

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, November 03, 2009
7:00 PM**

HEARING(S)

OPENING

ROLL CALL

INTRODUCTION OF SPECIAL GUESTS

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. **PRESENTATION:** Winners of the "Planning the Best City" Contest
(Councilman Jones)

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. October 27, 2009

REPORTS OF OFFICERS AND COMMISSIONS

COMPTON CAREERLINK

3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ESTABLISHMENT OF A LIST OF VENDORS TO PROVIDE VOCATIONAL CLASSROOM TRAINING AND THE EXECUTION OF TRAINING VENDOR AGREEMENTS FOR EMPLOYMENT AND TRAINING PROGRAMS FOR FISCAL YEAR 2009-2010

HUMAN RESOURCES

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

RECREATION DEPARTMENT

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXTEND THE DIAL-A-TAXI CONTRACT WITH FIESTA TAXI COOPERATIVE, INC. TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND DISABLED RESIDENTS FOR A PERIOD OF TWELVE MONTHS
6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO OH WIND, INC. DBA ICE RINK EVENTS FOR THE RENTAL OF A SKATING RINK FOR THE WINTER WONDERLAND COMMUNITY EVENT
7. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 22,842 AND AWARDING A CONTRACT TO MALIBU PACIFIC TENNIS COURTS INC. FOR THE CONSTRUCTION OF A TENNIS COURT AT LUEDERS PARK, BID #58C3-08-2187/84-3030-001

WATER DEPARTMENT

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ACTIVATING STAGE I OF WATER CONSERVATION ORDINANCE 1851 CALLING FOR MANDATORY WATER USE RESTRICTIONS

9. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH VALVERDE CONSTRUCTION AND ISSUE A PURCHASE ORDER FOR REPLACEMENT OF OVERAGED AND UNDERSIZED SEWER PIPELINE ALONG ALONDRA BOULEVARD BETWEEN WILLOWBROOK (EASTSIDE) AND ALAMEDA (WESTSIDE)

APPROVAL OF WARRANTS

10. **Warrant #180698 - Date - 10/27/09 - Name - L.A. County Sheriff - Description - Law Enforcement Services - Amount - \$1,410,764.20 - Requested by: City Manager**

Warrant #180752 - Date - 10/29/09 - Name - C.H.A.N.G.E. - Description - Graffiti Removal - Amount - \$17,600.00 - Requested by: I.C.M.S.

Total Amount - \$1,428,364.20

END CONSENT AGENDA

REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES

CITY MANAGER'S REPORT

11. REQUEST TO SCHEDULE A WORKSHOP TO DISCUSS CHANGES TO THE INTEGRATED WASTE MANAGEMENT ORDINANCE (**November 18, 2009 from 5:00 p.m. - 7:00 p.m.**)

CITY ATTORNEY'S REPORTS

CITY TREASURER'S REPORTS

UNFINISHED BUSINESS

12. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER XX (STREETS AND SIDEWALKS) OF THE COMPTON MUNICIPAL CODE BY ADDING SECTION 20-6 RELATING TO PERMIT REQUIREMENTS FOR STREET CLOSURES(**Second Reading**)

NEW BUSINESS

13. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT WITH LOS ANGELES COUNTY
14. A RESOLUTION APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A PURCHASE AND SALE AGREEMENT AND RELATED DOCUMENTS WITH RESPECT TO THE SALE OF THE SELLER'S PROPOSITION 1A RECEIVABLE FROM THE STATE; AND DIRECTING AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH.

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: Tuesday, November 10, 2009 @ 3:00 PM.

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OCTOBER 27, 2009

The City Council meeting was called to order at 3:44 p.m. in the council chambers of City Hall by Mayor Pro-Tem Yvonne Arceneaux.

ROLL CALL

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

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

SPECIAL PRIVILEGE

Ms. Moss, Compton resident, asked that the person responsible for her 13 year-old grandson Marvin King Nicholson's murder to turn themselves in. Ms. Moss also asked that anyone who witnessed the crime to report what they saw to the Compton Sheriff's Department.

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. **ORAL PRESENTATION** - Dennis Lord, The Gas Company (Winter Gas Bills and Utility Assistance Programs) (**Reagendad**)

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

William Kemp, Compton resident, requested additional information concerning the resolution to appropriate funding from the JAG Recovery Act to the Municipal Law Enforcement Services Department and the Planning and Economic Development Department. Mr. Kemp stated that everyone within the city is not on one accord and asked that the City Council address the citizen's concerns.

Joyce Kelly, Compton resident, stated that there is an urgent need for year-round youth programs, in addition to finding a way to eliminate crime in the City of Compton. Ms. Kelly recommended that the Ometeotl Group be hired to perform the duties of the Community Redevelopment Agency Director. Ms. Kelly stated that the community would be most improved if the city concentrated on hiring more employees, balancing the annual budget and stopped hiring contractors.

Mary Patterson, Compton resident, requested the City Council's assistance in the removal of the gate separating the Crystal Casino & Hotel and the public walkways, in order to allow the residents the flexibility of accessing the Casino and the Gateway Towne Center. Ms. Patterson also requested that the Renaissance Bus hours of operation be extended.

Councilperson Dobson assured Ms. Patterson that she would address her concerns at the next Gateway Cities meeting.

Minnie Jones, Compton resident, stated that it is extremely dangerous for residents to attend the council meetings during the evening hours. Therefore, Ms. Jones inquired as to why the citizens were not allowed to park in the employee underground parking lot.

Charles Evans, City Manager, affirmed that he would investigate that request.

Ms. Jones also stated that many of the city's seniors have expressed a concern for the increase in water rates and informed the members of the City Council that the senior citizens in Carson are exempt from certain water taxes. Mr. Evans stated that the city is not allowed to reduce its water rates, due to bond restrictions, however he stated that there are other methods that the city could consider to reduce the impact of increased water rates on the senior citizens.

Mayor Pro-Tem Arceneaux requested a report regarding the methods used by the City of Carson to reduce their senior citizen's water rates.

#2.

Lynn Boone, Compton resident, indicated that there were qualified city employees capable of performing the business development services as proposed for the Strategic Media Alliance Global company. Ms. Boone also recommended that the individuals who were working for the Woods Consultants Company be hired to continue to provide video and cable services to the city. Ms. Boone voiced a concern for CRA's ability to make payments for the bonds that have already been issued, in relation to the resolution adopted by the Urban Community Development Commission between the Community Redevelopment Agency (CRA) and the Ometeotl Group. Ms. Boone commented on the resolution amending the Municipal Law Enforcement Services' FY 2009-10 budget to accept and appropriate \$23,260 in funding from the State of California; citing that these funds are being reallocated to fund the establishment of the Compton Police Department. Ms. Boone also commented on the resolution that authorizes the City Manager to enter into Memorandums of Understanding (MOUs) with the City of Los Angeles for JAG 2009 and JAG Recovery-Act funding to be appropriated into the Municipal Law Enforcement Services Department and the Planning and Economic Development Department; citing that these funds are being appropriated into an account to establish the Compton Police Department.

Willie Calvin, Compton resident, stated that the city is scaring the citizens into thinking that the water is bad, therefore Mr. Calvin encouraged the community to join together to stop the increase in water rates.

Ryan Combs, Compton resident and member of the Iron Hog organization, informed the City Council that he is a movie writer and director with a history of directing thirteen movies. Subsequently, Mr. Combs requested an opportunity to showcase his talents and the city in a positive light.

Eric Boyd, District Director for Congresswoman Laura Richardson, announced that the Congressional Satellite Office will be open on Tuesdays from 9 a.m. to 2p.m. and Thursdays from 1 p.m. to 5 p.m. The office will be located in City Hall adjacent to the Human Resources Department. Issues concerning immigration, military matters and social security will be addressed at this location.

Moises A. Romero, field representative for Congresswoman Laura Richardson, stated that all questions regarding the services to be provided at the satellite office can be answered by calling (562) 436-3828.

