Oversees departmental staff ensuring that customers receive assistance with résumé preparation, interview techniques and professional development workshops; and that the development of jobs is pursued, and job orders match the skill sets of the customers served.
- Supervises departmental staff regarding job duties and responsibilities, center operational procedures, and state, federal and Los Angeles County directives and bulletins.
- Assists business customers with business planning, procurement opportunities, reference materials and resources.

#18 City of Compton Training Services Coordinator

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Coordinates major job recruitments for the Center; conducts business outreach recruitment activities, including business development services; conducts site visits to monitor business and training sites.
- Attends meetings at various locations to obtain up-to-date information and to network with community resources.
- Monitors assigned Department operations to identify and resolve problems and priorities; evaluates programs, services, and activities to assure they are meeting community needs.
- 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.
- Coordinates department activities with other departments, outside agencies and organizations.
- Plans, coordinates and/or attends various special events; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of employment/training services.
- Composes, reviews, edits and approves reports including weekly or monthly reports of departmental activity.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business or Public Administration, Political Science, Sociology or a related field; AND two (2) years experience in the operation and oversight of a Workforce Development/ Employment and Training or human services agency, with responsibility for implementing and carrying-out program plans, overseeing and providing direct client services, and/or coordinating participant services; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of current automobile liability insurance.

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.
- Department of Labor (DOL) statutes and implementing regulations as amended; local policies and procedures governing DOL program administration and operations; legal regulatory, policy and procedural information relative to other non-DOL education, training and human services programs.
- Basic principles of organization, operations and services delivery systems for employment and training and other human services programs.
- Local labor market information as it relates to the development of appropriate education, training and services plans to promote the employment of economically disadvantaged individuals and displaced workers.
- Basic computer applications and operations including word processing, spreadsheets and database systems.
- Local community resources and regional community services programs.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Carrying out management's directions and decisions regarding program planning, administration, operations and oversight.
- Coordinating activities within one or more functional areas of employment and training service delivery with other areas comprising the full complement of activities for which the department is responsible.
- Providing oversight to staff and activities within one or more functional areas of service delivery.
- Recording and tracking program information in accordance with guidelines established by statute, regulations, county policies and departmental policies and procedures.
- Supervising and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Driving vehicle to attend meetings, seminars, workshops, and related activities.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, hazardous chemicals, occasional loud noise and dust.
- Work requires lifting up to 10 lbs., carrying and driving.
- Moderate finger dexterity and near vision is required.



City of Compton		
WATER DEPARTMENT ASSISTANT GENERAL MANAGER		
Department: Water	Class Code:	6402
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction of the Water Department General Manager assists the General Manager with planning, organizing, coordinating and evaluating the work of personnel engaged activities and operations of the Water Department including water utility maintenance, operations and customer service, capital improvement programs; planning, designing, constructing and maintaining water transmission and distribution systems; 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 Water Department General Manager, serves as Acting General Manager in his/her absence, and exercises supervision over subordinate professional, supervisory, technical, paraprofessional 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 General Manager with full management responsibility for all Water Department personnel and activities including planning, designing, constructing and maintaining water utility maintenance, operations and customer service, capital improvement programs; planning, designing, constructing and maintaining water transmission and distribution systems; and emergency repairs.
- Assists with development and implementation of the Water Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Reviews operations to ensure compliance with federal, state and county environmental guidelines; assists with regulatory compliance reporting as assigned.
- Assists with developing and presenting the departmental budget and grant applications, monitors expenditures; reviews and approves requisitions for supplies and materials; assists with developing and implementing long term plans, goals and objectives focused on supporting the City's mission, City Council's objectives, and/or requirements of the grantor.
- Coordinates the development and administration of specifications and contracts for capital improvement projects; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with developing and implementing long range maintenance and preventative maintenance schedules for water transmission and distribution facilities, infrastructure, vehicles and equipment.
- Represents the Department to other City departments, elected officials and state or federal environmental protection agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues including customer service complaints.
- 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 General Manager; 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.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- As called upon, attends various civic events as 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 civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Civil Engineering or a related field; AND five (5) years progressively responsible experience in the water distribution field operations including two (2) years supervisory/ managerial experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of Water Distribution Grade IV Certification in the state of California at time of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of civil engineering.
- Principles and practices of water utility construction, operation, maintenance, repair and safety practices.
- State and federal construction administration and environmental protection codes and regulations, Health Department and Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.

- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Utility economics and financing.
- Principles and practices of organization, administration 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, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Understanding and negotiating complex technical agreements with other agencies.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, uneven terrain, hazardous chemicals, dangerous machinery, occasional loud noise and dust when performing field inspections.



City of Compton

WATER DEPARTMENT GENERAL MANAGER

Department: Water	Class Code:	6405
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Water Department including oversight of the City's water utility maintenance, operations and customer service, capital improvement programs; planning, designing, constructing and maintaining water transmission and distribution systems; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Water Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical, labor and trades and clerical 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 full management responsibility for all Water Department personnel and activities including planning, designing, constructing and maintaining water utility maintenance, operations and customer service, capital improvement programs; planning, designing, constructing and maintaining water transmission and distribution systems; and emergency repairs.
- Manages the development and implementation of the Water Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates 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.
- Plans, organizes and directs the scheduling of capital improvement projects, including design and inspection of contractors' work to ensure compliance with specifications.
- Coordinates the development and administration of specifications and contracts for capital improvement projects; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.
- Inspects field work, ongoing projects, contractor's work, well fields and reservoirs.
- Develops and implements long range maintenance and preventative maintenance schedules for water transmission and distribution facilities, infrastructure, vehicles and equipment.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Represents the Department to other City departments, elected officials and state or federal environmental protection agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget and grant applications, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission, City Council's objectives, and/or requirements of the grantor.
- 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 City Manager and City Council; 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.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as 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 civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Civil Engineering or a related field; AND seven (7) years progressively responsible experience in the water distribution engineering and construction field, including five (5) years supervisory/ managerial experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of Water Distribution Grade IV Certification in the state of California at time of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of civil engineering.
- Principles and practices of water utility construction, operation, maintenance, repair and safety practices.
- State and federal construction administration and environmental protection codes and regulations, Health Department and Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.

- Utility economics and financing.
- Principles and practices of organization, administration 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, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Understanding and negotiating complex technical agreements with other agencies.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, uneven terrain, hazardous chemicals, dangerous machinery, occasional loud noise and dust when performing field inspections.



City of Compton

WATER PRODUCTION AND DISTRIBUTION SUPERVISOR

Department: Water	Class Code:	6205
Revised Date: September 2008	FLSA Status:	Non-Exempt
Council Approved:	Bargaining Unit: AFSCME 2325	
Personnel Board Approved:		

GENERAL PURPOSE: Under general supervision of the Water Department General Manager, supervises assigned personnel and operations in the Water Production and Distribution/Pumping Division including the maintenance of wells, pumps and water storage facilities; oversees backflow prevention activities; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Water Department General Manager or Assistant General Manager, and exercises supervision over subordinate skilled craft and labor and trades 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.*

- Supervises the maintenance of wells, pumps and water storage facilities, and backflow prevention activities in compliance with Department procedures and City policies.
- Schedules maintenance projects, including the work of City crews or contractors engaged in maintenance tasks using accurate time and cost estimates.
- Supervises the activities of maintenance staff; monitors operations to identify and resolve problems and priorities; determines equipment, material and personnel needs; prepares work orders, assigns staff; reviews the work of maintenance staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Enforces work methods, procedures and standards, and assures that maintenance programs are in alignment with the City policies and safety standards.
- Prepares a variety of monthly reports on water produced or imported, status of wells and reservoir; maintains records and logs of services performed; reconciles statements of water imported from Metropolitan Water District of Southern California; prepares quarterly environmental reports for EPA compliance.
- Performs a variety of administrative activities including employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, equipment and tools are available.
- Reviews, investigates and responds to work requests and complaints; responds to requests for maps and drawings from other entities.
- Schedules and oversees the work of contractors and vendors that provide services to the City.
- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.