Lorraine Cervantes, Compton resident, complimented the City Council for voting to approve the loan to authorize the construction of the 2nd phase of the Gateway Towne Center. Ms. Cervantes also commended Councilperson Jones on the success of the "Children's Festival" held last Saturday. Ms. Cervantes requested that the city initiate the organization of a central calendar which would incorporate the events conducted by the City Council, Compton College and the Compton Unified School District to avoid any scheduling conflicts. Ms. Cervantes further commented on the event, in which the City Attorney Craig Cornwell honored honor-students. Ms. Cervantes expressed her appreciation to the City Attorney for his dedication to the youth in the community.

Mayor Pro-Tem Arceneaux agreed with Ms. Cervantes' suggestion for a centralized calendar and directed the City Manager to begin the process of developing such a calendar.

B.J. Douglas, President of the United Rangers, stated that he is looking forward to the Christmas celebrations in the City of Compton and commented on the importance of Jesus Christ being exalted during the holiday season. Mr. Douglas stated that it is time for the City of Compton to be blessed and to thank God for the opportunity to give back to its citizens.

CONSENT AGENDA

ITEMS REMOVED FROM THE CONSENT AGENDA

Alita Godwin, City Clerk, announced that items 5 & 6 are being removed from the Consent Agenda. **Mayor Pro-Tem Arceneaux** requested that item 9 be removed for discussion.

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

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

APPROVAL OF MINUTES

2. October 20, 2009

CITY MANAGER/CITY ATTORNEY REPORTS

3. REQUEST FOR STREET CLOSURE - The Third Street Block Club (October 31, 2009 from 3 p.m. to 7 p.m. - between Nestor and 153rd Street)

CITY MANAGER

4. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH STRATEGIC MEDIA ALLIANCE GLOBAL FOR BUSINESS DEVELOPMENT SERVICES (**Resolution # 22,961**)

GENERAL SERVICES

7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO APEX BUSINESS MACHINE SUPPLIES FOR THE PURCHASE OF COPIER PAPER AND SUPPLIES FOR CITY DEPARTMENTS (**Resolution # 22,962**)

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE MUNICIPAL LAW ENFORCEMENT SERVICES' FY 2009-10 BUDGET TO ACCEPT AND APPROPRIATE \$23,260 IN FUNDING FROM THE STATE OF CALIFORNIA, OFFICE OF TRAFFIC SAFETY, TO CONDUCT A SEAT BELT ENFORCEMENT CAMPAIGN (**Resolution # 22,963**)

RECREATION DEPARTMENT

10. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT AGREEMENT WITH WILLIE FORGE TO OPERATE THE COMPTON PAR 3 GOLF COURSE (**Resolution #22,964**)

APPROVAL OF WARRANTS

14. **Warrant #179971** - Shield Security, Inc. -Temporary Security Services - \$2,700.84 - **Requested by:** Recreation

Warrant #180256 - Charles King Company Inc. - Emergency Bypass and Sewer Repair - \$38,274.48 - **Requested by:** Public Works

Total Amount - \$40,975.32

ITEMS REMOVED FROM THE CONSENT AGENDA

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ACCEPTING THE BID OF COMMERCIAL ROOFING TO PROVIDE THE LABOR NEEDED TO INSTALL A NEW TWO PLY ROOFING SYSTEM AT WILSON PARK (**Removed**)

#2.

- 6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ISSUING A PURCHASE ORDER TO THE GARLAND COMPANY TO PROVIDE THE MATERIAL NEEDED TO INSTALL A NEW TWO PLY ROOFING SYSTEM AT WILSON PARK (Removed)
- 9. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO MEMORANDUMS OF UNDERSTANDING (MOUs) WITH THE CITY OF LOS ANGELES FOR JAG 2009 AND JAG-RECOVERY ACT FUNDING AND TO AMEND THE FY 2009-10 BUDGETS OF THE MUNICIPAL LAW ENFORCEMENT SERVICES DEPARTMENT AND PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT TO APPROPRIATE THESE FUNDS

Mayor Pro-Tem Arceneaux requested additional information concerning the types of uses for these funds.

Derek Hull, Director of the Planning and Economic Development Department, explained that there are specific uses as to what type of activities that could be funded with these monies. Mr. Hull stated that the city is proposing to utilize the funding for the following uses: salaries for parking control officers, park security cameras, laptops for code enforcement vehicles, bicycles for security and compensations to youth workers and local non-profit organizations and a portion of the funding has been issued to the Municipal Law Enforcement Services Department for equipment to assist their staff in their daily operations.

Mayor Pro-Tem Arceneaux requested the origin of the entity that exacts the guidelines for these funds. Mr. Hull stated that the Department of Justice determines the types of activities authorized for funding.

Councilperson Dobson requested the department responsible for administering the youth worker’s program. Mr. Hull explained that the job descriptions are still pending, however he stated that the Municipal Law Enforcement Services Department will be administering the program.

Mayor Pro-Tem Arceneaux inquired as to when the youth worker program would begin.

Julius Davis, Interim Director of the MLES Department, stated that the program is still within the development stages, however he mentioned that the program would be administered to those individuals ranging in age from 18 to 25.

On motion by Calhoun, seconded by Dobson, Resolution # 22,965 entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO MEMORANDUMS OF UNDERSTANDING (MOUs) WITH THE CITY OF LOS ANGELES FOR JAG 2009 AND JAG-RECOVERY ACT FUNDING AND TO AMEND THE FY 2009-10 BUDGET OF THE MUNICIPAL LAW ENFORCEMENT SERVICES DEPARTMENT AND PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT TO APPROPRIATE THESE FUNDS" was adopted, by the following vote on roll call:

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

END OF THE CONSENT AGENDA

REGULAR AGENDA

CITY MANAGER’S REPORTS

- 12. REQUEST FOR CITY COUNCIL’S DIRECTION TO AUTHORIZE THE CITY MANAGER TO SELECT AN INTERIM VENDOR TO PROVIDE VIDEO AND CABLE SERVICES PENDING THE FORMAL BID PROCESS

Councilperson Dobson stated that she is in agreement with the bidding process, however she expressed an urgent need for the availability of City Council meetings to be shown to the citizens of Compton, therefore she suggested that the current service provider continue to provide video and cable services on a month-to-month basis until a permanent vendor is selected.

Councilperson Calhoun made a motion to authorize the City Manager to hire an interim service provider for \$25,000 for video and cable services.

Councilperson Dobson questioned if the service provider could be obtained by next week's council meeting.

Charles Evans, City Manager, requested clarity in reference to the maximum amount of money to stay within for the interim contract.

Craig Cornwell, City Attorney, stated that the City Manager is only authorized to approve those contracts amounting up to \$25,000, therefore all contract amounts exceeding \$25,000 must be presented to the City Council for approval.

On motion by Calhoun, seconded by Dobson, to grant the City Manager the authority to select an interim vendor to provide video and cable services, by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

13. REQUEST TO SCHEDULE A PUBLIC HEARING FOR THE PROPOSED CONGESTION MANAGEMENT PROGRAM

On motion by Dobson, seconded by Jones, the hearing was scheduled for November 10, 2009 at 3:15 p.m., by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

14. REQUEST TO SCHEDULE A JOINT PUBLIC HEARING OF THE URBAN COMMUNITY DEVELOPMENT COMMISSION, ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF COMPTON, AND THE CITY COUNCIL OF THE CITY OF COMPTON TO CONSIDER AN ORDINANCE EXTENDING THE EXISTING TIME LIMITS FOR RECEIPT OF TAX INCREMENT AND THE PLAN LIFE EFFECTIVENESS FOR THE ROSECRANS AND THE WALNUT INDUSTRIAL PARK DEVELOPMENT PLANS

On motion by Calhoun, seconded by Dobson, the hearing was scheduled for December 8, 2009 at 3:15 p.m., by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

CITY ATTORNEY'S REPORTS - There were no City Attorney's Reports.

UNFINISHED BUSINESS - There was no Unfinished Business.

NEW BUSINESS

15. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER XX (STREETS AND SIDEWALKS) OF THE COMPTON MUNICIPAL CODE BY ADDING SECTION 20-6 RELATING TO PERMIT REQUIREMENTS FOR STREET CLOSURES

#2.

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

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

On motion by Dobson, seconded by Calhoun, "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER XX (STREETS AND SIDEWALKS) OF THE COMPTON MUNICIPAL CODE BY ADDING SECTION 20-6 RELATING TO PERMIT REQUIREMENTS FOR STREET CLOSURES**" was placed on first reading by title only, by the following vote on roll call:

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

3:15 PM PUBLIC HEARING - TENTATIVE TRACT MAP NO. 70914 (1755 S. ALAMEDA STREET - (Item #16)

On motion by Dobson, seconded by Calhoun, the hearing was opened at 4:53p.m., by the following vote on roll call:

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

Derek Hull, Director the Planning and Economic Development Department, stated that the purpose of this hearing is for the City Council to consider the applicant’s request to subdivide two parcels of land, into eight parcels for the development of the 2nd phase of the Gateway Towne Center. On August 12, 2009, the Planning Commission considered and approved an application to subdivide two existing parcels from previously approved tract map no. 061885 into six commercial lots and two lettered lots for public use and storm water management. The site is located on the southwest corner of Alameda Street and Auto Drive South. Mr. Hull further stated that the applicant’s proposed uses are in accordance with the city’s general plan land use designations for this site. Subsequently, staff has requested that the City Council approve the tentative tract map and environment assessment, which will result in an increase in property and sales tax revenues to the city.

AUDIENCE COMMENTS ON THE HEARING

Lynn Boone, Compton resident, requested the name of the applicant and questioned if the zoning classification would remain unchanged. Ms. Boone also questioned whose idea it was to construct a bike path. Mr. Hull stated that Prism Realty is the applicant and affirmed that the zoning classification would remain the same. Mr. Hull also mentioned that it was Prism Realty’s idea to continue the bike path along the Southern California Edison right-of-way.

Lorraine Cervantes, Compton resident, expressed her support for the 2nd phase of the Gateway Towne Center, however she requested the projected sales tax revenue for this project. Mr. Hull referred Ms. Cervantes to the applicant in the audience.

William Kemp, Compton resident, expressed his support for this project and mentioned that the city obtains its revenues from property and sales tax.

Joyce Kelly, Compton resident, voiced her approval for this project.

On motion by Dobson, seconded by Calhoun, the hearing was closed at 5:05 p.m., by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

COUNCIL COMMENTS ON THE HEARING

Councilperson Dobson stated that she is always concerned with the way, in which the city obtains and expends its revenue. Subsequently, she affirmed that she is in support of lucrative businesses in the City of Compton.

Councilperson Jones stated that he is in support of the City Council's wisdom and vision for the 2nd phase of the Gateway Towne Center.

Mayor Pro-Tem Arceneaux stated that she appreciates the convenience of shopping within her own community.

Councilperson Calhoun stated that she is looking forward to the development of the 2nd phase and anticipated discussions with the owners of the Crystal Casino & Hotel to open the gate that separates their property from the Gateway Towne Center.

16. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A DIVISION OF LAND (TENTATIVE PARCEL MAP NO. 70914) AND ENVIRONMENTAL ASSESSMENT NO. 09-002 SUBJECT TO THE ATTACHED CONDITIONS AND APPROVALS

On motion by Calhoun, seconded by Dobson, **Resolution # 22,966** entitled "**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A DIVISION OF LAND (TENTATIVE PARCEL MAP NO. 70914) AND ENVIRONMENTAL ASSESSMENT NO. 09-002 SUBJECT TO THE ATTACHED CONDITIONS AND APPROVALS**" was adopted, by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

COUNCIL COMMENTS

Councilperson Calhoun stated that she values and appreciates the citizen's comments and concerns, citing that she considers herself a friend to the citizens.

Councilperson Calhoun mentioned that she attended an event regarding Assembly Bill 375. Subsequently, Ms. Calhoun instructed the City Manager to assemble the members of the Southern California Association of Governments and the Gateway Way Cities to present the effects of AB375 to the citizens of Compton.

Councilperson Calhoun announced that the month of October is Breast Cancer Awareness month and stated anyone affected by this epidemic could memorialize themselves or their loved ones in City Hall.

Councilperson Calhoun further commented on the importance of everyone being counted by the Census Bureau and instructed the City Manager to contact the city's Census representatives to ensure that they are partnered with local organizations.

Councilperson Calhoun also announced that the "Annual Winter Wonderland" event would be held on December 5, 2009 beginning at 10 a.m. Ms. Calhoun mentioned that the event would be complete with rides and games for the youth.

Councilperson Dobson thanked Prism Realty for choosing the City of Compton to do business with. Ms. Dobson stated that she attended an event with Dr. Cox at Compton College and asked that everyone in the city work cohesively to regain full control of the college.

Councilperson Dobson also announced that she would be hosting a "Townhall Meeting" to address the citizen's concerns on November 7, 2009 from 9 a.m. to 11:30 a.m.

Councilperson Jones spoke concerning the success of the "Children’s Festival" held last Saturday. Mr. Jones stated that the event was attended by the members of the City Council, Assemblyman Hall’s Office, Compton Unified School District Superintendent Dr. Burnside and Los Angeles County Board of Supervisors Rodderick Wright. Mr. Jones commended the citizens, city employees and local organizations for ensuring the success of the event.

Councilperson Jones mentioned that Mayor Pro-Tem Arceneaux and himself attended a briefing at Compton College and informed the citizens that enrollment has increased and the budget is balanced.

Mayor Pro-Tem Arceneaux informed the members of the community that H1N1 Vaccines would be administered at Compton College. For more information regarding specific dates and times, please call (310) 605-6280 or (310) 701-6803.

Mayor Pro-Tem Arceneaux also announced that the "Breakfast with Santa" event would be held on Saturday, December 5, 2009 at Burrell-McDonald park from 8 a.m. to 12 p.m. Ms. Arceneaux mentioned that Compton residents would be served first and subsequently, all other residents will be served.

Mayor Pro-Tem Arceneaux concluded by requesting that the meeting be adjourned in memory of Marvin King Nicholson.

ADJOURNMENT

On motion by Calhoun, seconded by Dobson, the meeting was adjourned at 5:30 p.m., in memory of Marvin King Nicholson, by the following vote on roll call:

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

Clerk of the City Council

Mayor of the City Council

November 3, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ESTABLISHMENT OF A LIST OF VENDORS TO PROVIDE VOCATIONAL CLASSROOM TRAINING AND THE EXECUTION OF TRAINING VENDOR AGREEMENTS FOR EMPLOYMENT AND TRAINING PROGRAMS FOR FISCAL YEAR 2009-2010

SUMMARY:

This resolution establishes a slate of vendors to be utilized by the Compton CareerLink WorkSource Center, for vocational classroom training, during Fiscal Year 2009-2010.

BACKGROUND:

The Compton CareerLink is designated as a WorkSource Center under the County of Los Angeles, and receives funds to conduct employment and training programs funded under the Workforce Investment Act (WIA). These programs target WIA eligible participants and employers and include a provision for vocational classroom training in demand occupations.

In addition, CareerLink is recommending that the training institutions on the State Eligible Training Provider Directory (ETPL) and the Intrastate Training Resource and Information Network (i-train.org) be included within Compton's 2009-2010 slate of training vendors. The ETPL & I-TRAIN is assembled and maintained by the City of Hawthorne on behalf of more than 30 WIA administrative agencies and career centers throughout Southern California. The ETPL & I-TRAIN vendors have been procured in accordance with federal, state and local guidelines and are state-certified. The lists have been electronically transmitted to the State for approval and inclusion on the State ETPL Directory. The City of Compton's inclusion of ETPL and I-TRAIN vendors will provide job seekers with additional training opportunities, and will support regional efforts to coordinate workforce development programs.

Clients are referred to one or more vendors to select a training program that meets their needs. Once the participant has selected a training program, and the training agency has agreed to enroll the participant, Compton CareerLink WorkSource Center, on behalf of the City, enters into an individual classroom training agreement with the training agency (vendor).

#3.