#18 City of Compton

Water Production and Distribution Supervisor

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Stays abreast of new trends, innovations and emerging technologies in the field of water, water treatment, storage, disinfection, etc.
- Responds to emergency calls within specified time when participating in the emergency standby program.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND four (4) years water production and distribution experience, including one (1) year of supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a Grade II Water Treatment and Grade III Water Distribution Certification issued by the State of California Department of Public Health.
- Los Angeles County Certified Backflow Tester.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of water production, well field maintenance, repair and safety practices including equipment related maintenance.
- Principles and practices of water distribution system construction, backflow prevention, maintenance, repair and safety practices, including safety practices related to working in confined spaces.
- State and federal construction administration codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Proper installation of backflow devices.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, local businesses, and the general public.
- Interpreting and applying construction and maintenance standards, safety codes, and City policies and procedures.
- Monitoring operations and assuring the City's water production facilities are properly and safely maintained.
- Reading and interpreting plans, schematics and specifications.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer, including word processing and spreadsheet software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting, driving, pushing, walking and climbing (more than 12 feet).
- Good near vision and far vision is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to dangerous machinery, hazardous chemicals, high voltage control panels and motors.

RESOLUTION SIGN-OFF FORM

DEPARTMENT: Human Resources

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AMENDMENTS TO THE POSITION CLASSIFICATION PLAN

Kareemah Bradford
DEPARTMENT MANAGER’S SIGNATURE

7/15/2009 1:42:41 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

9/30/2009 11:25:54 AM
DATE

Willie Norfleet
CITY CONTROLLER

10/1/2009 7:07:04 AM
DATE

Charles Evans
CITY MANAGER

7/23/2009 12:51:17 PM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 6, 2009

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON AUTHORIZING THE CITY MANAGER TO ISSUE A
PURCHASE ORDER TO PAY ALL INVOICES BILLED FOR ANIMAL
CARE AND CONTROL SERVICES FOR FISCAL YEAR 2009-2010**

SUMMARY

A resolution approving a purchase order to the Los Angeles County Department of Animal Care and Control to pay invoices billed for animal care and control services for Fiscal Year 2009-2010.

BACKGROUND

Over the last several years, the City has depended upon the County of Los Angeles to provide for its animal control services. This is because the City does not have the facilities, equipment, shelters, trained caretakers, veterinary personnel, etc., to handle such services. Typical services include, but are not limited to, dead animal pickup, capture, impoundment, care of stray animals, licensing and medical services.

The County will bill the City monthly for services rendered from July 1, 2009 through June 2010 in the amount of Two Hundred and Fifty Thousand (\$250,000.00) Dollars.

STATEMENT OF THE ISSUE

There is a need for the City to approve a purchase order to pay Los Angeles County Department for various animal care and control services provided and it is in the best interest of the City and more effective to contract out to Los Angeles County for such needed services.

FISCAL IMPACT

Funds have been appropriated in the Fiscal Year 2009-2010 Annual Budget as follows:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
1001-670-000-4269	Other Contract Services	\$250,000.00

#19.

RESOLUTION RE: ANIMAL CARE AND CONTROL
October 6, 2009 / PAGE 2

RECOMMENDATION

Staff recommends the attached resolution be adopted.

JULIUS DAVIS, DIRECTOR
MUNICIPAL LAW ENFORCEMENT SERVICES

CHARLES EVANS
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER
TO PAY ALL INVOICES BILLED FOR ANIMAL CARE AND CONTROL
SERVICES FOR FISCAL YEAR 2009-2010

WHEREAS, over the years, the City, through the Department of Public Works, now through the Municipal Law Enforcement Services Department, has contracted for its animal control services annually with the Los Angeles County Department of Care and Control; and

WHEREAS, said services are a on-going necessity in order to protect the health and well being of the City and its Citizens; and

WHEREAS, the City is not equipped nor has the available personnel, facilities nor equipment, etc, to handle the required services, which include, but are not limited to, dead animal pickup, roundup, capture, impoundment, handling and capture of stray animals, licensing, spaying, neutering, etc.; and

WHEREAS, The County will be submitting invoiced for services rendered from July 2009 to June 2010 in the amount of Two Hundred and Fifty Thousand (\$250,000.00) Dollars; and

WHEREAS, funds have been allocated in the Municipal Law Enforcement Services Department budget for fiscal year’s 2009-2010 in Account No. 1001-670-000-4269.