**MAYOR AND CITY COUNCIL MEMBERS
NOVEMBER 3, 2009
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The approved State Eligible Training Provider Directory List (ETPL) and the Intrastate Training Resource and Information Network (i-train.org) of training schools are being recommended for retention on the City's slate of training vendors for Fiscal Year 2009-2010.

STATEMENT OF THE ISSUES:

City Council approval is needed to establish the slate of vendors for classroom training and to authorize the City Manager or his designee to execute Vocational Classroom Training Agreements.

FISCAL IMPACT:

There is no fiscal impact to the general fund. However, funds are available in CareerLink budget to cover these expenditures as delineated below.

2751-810-W004274	\$132,500
2751-810-A004274	\$118,464
2755-810-W004274	\$ 57,726
2755-810-D004274	\$138,060

TOTAL: \$446,750

RECOMMENDATION:

City Council approval of the attached resolution is recommended.

**KIMBERLY MCKENZIE, MPA
DIRECTOR
COMPTON CAREERLINK**

**CHARLES EVANS
CITY MANAGER**

Attachment

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE ESTABLISHMENT OF A LIST OF VENDORS TO
PROVIDE VOCATIONAL CLASSROOM TRAINING AND THE EXECUTION
OF TRAINING VENDOR AGREEMENTS FOR EMPLOYMENT AND
TRAINING PROGRAMS FOR FISCAL YEAR 2009-2010

WHEREAS, the Compton CareerLink WorkSource Center is responsible for implementing and administering the City’s Workforce Investment Act (WIA) employment and training programs, for adult, dislocated workers and youth; and

WHEREAS, these programs provide employment and training services to eligible participants; and

WHEREAS, the individual tuition rates shall not exceed the standard “off the shelf” tuition rate charged to the general public for similar training, which ranges from \$40.00 to \$10,000.00; and

WHEREAS, funds are available in the Compton CareerLink WorkSource Center budget to cover the costs of training; and

WHEREAS, there is a need to authorize the City Manager or his designee to accept the list of institutions on the State Eligible Training Provider List (ETPL) and the Intrastate Training Resource and Information Network (i-train.org) for fiscal year 2009-2010.

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

Section 1. That the City Manager is authorized to execute training agreements with training providers on the State Eligible Training Provider List (ETPL) and the Intrastate Training Resource and Information Network (i-train.org) for 2009-2010 fiscal year.

Section 2. That individual agreements shall not exceed the “off the shelf” tuition rate, with the current range between \$40.00 and \$10,000, however, the City Manager may enter into agreements with vendors within a 10 percent increase of the highest training cost, if prices should change during the year.

Section 3. That funds are available in the CareerLink budget to cover these expenditures as delineated in the accounts as follows:

2751-810-W004274	\$132,500
2751-810-A004274	\$118,464
2755-810-W004274	\$ 57,726
2755-810-D004274	\$138,060

TOTAL: \$446,750

Section 4 That the City Manager is authorized to amend the Workforce Investment Act training accounts to satisfy actual expenditures during the program year 2009-2010, should customer demand exceed initial estimates.

Resolution No. _____
Page Two

Section 5. 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 Compton CareerLink.

Section 6. 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 ESTABLISHMENT OF A LIST OF VENDORS TO PROVIDE VOCATIONAL CLASSROOM TRAINING AND THE EXECUTION OF TRAINING VENDOR AGREEMENTS FOR EMPLOYMENT AND TRAINING PROGRAMS FOR FISCAL YEAR 2009-2010

Kimberly McKenzie
DEPARTMENT MANAGER’S SIGNATURE

10/28/2009 4:12:10 PM
DATE

REVIEW / APPROVAL

Craig Cornwell
CITY ATTORNEY

10/29/2009 2:50:32 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/29/2009 2:30:56 PM
DATE

Charles Evans
CITY MANAGER

10/29/2009 1:43:56 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.

November 3, 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

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, August 13, 2009 and August 20, 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 classification specifications in the Proposed Classification column below are hereby approved as attached hereto as Exhibit A.

<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 classification specifications in the Proposed Classification column below are hereby approved as attached hereto as Exhibit B.

<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 classification specifications in the Proposed Classification column below are hereby approved as attached hereto as Exhibit C.

<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

#4.

Section 4. That the classification specifications in the Proposed Classification column below are hereby approved as attached hereto as Exhibit D.

<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 classification specifications in the Proposed Classification column below are hereby approved as attached hereto as Exhibit E.

<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

EXHIBIT A

#4.



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:

#4.

- 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

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.

#4.

- 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.

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.

#4.

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		
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.

#4.

- 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.

#4.

- 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.

#4.



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:

#4.

- 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.

#4.

- 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.

#4.

- 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 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.

#4.

- 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.

#4.

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 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.

#4.

- Plans, organizes and directs the scheduling of capital improvement projects, including design and inspection of contactors' 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.

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.

#4.

- 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.

#4.

- 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.

#4.



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.

#4.



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.

#4.



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.

#4.



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.

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- 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.

#4.



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.

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

#4.

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 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.

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- 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.

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- 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

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.

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- 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.

#4.



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.

#4.

EXHIBIT B



City of Compton

ASSISTANT CITY ENGINEER

Department: Public Works	Class Code:	5113
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 Public Works Director/City Engineer, performs professional civil engineering and project management work of considerable complexity; oversees operations of the Engineering Division; plans, designs, constructs and maintains public streets, public right-of-ways and City open spaces; infrastructure including sewer collection and stormwater systems; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of the Public Works Director/City Engineer; and exercises supervision over 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 and manages the work of civil engineering staff engaged in land development projects, commercial and residential permits, and infrastructure improvement projects including stormwater and sanitary sewers; assures project deliverables meet scope, schedule, cost and quality requirements.
- Plans and manages assigned projects; inspects jobsites to assure work quality and effective use of resources; assures that jobsites and work activities are in compliance with all laws, regulations, policies and safety standards.
- Coordinates the design, development and completion of engineering projects; approves and signs project plans and specifications, assists in managing the bid process, manages contracts and contractors, and assures the overall integrity of the projects and services.
- Makes structural and technical engineering analysis of proposed projects; evaluates need for design changes and makes appropriate recommendations; reviews plans for conformity to uniform codes, local ordinances, and state and Federal regulations; reviews general plan amendments including specific plan elements, environmental compliance documents and other reports.

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- Inspects and monitors assigned projects; resolves discrepancies between field conditions and design plans; recommends methods of resolving complex problems.
- 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.
- Responds to questions from citizens and agencies on engineering projects and plans.
- Maintains records and files associated with engineering projects.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Interprets and explains technical specifications, and Federal and state rules and regulations.
- Meets regularly with staff to discuss and resolve workload and technical issues; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance.
- 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 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 staff assistance to the Public Works Director/City Engineer; 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.
- Writes technical and analytical reports, and makes technical estimates of a specialized nature in connection with civil engineering projects; 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; 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 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 five (5) years progressively responsible engineering design and project management experience, 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.
- 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.

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 project 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, moving traffic, construction equipment, occasional loud noise and dust when performing inspections at construction sites.

#4.



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.

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.

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- 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

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

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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.

#4.



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.

#4.



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.

#4.

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.

#4.



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.

#4.

- 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		
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 inquires and complaints.

#4.

- 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.

#4.



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.

#4.

- 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.

#4.

- 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.

#4.

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.

#4.

- 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.

#4.

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.

#4.

- 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

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.

#4.



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.

#4.



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:

#4.

- 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.

#4.

- 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.

#4.



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.

#4.

- 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

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.

#4.

- 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		
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.

#4.

- 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.

#4.



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.

#4.



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.

#4.

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

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.

#4.

- 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.

#4.

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.

EXHIBIT C

#4.



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.

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.

#4.



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.

#4.

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		
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.

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- 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 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.

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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.

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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.

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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

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.

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- 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 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.

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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.

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.

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- 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		
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.

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- 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.
- 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.

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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.

#4.

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.

#4.

EXHIBIT D



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.

#4.

- 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.

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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.

#4.



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.

#4.



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.

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.

#4.



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.

#4.

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.

#4.



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.

#4.

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.

#4.



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.

#4.

- 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

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.

#4.

- 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.