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

SECTION 1. That the City Council authorizes the City Manager to issue a purchase order to the Los Angeles County Department of Animal Care and Control for an amount of Two Hundred and Fifty Thousand (\$250,000.00) Dollars for animal control services.

SECTION 2. That it is in the best interest of the City to have the County provide services in order to protect the health and welfare of the community.

SECTION 3. That funds are available in the Fiscal Year 2009-2010 budget and shall come from the following amount:

<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
1001-670-000-4269	Other Contract Services	\$250,000.00

SECTION 4. That a certificated copy of this resolution shall be filed in the Offices of the City Manager, City Controller, City Attorney and the Municipal Law Enforcement Services Department.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this resolution.

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE 2

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

That said resolution was adapted by the following vote, to wit:

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN OFF FORM

DEPARTMENT: MUNICIPAL LAW ENFORCEMENT SERVICES

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER OT ISSUE A PURCHASE ORDER TO PAY ALL INVOICES BILLED FOR ANIMAL CARE AND CONTROL SERVICES FOR FISCAL YEAR 2009-2010

DEPARTMENT MANAGER'S SIGNATURE

DATE

REVIEW / APPROVAL:

PUBLIC WORKS DIRECTOR (when applicable)

DATE

CITY ATTORNEY (when applicable)

DATE

CITY CONTROLLER

DATE

BUDGET OFFICER

DATE

ASSISTANT CITY MANAGER / OAS

DATE

CITY MANAGER

DATE

USE WHEN:

Public Works: When contracting for Engineering Services.

City Attorney: When contracting for Legal Services; contracts that require City Attorney's review.

Controller/Budget Officer: Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.

Assistant City Manager/OAS: All personnel actions.

#19.

RESOLUTION SIGN-OFF FORM

DEPARTMENT:

Law Enforcement

RESOLUTION TITLE:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER OT ISSUE A PURCHASE ORDER TO PAY ALL INVOICES BILLED FOR ANIMAL CARE AND CONTROL SERVICES FOR FISCAL YEAR 2009-2010

Julius Davis

DEPARTMENT MANAGER’S SIGNATURE

9/1/2009 4:51:07 PM

DATE

REVIEW / APPROVAL

<LegalName>

CITY ATTORNEY

<LegalDate>

DATE

<ControllerName>

CITY CONTROLLER

<ControllerDate>

DATE

Charles Evans

CITY MANAGER

9/4/2009 11:02:26 AM

DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

October 13, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: ACCEPTING THE BID OF WESTERLY METER SERVICE
COMPANY FOR THE REPAIR, MAINTENANCE, TESTING
AND CALIBRATION OF LARGE WATER METERS

BACKGROUND

All testing and calibrating of all large water meters must meet American Water Works Association (AWWA) standards. The Water Department advertised and received bids for the repair, maintenance, testing and calibration of large water meters for Fiscal Year 2009-10.

Sealed bids were received on August 24, 2009 and the results were as follows:

<u>VENDOR</u>	<u>AMOUNT</u>
Westerly Meter Service Company	\$ 21,750.00
Brandon Supply Company	\$247,397.85

Staff reviewed the bid submitted by Westerly Meter Service Company, and has determined that the bid is acceptable. Westerly Meter Service Company is located at 403 East Carlin Street, Compton, California. Brandon Supply Company submitted a bid that over \$200,000.00 than the lowest bid and it is staff's opinion that their bid reflects a lack of knowledge in this area because testing, maintenance and repairing large compound meters is not their area of expertise; their business is store supplies.

FINANCIAL IMPACT

Funds have been allocated in the Water Department's Fiscal Year 2009-10 Budget in Account Number 5000-880-000-4754.

#20.

WESTERLY METER SERVICE CO.
October 13, 2009
PAGE TWO

SUMMARY

A resolution accepting the bid of Westerly Meter Service Company for all testing and calibrating of all large water meters must meet American Water Works Association (AWWA) standards.