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.

#4.



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.

#4.

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		
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.

#4.

- 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.

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.

#4.



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.

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.

#4.



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.

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.

#4.



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.

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.

#4.

- 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.

#4.

EXHIBIT E



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.

#4.

- 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		
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:

#4.

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.

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.

#4.



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.

#4.

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:	
Council Approved:	AFSCME 2325	

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.

#4.

- 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.

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.

#4.



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.

#4.

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

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.

#4.

- 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.

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.

#4.



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.

#4.

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		
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.

#4.

- 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.

#4.



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.

#4.



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.

#4.

- 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		
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.

#4.

- 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.

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.

#4.

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.



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.

#4.

- 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.

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.

#4.

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.

#4.

- 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.

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.

#4.



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.

#4.

- 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

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.

#4.

- 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 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.

#4.



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.

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.

#4.



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.

#4.

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.

#4.



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.

#4.

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.

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

10/7/2009 2:06:04 PM

10/14/2009 3:37:11 PM

DATE

REVIEW / APPROVAL

Craig Cornwell

CITY ATTORNEY

10/29/2009 2:39:56 PM

DATE

Willie Norfleet

CITY CONTROLLER

10/29/2009 1:42:57 PM

DATE

Charles Evans

CITY MANAGER

10/8/2009 2:23:04 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.

November 3, 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 EXTEND THE DIAL-A-TAXI CONTRACT WITH FIESTA TAXI COOPERATIVE, INC. TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND DISABLED RESIDENTS FOR A PERIOD OF TWELVE MONTHS

SUMMARY

This resolution authorizes the City Manager to extend the contract with ASC/Fiesta Taxi Cooperative, Inc. for the service of providing Dial-a-Taxi transportation services to disabled and/or senior citizens.

BACKGROUND

On November 1, 2005, the City of Compton adopted Resolution # 21,785 giving approval to award a three-year contract, including two optional extensions, to ASC/Fiesta Taxi Cooperative, Inc to provide Dial-a-Taxi services twenty-four hours a day, seven days a week, to accommodate the transportation needs of disabled and/or senior citizens within the community.

The contract expired on November 30, 2008 with an option to renew a two-year extension upon the mutual agreement of the City and the Contractor. This extension to November 30, 2010 will be the last extension authorized as part of the original contract. During this period, the Department will circulate a request for proposals for transportation services.

STATEMENT OF THE ISSUE

Staff has determined that it is in the best interest of the City to extend the contract for a twelve (12) month period (December 1, 2009 to November 30, 2010), to provide adequate time to request bids and select a contract for approval by the City Council.

FISCAL IMPACT

MTA has approved the City's allocation of Prop A funds in the 2009-2010 fiscal year budget for the operation and maintenance of the fixed route transit system. Funds are available in account #20008400134269.

RECOMMENDATION

Staff recommends adoption of the attached resolution.

**VANESSA LITTLE
DEPUTY DIRECTOR
PARKS AND RECREATION**

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXTEND THE DIAL-A-TAXI CONTRACT WITH FIESTA TAXI COOPERATIVE, INC. TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND DISABLED RESIDENTS FOR A PERIOD OF TWELVE MONTHS

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (MTA) approved use of Proposition “A” Local Return funds for a Dial-A-Taxi Program in September of 1999.

WHEREAS, the Dial-A-Taxi Program provides cost effective taxicab service and has become an integral part of the existing Dial-A-Ride Transit services provided in the city for our residents who are disabled and/or senior citizens; and

WHEREAS, the ASC/Fiesta Taxi was the only proposal for evaluation and acceptance by the City Council and has met the requirements set forth in the RFP; and

WHEREAS, the contractual agreement between the City of Compton and ASC/Fiesta Taxi stipulates an “Option to Renew” for fiscal years 2009 and 2010; and

WHEREAS, the staff has evaluated the transportation services of ASC/Fiesta Taxi and has deemed the company “satisfactory” in its services.

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 subject to the approval of the City Attorney to extend the current contract with ASC/Fiesta Taxi, Inc. for a period of 12 months (December 1, 2009 through November 30, 2010) to provide transportation services to the disabled and senior citizens of the City of Compton.

SECTION 2. That funds for the aforementioned service shall be paid from Account No. 2000840013426.

SECTION 3. That a copy of this resolution shall be forwarded to the offices of the City Manager, City Attorney, City Clerk and the Recreation Departments.

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

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: Recreation

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXTEND THE DIAL-A-TAXI CONTRACT WITH FIESTA TAXI COOPERATIVE, INC. TO PROVIDE TRANSPORTATION SERVICES FOR SENIORS AND DISABLED RESIDENTS FOR A PERIOD OF TWELVE MONTHS

Sheila Juniel-Fenderson
DEPARTMENT MANAGER’S SIGNATURE

10/14/2009 4:15:41 PM
DATE

REVIEW / APPROVAL

Craig Cornwell
CITY ATTORNEY

10/29/2009 2:42:10 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/29/2009 1:57:51 PM
DATE

Charles Evans
CITY MANAGER

10/21/2009 8:30:55 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.

November 3, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJ: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO OH WIND, INC. DBA ICE RINK EVENTS FOR THE RENTAL OF A SKATING RINK FOR THE WINTER WONDERLAND COMMUNITY EVENT

SUMMARY

Authorizes issuance of a purchase order to Oh Wind, Inc. DBA Ice Rink Events in the amount of \$44,900.00 for the rental of an ice skating rink for the Winter Wonderland community event, to be held Saturday, December 5, 2009.

BACKGROUND

Pursuant to Section 4, Policy 4.5 ("Procurement) of the City of Compton's Standard Operating Manual, which sets forth the requirements and procedures for materials, supplies, equipment, service and construction solicited by any City department, agency and/or office, the Parks, Recreation and Special Services Department ("the Department") requested written quotes for the rental of a 40' X 40' (1,600 square feet) ice rink, with the following minimum specifications (based on last year's ice rink):

<u>Ice Skating Rink Minimum Specifications</u>	
1.	40' X 40', 1600 square feet; capacity 65 skaters
2.	100-Ton Air Cooled Refrigeration System/Pumps/Hoses/Expansion Tank
3.	Modular Railing System; 42" high Timber Railings
4.	Ice Rink Maintenance Equipment
5.	150 pair of roller skates
6.	Skate change area (approximately 400 square feet)
7.	Benches and chairs for skate change area
8.	Professional set-up, prevailing wages for all laborers
9.	On call assistance through duration of use
10.	Commercial General Liability Coverage, Commercial Automotive Insurance Coverage, and all applicable insurances as required, with the "City of Compton" as "Additional Insured"
11.	Execution of an "Equipment Rental and Professional Services Agreement"

#6.

Written quotes were received as follows:

<u>COMPANY NAME</u>	<u>CONTACT</u>	<u>QUOTE</u>
Oh Wind, Inc. DBA "Ice Rink Events"	Dave Fies Oh Wind, Inc Postal Office Box 9419 The Woodlands, TX 77387 TEL: (936) 273-3887 FAX: (866) 834-4133 icerinkevents@yahoo.com www.icerinkevents.com	\$44,900.00
Willy Bietak Productions	Dennis Gibbs Willy Bietak Productions 1404 Third Street Promenade Suite 200 Santa Monica, CA 90401 TEL: (310) 576-2400 FAX: (310) 576-2405	NO BID
Ice Rink Engineering/Manufacturing	Jimmy Durham Ice Rink Engineering/Manufacturing 501 Furman Road, Suite A Greenville, SC 29609 TEL: (864) 232-2591 ezinfo@ezglide350.com	NO BID
Rink Management Services	Jim Littlejohns Rink Management Services 9400 Charter Crossing Mechanicsville, VA 23116 TEL: (804)-550-7002	NO BID

While normally a sole bidder is not recommended "Ice Rink Events" familiarity with the Winter Wonderland event and their history of professionalism and above average service to the City, the Department recommends moving forward with this bidder. **In addition, Ice Rink Events offers a unique disposal rink that reduces the price of their product substantially.**

STATEMENT OF THE ISSUE

This item appears before Council because the total cost of the rental of the ice rink is \$44,900.00, which exceeds the amount that a purchase order may be issued for without the approval of the City Council.