RECOMMENDATION

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

KAMBIZ SHOGHI
GENERAL MANAGE

CHARLES EVANS
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COMPTON ACCEPTING THE BID OF WESTERLY
METER SERVICE COMPANY FOR THE REPAIR,
MAINTENANCE, TESTING AND CALIBRATION OF
LARGE WATER METERS

WHEREAS, all testing and calibrating of all large water meters must meet American Water Works Association (AWWA) standards; and

WHEREAS, the Water Department advertised for bids for the repair, maintenance, testing and calibration of large water meters for Fiscal Year 2009-10; and

WHEREAS, sealed bids were received on August 24, 2009 and staff reviewed all bids submitted and the results were as follows:

<u>VENDOR</u>	<u>AMOUNT</u>
Westerly Meter Service Co	\$ 21,750.00
Brandon Supply Co	\$247,397.85

WHEREAS, funds have been allocated in the Water Department's Fiscal Year 2009-10 budget in Account Number 5000-880-000-4754.

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

SECTION 1. That the bid of Westerly Meter Service Company in the amount of Twenty-one Thousand, Seven Hundred and Fifty Dollars (\$21,750.00), for the repair, maintenance, testing and calibration of large water meters is hereby accepted.

SECTION 2. That funds for these services are available in the Water Department's Fiscal Year 2009-10 Budget in Account Number 5000-880-000-4754.

SECTION 3. That the City Manager is hereby authorized to issue a purchase order to Westerly Meter Service Company in the amount of Twenty-one Thousand, Seven Hundred and Fifty Dollars (\$21,750.00).

SECTION 4. That a certified copy of this resolution shall be filed in the offices of the City Clerk, City Manager, City Controller and Municipal Water Department.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this resolution.

ADOPTED this _____ day of _____, 2009.

MAYOR OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE TWO

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
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, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof on the _____ day of _____, 2009.

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

AYES: COUNCIL MEMBER-
NOES: COUNCIL MEMBER-
ABSENT: COUNCIL MEMBER-
ABSTAIN: COUNCIL MEMBER-

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: Water Department

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ACCEPTING BID FOR THE REPAIR, MAINTENANCE, TESTING AND CALIBRATION OF LARGE WATER METERS

Kambiz Shoghi
DEPARTMENT MANAGER’S SIGNATURE

9/16/2009 6:07:47 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

9/30/2009 11:24:07 AM
DATE

Willie Norfleet
CITY CONTROLLER

9/29/2009 5:15:13 PM
DATE

Dave Hewitt
CITY MANAGER

9/29/2009 4:40:00 PM
DATE

Use when:	
Public Works:	When contracting for Engineering Services.
City Attorney:	When contracting for legal services; contracts that require City Attorney’s review.
Controller/Budget Officer:	Amending Budget; appropriating and/or transferring funds; adding and/or deleting positions; any resolution having account numbers.
Asst. City Manager/OAS:	All personnel actions.

WARRANTS APPROVED BY COUNCIL

<u>Warrant #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
179678	9/24/09	LA County Sheriff	Law enf. Services	\$1,410,764.20

Requested by: MLES

I hereby certify that the above demand in the amount of \$1,410,764.20 was approved at a regular meeting of the City Council and reject _____ as of October 6, 2009.

Council Member

Council Member

City Manager

I hereby certify that the Finance Committee at a regular meeting of the City Council on October 6, 2009 allowed the above demand.

Alita Godwin
City Clerk

WARRANTS APPROVED BY COUNCIL

<u>Warrant #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
179857	10/1/09	Press Telegram L. B.	Advertising	\$39,785.17

Requested by City Manager

I hereby certify that the above demands in the amount of \$ 39,785.17 were approved at a regular meeting of the City Council and reject _____ as of October 6, 2009.

Council Member_____
Council Member_____
City Manager

I hereby certify that the Finance Committee at a regular meeting of the City Council on October 6, 2009 allowed the above demands.

Alita Godwin
City Clerk

DATE: OCTOBER 06, 2009
TO: MAYOR AND COUNCIL MEMBERS
FROM: CITY TREASURER
SUBJECT: INVESTMENT REPORT

IN ORDER TO COMPLY WITH STATE LAW AND THE CITY'S
INVESTMENT POLICY, THE ATTACHED REPORTS ACCURATELY
REFLECTS ALL POOLED INVESTMENTS HELD ON BEHALF OF THE
CITY AND REDEVELOPMENT AGENCY AS OF JUNE 30, 2009

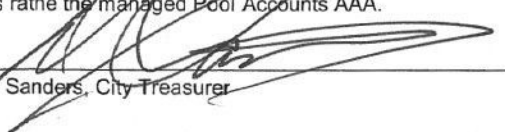
DOUGLAS SANDERS
CITY TREASURER

**City of Compton
Portfolio Management
Portfolio Summary
June 30, 2009**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Passbook/Checking Accounts -2	297,322.21	297,322.21	297,322.21	2.54	1	1	4.932	5.000
Manage Pool & Money Mkt Accounts	1,620,518.84	1,620,518.84	1,620,518.84	13.84	1	1	1.444	1.464
Local Agency Investment Fund	9,790,464.40	9,790,464.40	9,790,464.40	83.62	1	1	2.887	2.927
Investments	11,708,305.45	11,708,305.45	11,708,305.45	100.00%	1	1	2.739	2.777

	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Total Earnings			
Current Year	30,030.48	481,404.79	481,404.79
Average Daily Balance	13,162,973.67	20,284,403.21	
Effective Rate of Return	2.78%	2.37%	

I certify that this report accurately reflects all pooled investments and is in conformity with the investment policy statement adopted by the City Council on July 01, 2008. (Gov Code 53646(b)(3)) The quarterly investment report must state the ability of the Agency to meet its expenditure requirements for the next six months or provide an explanation of why sufficient cash funds may or may not be available. The Investment program may not provide sufficient cash flow liquidity to meet six months estimated expenditures. On December 20, 2008 and April 20, 2009 the City received its major source of revenue, property taxes, of over 9 million dollars. This revenue is intended to last at least until next property tax revenue cycle. However, the economic downturn of the last 2 years and the State of California's budget crisis along with it's threat to withhold property tax revenue and gas tax revenue from the cities of California will have a major impact on the city's ability to meet its expenditures going forward. The City may be spend more that it receives on different payment cycles. Moreover in the last two years returns on investments have been very low due to ridiculously low interest rates in the marketplace and at this time there no signs of a rate increase by the Federal Reserve. The pricing of securities is done by Union Bank of California and Interactive Data Services. Moody Investor Services rathe the managed Pool Accounts AAA.