FINANCIAL IMPACT

The Department proposes to fund the purchase of the equipment from the following accounts:

<u>FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1001-840-000-4238	Special Projects	\$44,900.00

RECOMMENDATION

Staff recommends approval of the attached resolution.

**VANESSA LITTLE, DEPUTY DIRECTOR
PARKS, RECREATION AND SPECIAL SERVICES**

**CHARLES EVANS,
CITY MANAGER**

CE:VL:BJM:bjm

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO OH WIND, INC. DBA ICE RINK EVENTS FOR THE RENTAL OF A SKATING RINK FOR THE WINTER WONDERLAND COMMUNITY EVENT

WHEREAS, the Winter Wonderland event includes a 40’ X 40’ ice skating rink as one of its main attractions; and

WHEREAS, the procurement of such an ice skating rink is addressed in the City of Compton Standard Operating Manual, Section 4, Policy 4.5, requiring the procuring department to obtain at least three quotes; and

WHEREAS, the Parks, Recreation and Special Services Department requested bids from four (4) dually qualified firms over a period of two (2) months; and

WHEREAS, only one (1) firm responded to the aforementioned requests; Oh Wind, Inc. DBA “Ice Rink Events,” \$44,900.00 as follows; and

<u>COMPANY NAME</u>	<u>CONTACT</u>	<u>QUOTE</u>
Oh Wind, Inc. DBA “Ice Rink Events”	Dave Fies Oh Wind, Inc Postal Office Box 9419 The Woodlands, TX 77387 TEL: (936) 273-3887 FAX: (866) 834-4133 icerinkevents@yahoo.com www.icerinkevents.com	\$44,900.00
Willy Bietak Productions	Dennis Gibbs Willy Bietak Productions 1404 Third Street Promenade Suite 200 Santa Monica, CA 90401 TEL: (310) 576-2400 FAX: (310) 576-2405	NO BID
Ice Rink Engineering/Manufacturing	Jimmy Durham Ice Rink Engineering/Manufacturing 501 Furman Road, Suite A Greenville, SC 29609 TEL: (864) 232-2591 ezinfo@ezglide350.com	NO BID
Rink Management Services	Jim Littlejohns Rink Management Services 9400 Charter Crossing Mechanicsville, VA 23116 TEL: (804)-550-7002	NO BID

WHEREAS, Ice Rink Events submitted the only bid, and Ice Rink Events has been previously used by the City last year, and

WHEREAS, Ice Rink Events familiarity with the Winter Wonderland event and their history of professionalism and above average service to the City, the Department recommends moving forward with this bidder. **In addition, Ice Rink Events offers a unique disposal rink that reduces the price of their product substantially, and**

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

SECTION 1. That the City Manager shall issue a purchase order to Oh Wind, Inc DBA “Ice Rink Events” for the rental of an ice rink for the Winter Wonderland community event.

SECTION 2. That the aforementioned purchase order shall be issued from the following account:

<u>FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1001-840-000-4238	Special Projects	\$44,900.00

SECTION 3. That a certified copy of this resolution shall be filed in the office of the City Manager, City Controller, City Clerk and the Parks, Recreation and Special Services 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

**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: Recreation

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO OH WIND, INC. DBA ICE RINK EVENTS FOR THE RENTAL OF A SKATING RINK FOR THE WINTER WONDERLAND COMMUNITY EVENT

Sheila Juniel-Fenderson
DEPARTMENT MANAGER’S SIGNATURE

10/14/2009 4:20:40 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

10/27/2009 11:50:45 AM
DATE

Willie Norfleet
CITY CONTROLLER

10/22/2009 12:42:07 PM
DATE

Charles Evans
CITY MANAGER

10/21/2009 8:25:13 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.

November 3, 2009

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJ: RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AWARDING A CONTRACT TO MALIBU PACIFIC TENNIS COURTS INC. FOR THE CONSTRUCTION OF A TENNIS COURT AT LUEDERS PARK, BID #58C3-08-2187/84-3030-001 AND RESCINDING RESOLUTION NO. 22,842.

SUMMARY

Awards a contract to Malibu Pacific Tennis Courts, Inc. for the constructions of a tennis court at Lueders Park.

BACKGROUND

Pursuant to the City's Procurement Guidelines, outlined in the City of Compton Standard Operating Manual §§ 4.5, the Parks, Recreation and Special Services Department published a request for qualification packages from December 24, 2008 until January 28, 2009 in the Compton Bulletin. In addition, a project description and response instructions were sent to Bid America and Bid Clerk. The Department responded to requests for qualifications packages from the following seven (7) construction firms:

Malibu Pacific Tennis Courts, Inc. 31133 Via Colinas, #107 Westlake Village, CA 91632	Built All Construction 16141 Valerio Street Van Nuys, CA 91406
Vargas Structures, Inc. 12318 Shoemaker Avenue Whittier, CA 90605	Caltec Corporation 8732 Westminster Blvd., Suite #2 Westminster, CA 92683
Y&M Construction, Inc. 17800 South Main Street, #206 Gardena, CA 90248	1 st California Construction 944 Arcadia Avenue, #3 CA 91007
PV Kitches/PV Construction 656 Silver Spur Road Rolling Hills, CA 90274	

One (1) qualification package was received by Malibu Pacific Tennis Courts, Inc. Malibu Pacific Tennis Courts, Inc. has extensive experience building tennis courts; having successfully built courts for the following agencies:

ABC Unified School District	Buena Park School District
City of Agoura Hills	City of Alhambra
City of Arroyo Grande	City of Azusa
City of Bakersfield	City of Carson
City of Corona	City of Calabasas
City of Covina	City of Culver City
City of Gardena	City of Gardena
City of Glendora	City of Hawaiian Gardens
City of Huntington Park	City of Inglewood
City of Irvine	City of Lakewood
City of La Mirada	City of Los Angeles (Parks)
City of Los Angeles (Public Works)	City of Moorpark
City of Ojai	City of Oxnard
City of Palm Desert	City of Palmdale
City of Riverside	City of Rosemead
City of Santa Clarita	City of South Pasadena
City of Torrance	City of West Hollywood
City of Westlake Village	Clark County School District
Culver City Unified School District	Department of Boating and Waterways
Fontana Unified School District	Housing Authority, Santa Barbara County
Kern High School District	Rancho Simi Recreation District
Las Virgenes School District	Magnolia School District
Moreno Valley School District	Ontario School District
Oxnard Union High School District	Pleasant Valley School District
Rancho Simi Recreation and Park District	San Marino Unified School District
Saugus Union School District	Tempe Union High School District

Given the exemplary nature of the qualification package received by Malibu Pacific Tennis Courts, Inc., it was determined that opening the qualification package submittal again was unnecessary. Pursuant to the City's Procurement Guidelines, outlined in the City of Compton Standard Operating Manual §§ 4.5, a bid package was forwarded to the qualified bidder and a bid opening was held on Monday, April 20, 2009 at 5:00 p.m. in the City Clerk's Office. The results of the bid were as follows:

Bidder #1:
Malibu Pacific Tennis Courts, Inc. License #: 618117 CLASS: A,B,C-8 BOND: 10% 31133 Via Colinas, #107 Westlake Village, CA 91632
BID: \$758,239.00

As noted above, the bid package, including a complete, adequate and realistic specification, was received by one (1) company. While normally a sole bidder may not be recommended, staff is confident that given the firm's references and previous projects (as noted above) that they are qualified. Moreover, (as is noted below) staff has negotiated with the contractor for several items to ensure competitive pricing.

STATEMENT OF THE ISSUE

Resolution No. 22,842 previously adopted by the City Council had an error in the tabulation of the reduction total (by \$40,000). This Resolution corrects that error.