Douglas Sanders, City Treasurer

8-13-09

Treasury Rates as of 06/30/09

03 months --- 0.2211
06 months --- 0.3663
12 months --- 0.5809

**City of Compton
Portfolio Management
Portfolio Details - Investments
June 30, 2009**

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Passbook/Checking Accounts -2												
SYS4000	4000	Neighborhood Improvement			297,322.21	297,322.21	297,322.21	5.000		4.932	1	
		Subtotal and Average	293,734.98		297,322.21	297,322.21	297,322.21			4.932	1	
Manage Pool & Money Mkt Accounts												
SYS5003	5003	Residential Rehab Money Market			466,652.52	466,652.52	466,652.52	1.300		1.300	1	
SYS5004	5004	Formal Assurance Prg Money Mkt			122,184.19	122,184.19	122,184.19	1.300		1.300	1	
SYS5005	5005	Rental Rehab Prg Money Market			420,354.44	420,354.44	420,354.44	1.300		1.300	1	
SYS5001	5001	5116 Highmark Fund			420,519.89	420,519.89	420,519.89	1.680		1.680	1	
SYS5006	5006	1001 HIGHMARK FUND			178,068.39	178,068.39	178,068.39	1.680		1.680	1	
SYS5010	5010	UMB Corporate Trust Services			12,739.41	12,739.41	12,739.41	1.730		1.730	1	
SYS5002	5002	1001 Wells Fargo Money Market			0.00	0.00	0.00	3.040		3.040	1	
		Subtotal and Average	1,620,074.29		1,620,518.84	1,620,518.84	1,620,518.84			1.444	1	
Local Agency Investment Fund												
SYS6013	6013	1999 Local Law Enforcement Gra			0.00	0.00	0.00	5.230		5.158	1	
SYS6014	6014	2000 Local Law Enforcement Gra			0.00	0.00	0.00	5.230		5.158	1	
SYS6020	6020	2001 Local Law Enforcement Gra			0.00	0.00	0.00	5.230		5.158	1	
SYS6021	6021	2002 Local Law Enforcement Gra			0.00	0.00	0.00	5.230		5.158	1	
SYS6023	6023	2003 Local Law Enforcement Gr			0.00	0.00	0.00	5.230		5.158	1	
SYS6026	6026	2004 Local Law Enforcement Gra			0.00	0.00	0.00	5.230		5.158	1	
SYS6007	6007	4000 CRA			504.29	504.29	504.29	2.770		2.732	1	
SYS6019	6019	1641 EDA Revolving Loan			425,836.44	425,836.44	425,836.44	2.770		2.732	1	
SYS6012	6012	General City EMS			0.00	0.00	0.00	5.230		5.158	1	
SYS6000	6000	1001 General City			1,068,178.16	1,068,178.16	1,068,178.16	2.770		2.732	1	
SYS6028	6028	2818 HUD SECTION 108			3,044,438.25	3,044,438.25	3,044,438.25	2.770		2.732	1	
SYS6006	6006	1300 Land Sales CRA			9,273.33	9,273.33	9,273.33	2.770		2.732	1	
SYS6004	6004	2820 Local Housing Authority			66,211.01	66,211.01	66,211.01	2.770		2.732	1	
SYS6001	6001	6400 Liability			0.00	0.00	0.00			0.000	1	
SYS6010	6010	1031 Local Law Enforcement			0.00	0.00	0.00	5.230		5.158	1	
SYS6011	6011	1203 CRA Low Cost Housing			142,180.34	142,180.34	142,180.34	2.770		2.732	1	
SYS6009	6009	9203 Public Fianance Auth.			26,403.60	26,403.60	26,403.60	2.770		2.732	1	
SYS6002	6002	1900 PROP C			1,447,060.19	1,447,060.19	1,447,060.19	2.770		2.732	1	
SYS6022	6022	REGIONAL PARK			2,673,915.29	2,673,915.29	2,673,915.29	2.770		2.732	1	
SYS6027	6027	2615 River Mountain Conservanc			11,471.34	11,471.34	11,471.34	2.770		2.732	1	
SYS6008	6008	1500 Rosecrans Redevelopment			0.00	0.00	0.00			0.000	1	
SYS6003	6003	5116 Sewer Bond Proceeds			85,380.16	85,380.16	85,380.16	20.770		20.485	1	

Portfolio CITY

CP

Run Date: 07/30/2009 - 11:21

PM (PRF_PM2) Sym Rept V6.21

Report Ver. 5.00

**City of Compton
Portfolio Management
Portfolio Details - Investments
June 30, 2009**

Page 3

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Local Agency Investment Fund												
SYS6005	6005	1200 Surplus Tax			789,612.00	789,612.00	789,612.00	2.770		2.732	1	
		Subtotal and Average	11,249,164.40		9,790,464.40	9,790,464.40	9,790,464.40			2.887	1	
		Total and Average	13,162,973.67		11,708,305.45	11,708,305.45	11,708,305.45			2.739	1	

**City of Compton
Portfolio Management
Interest Earnings Summary
June 30, 2009**

	June 30 Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	0.00	70,091.55
Plus Accrued Interest at End of Period	11,438.84	11,438.84
Less Accrued Interest at Beginning of Period	(11,438.84)	(1,282.41)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	80,247.98
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	80,247.98
Pass Through Securities:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Cash/Checking Accounts:		
Interest Collected	4,170.81	495,246.61
Plus Accrued Interest at End of Period	325,359.66	325,359.66
Less Accrued Interest at Beginning of Period	(299,499.99)	(419,449.46)
Interest Earned during Period	30,030.48	401,156.81
Total Interest Earned during Period	30,030.48	481,404.79
Total Capital Gains or Losses	0.00	0.00
Total Earnings during Period	30,030.48	481,404.79