FISCAL IMPACT

The lowest most responsible bid was \$758,239.00 (Malibu Pacific Tennis Courts, Inc.). Staff is recommending the removal and/or modification of the following bid line items (totaling -\$266,442.00) which reduces the total bid to \$491,797.00 (the Bid Summary is attached as "ATTACHMENT A"):

#	<u>Line Item Description</u>	<u>Reduction Total</u>
02	Demolition	(\$5,000.00)
04	Site Grading	(\$5,000.00)
19	Litter Receptacles	(\$6,000.00)
23	Musco Sport Lighting Standards (Poles)	(\$80,000.00)
24	Musco Sport Lighting Lamps	(\$16,000.00)
25	Installation of lighting electrical system	(\$10,000.00)
39	36" Box Trees	(\$9,000.00)
40	Prepare planting area	(\$19,266.00)
41	24" Box Trees	(\$3,200.00)
42	5 Gallon shrubs	(\$5,500.00)
43	1 Gallon shrubs	(\$7,710.00)
44	5' Landscape boulders	(\$4,500.00)
45	3' Landscape boulders	(\$3,500.00)
46	2' Landscape boulders	(\$2,500.00)
47	Construct 3" layer of woodchip mulch per plan	(\$19,266.00)
50	Flex Court Multi Game Court Surface	(\$30,000.00)
	Total:	<u>(\$266,442.00)</u>

Staff is recommending a total budget of \$530,000.00 for contingencies. Funds for the purpose are available in account number 16638400014249 (\$200,000.00) and 30308400024391 (\$330,000.00).

#7.

Lueders Park - Tennis Courts
Page 4

RECOMMENDATION

Staff recommends approval of the attached resolution.

**VANESSA LITTLE, ACTING DIRECTOR
PARKS, RECREATION AND SPECIAL SERVICES**

**CHARLES EVANS
CITY MANAGER**

Attachments

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AWARDING A CONTRACT TO MALIBU PACIFIC TENNIS COURTS INC. FOR THE CONSTRUCTION OF A TENNIS COURT AT LUEDERS PARK, BID #58C3-08-2187/84-3030-001 AND RESCINDING RESOLUTION NO. 22,842.

WHEREAS, the Parks, Recreation and Special Services Department (the Department) is managing improvement projects at several of the City parks; and

WHEREAS, the primary goal of these improvement projects is to bring the City’s parks up-to-date with the trends in recreation and leisure programs and support the Mayor and Council’s vision of “Birthing A New Compton”; and

WHEREAS, toward that end, the Department has completed a bid process for the construction of a tennis court at Lueders Park; and

WHEREAS, bids were received as follows:

Bidder #1:
Malibu Pacific Tennis Courts, Inc. License #: 618117 CLASS: A,B,C-8 BOND: 10% 31133 Via Colinas, #107 Westlake Village, CA 91632
BID: \$758,239.00

WHEREAS, Bidder #1 (Malibu Pacific Tennis Courts, Inc.) has been determined to be the lowest most responsible bidder.

WHEREAS, the Director of Parks, Recreation and Special Services has determined that items 02, 04, 19, 23, 24, 25, 39, 40, 41, 42, 43, 44, 45, 46, 47 and 50 should be removed from the bid, reducing the bid by \$266,442.00; resulting in a total bid of \$491,797.00; and

WHEREAS, it is within the City’s discretion to award entirely or in part any bid as it sees fit, including allocations for contract contingencies; and

WHEREAS, it is recommended that the total bid **minus** \$266,442 for the aforementioned line items, but **including** \$38,203 for contingencies, be awarded to Malibu Pacific Tennis Courts, Inc.

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

SECTION 1. That Resolution Number 22,842 is hereby rescinded.

SECTION 2. That the bid of Malibu Pacific Tennis Courts, Inc. is accepted.

SECTION 3. That the City Manager is authorized to enter into a contract with the aforementioned contractor for construction of a tennis court at Lueders Park.

SECTION 4. That the City Manager is authorized to issue a purchase order to the aforementioned contractor in an amount not to exceed Four Hundred Ninety One Thousand Seven Hundred Ninety Seven Dollars (\$491,797.00).

SECTION 5. That a contingency amount of up to Thirty Eight Thousand Two Hundred Three Dollars (\$38,203) is hereby authorized.

PAGE 2
Resolution No. _____

SECTION 6. That funds shall come from Account Nos.3030 840 002 4391 (\$330,000.00) and 1663 840 001 4249 (\$200,000.00).

SECTION 7. That a certified copy of this resolution shall be filed in the office of the City Manager, City Controller, City Clerk and the Parks, Recreation and Special Services Department.

SECTION 8. 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**

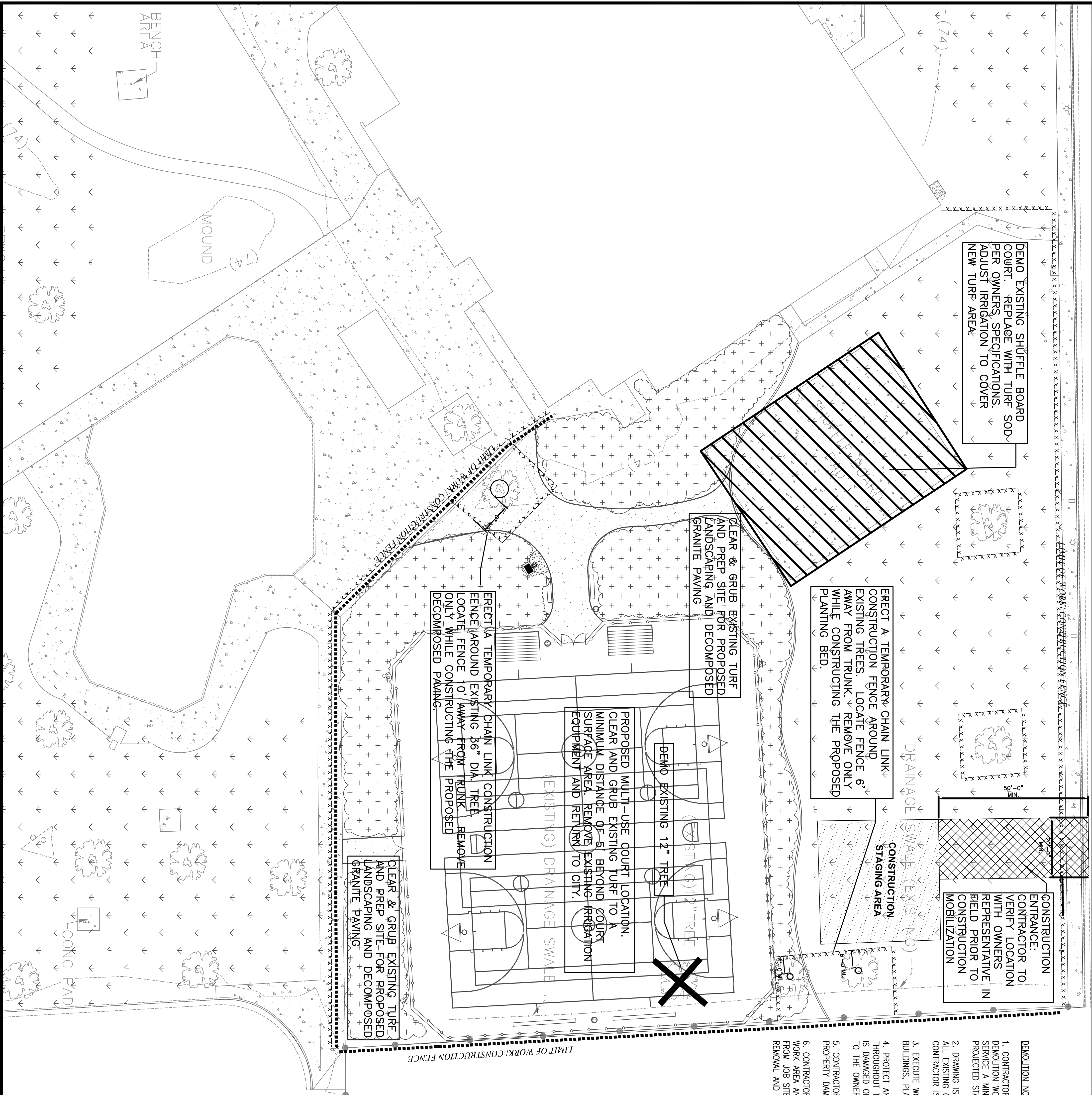
I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2009.