City of Compton
Received Interest
Sorted by Issuer - Grouped by Fund
Received June 1, 2009 - June 30, 2009

Issuer	CUSIP	Investment #	Security Type	Par Value	Current Rate	Date Received	Interest Amount Received
Cash Accounts							
Fund: GENERAL CITY							
1001 HIGHMARK FUND	SYS5006	5006	PA1	177,984.19	1.680	06/30/2009	84.20
						Subtotal	84.20
GENERAL CITY Subtotal							84.20
Fund: Deminstration Rental Rehab							
Neighborhood Improvement	SYS4000	4000	PA2	293,611.28	5.000	06/30/2009	3,710.93
						Subtotal	3,710.93
Residential Rehab Money Market	SYS5003	5003	PA1	466,570.71	1.300	06/30/2009	81.81
						Subtotal	81.81
Formal Assurance Prg Money Mkt	SYS5004	5004	PA1	122,162.77	1.300	06/30/2009	21.42
						Subtotal	21.42
Rental Rehab Prg Money Market	SYS5005	5005	PA1	420,280.75	1.300	06/30/2009	73.69
						Subtotal	73.69
Deminstration Rental Rehab Subtotal							3,887.85
Fund: SEWER BONDS PROCEEDS							
5116 Highmark Fund	SYS5001	5001	PA1	420,321.13	1.680	06/30/2009	198.76
						Subtotal	198.76
SEWER BONDS PROCEEDS Subtotal							198.76

City of Compton
Received Interest
Received June 1, 2009 - June 30, 2009

Issuer	CUSIP	Investment #	Security Type	Par Value	Current Rate	Interest	
						Date Received	Amount Received
Total						4,170.81	

**CITY OF COMPTON
BANK ACCOUNT BALANCES AS OF
JUNE 30, 2009**

FUND #	NAME OF ACCOUNT	BANK NAME	BALANCE
101	PAYROLL	WELLS FARGO BANK	1,172,811.36
1001	GENERAL CITY ACCOUNT	BANK OF THE WEST	1,229,458.41
1022	POLICE ASSET FORFEITURE	BANK OF THE WEST	10,853.09
1200	SURPLUS TAX	BANK OF THE WEST	821.96
1300	LANDSALES	COMERICA	393,885.91
1900	PROP C	BANK OF THE WEST	4,413.91
2711	WIA / CAREERLINK	BANK OF THE WEST	97,858.01
2820	LOCAL HOUSING AUTHORITY	BANK OF THE WEST	132,165.11
4000	COMMUNITY REDVL AGENCY	BANK OF THE WEST	66,843.03
5116	SEWER BONDS PROCEEDS	BANK OF THE WEST	387.73
6300	WORKERS COMP	BANK OF THE WEST	109,570.95
6400	LIABILITIES	BANK OF THE WEST	501,703.38
9203	PUBLIC FINANCE AUTHORITY	BANK OF THE WEST	4,381.43
1001	EMERGENCY MEDICAL SERVICES	BANK OF THE WEST	352,180.65
1001	SAVINGS BOND ACCOUNT	WELLS FARGO BANK	58.37

**CITY OF COMPTON
BANK ACCOUNT BALANCES AS OF
JUNE 30, 2009**

FUND #	NAME OF ACCOUNT	BANK NAME	BALANCE
	HOME LOAN PROGRAM	BANK OF THE WEST	147,404.96
1203	CRA LOW COST HOUSING	BANK OF THE WEST	725.60
1001	CITY OF COMPTON - GENERAL RESERVE	BANK OF THE WEST	963.80
2820	CITY OF COMPTON FAMILY SELF SUFFICIENCY PRO	BANK OF THE WEST	362,493.15
1001	CITY OF COMPTON CHANGE FUND	BANK OF THE WEST	4,411.96
2818	SECTION 108 - HUD FUND	BANK OF THE WEST	433.93