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

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

CITY CLERK OF THE CITY OF COMPTON

#7.



DEMOLITION NOTES

1. CONTRACTOR TO LOCATE ALL UTILITIES PRIOR TO ANY DEMOLITION WORK. CALL THE REGIONAL ONE CALL SERVICE A MINIMUM OF 2 WORKING DAYS BEFORE PROTECTED START OF DEMOLITION.
2. DRAWING IS PARAMMATIC - CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS AND LOCATIONS ON SITE. CONTRACTOR IS TO VISIT SITE BEFORE BIDDING DEMOLITION.
3. EXECUTE WORK AS TO PROTECT ADJACENT PROPERTY, BUILDINGS, PLANT MATERIAL, ETC.
4. PROTECT AND MAINTAIN EXISTING ACTIVE UTILITIES THROUGHOUT THE DEMOLITION PERIOD. ANY UTILITY WHICH IS DAMAGED OR BROKEN SHALL BE REPAIRED AT NO COST TO THE OWNER.
5. CONTRACTOR SHALL REPAIR AT HIS OWN EXPENSE ANY PROPERTY DAMAGE RESULTING FROM DEMOLITION.
6. CONTRACTOR SHALL MAINTAIN A NEAT AND ORDERLY WORK AREA AND SHALL REMOVE ALL DEBRIS PROMPTLY FROM JOB SITE. CONTRACTOR IS RESPONSIBLE FOR ALL REMOVAL AND DISPOSAL FEES.
7. PRIOR TO PLANT REMOVAL, CONTRACTOR TO WALK SITE WITH DPE, AGENCY REPRESENTATIVE, AND PROJECT MANAGER TO VERIFY PLANTS WHICH ARE TO BE SAVED AND/OR RELOCATED AND THOSE SCHEDULED FOR DISPOSAL.
8. AREAS WHERE EXISTING LAWN IS TO BE REPLACED ARE TO BE TREATED WITH "ROUND-UP" OR EQUAL PRIOR TO REMOVAL OF OLD LAWN. SCHEDULE OF ITS APPLICATION SHALL BE SUBMITTED TO AND COORDINATED WITH THE COUNTY'S PROJECT MANAGER. FLOW MAUFACTURER'S INSTRUCTIONS CAREFULLY. WATER AND WAIT A MINIMUM OF THREE (3) WEEKS TO ASSURE A "GOOD KILL".
9. DO NOT REMOVE ANY ITEM IF IT IS NOT SPECIFICALLY CALLED OUT FOR DEMOLITION. CONTACT THE CITY OF COLUMBIA CONSTRUCTION ADMINISTRATOR IF THERE ARE QUESTIONS.

SWPPP LEGEND

SYM		DESCRIPTION
	LIMIT OF WORK / CONSTRUCTION FENCE	
	EXISTING SURFACE ELEVATION	
	EROSION AND SEDIMENT CONTROL FILTER ROLL BARRIER	
	CONSTRUCTION STAGING AREA	STABILIZED CONSTRUCTION ENTRY, 6" THICK, 1" COURSE GRAVEL OVER GEOTEXTILE UNDERLINER.
	STABILIZED CONSTRUCTION ENTRY	

NOTES

1. CONTRACTOR SHALL PROTECT CITY CURB AND SIDEWALK AT CONSTRUCTION ENTRY AND REPAIR TO "AS WASH" CONDITION IF DAMAGED. CONTRACTOR IS TO LEAVE STAGING AND LAY DOWN AREA IN DEVELOPED CONDITION AT THE END OF THE CONSTRUCTION PERIOD.
2. LAYOUT OF SWPPP IS CONCEPTUAL AND MAY BE ADJUSTED BY CONTRACTOR PER CITY'S DIRECTIONS AS PROGRESS PROCEEDS.
3. SWPPP SHALL BE CONSTRUCTED AT BEGINNING OF CONSTRUCTION AND REMAIN UNTIL MAINTENANCE PERIOD BEGINS.
4. SWPPP MEASURES ARE TO BE INSTALLED PER PLANS REGARDLESS OF STATE AGENCY CODE DATE REQUIREMENTS.
5. STORE TOP SOIL ON SITE AND REUSE FOR PROPOSED PLANTING AREAS.



CHARLES H. STRAWTER DESIGN INC.
 Landscape Architecture & Urban Design Creating
 28005 Smith Drive, Suite 175
 Valhalla, CA 91055

charles@charstrawterdesign.com
 Tel: 661-295-4641 | Fax: 661-244-6911
 ISA Certified Arboreal WUE: 7818A
 TV Registered Landscape Architect #2501

ASLA || ISA

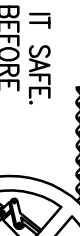
SHEET TITLE

DEMO & STORM WATER POLLUTION PROTECTION PLAN

PROJECT TITLE

MULTI-USE COURT
LUEDERS PARK
1500 E Rosecrans Ave Compton, CA
CITY OF COMPTON

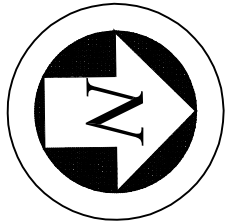
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DATE:	09/30/08		

DIAL BEFORE YOU DIG
 1-800-227-2600

 AT LEAST TWO
 WORKING DAYS
 PRIOR TO
 EXCAVATING
 PLAY IT SAFE.
 DIAL BEFORE
 YOU DIG!

SERVING NINE SOUTHERN CALIFORNIA COUNTIES

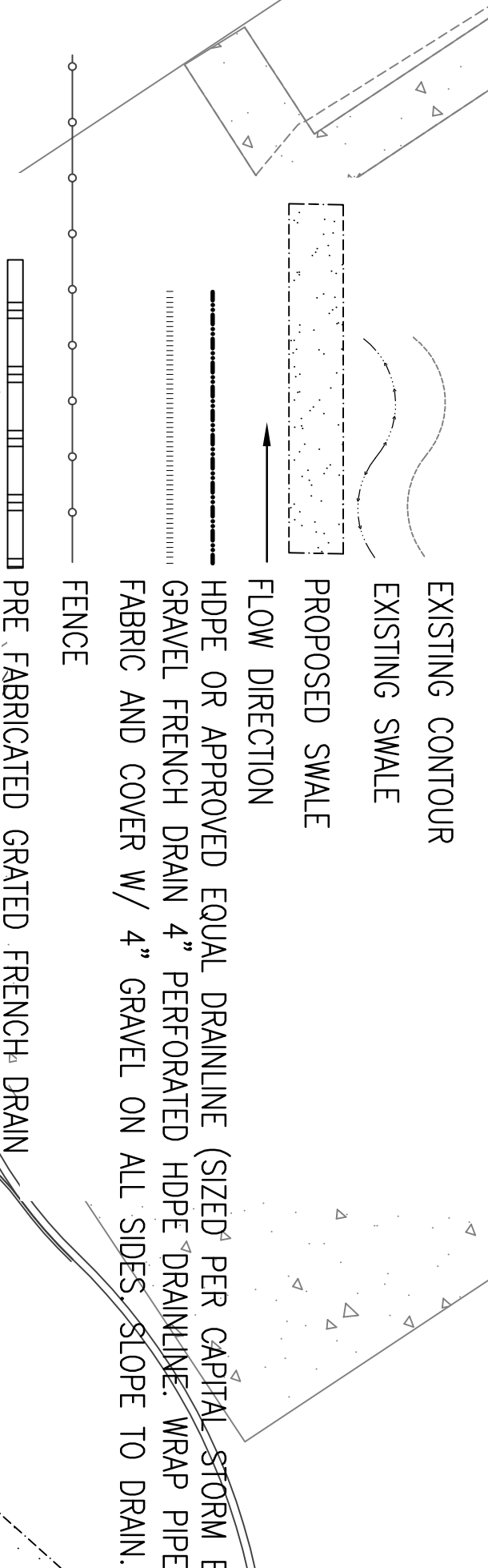
SHEET 2 OF 11

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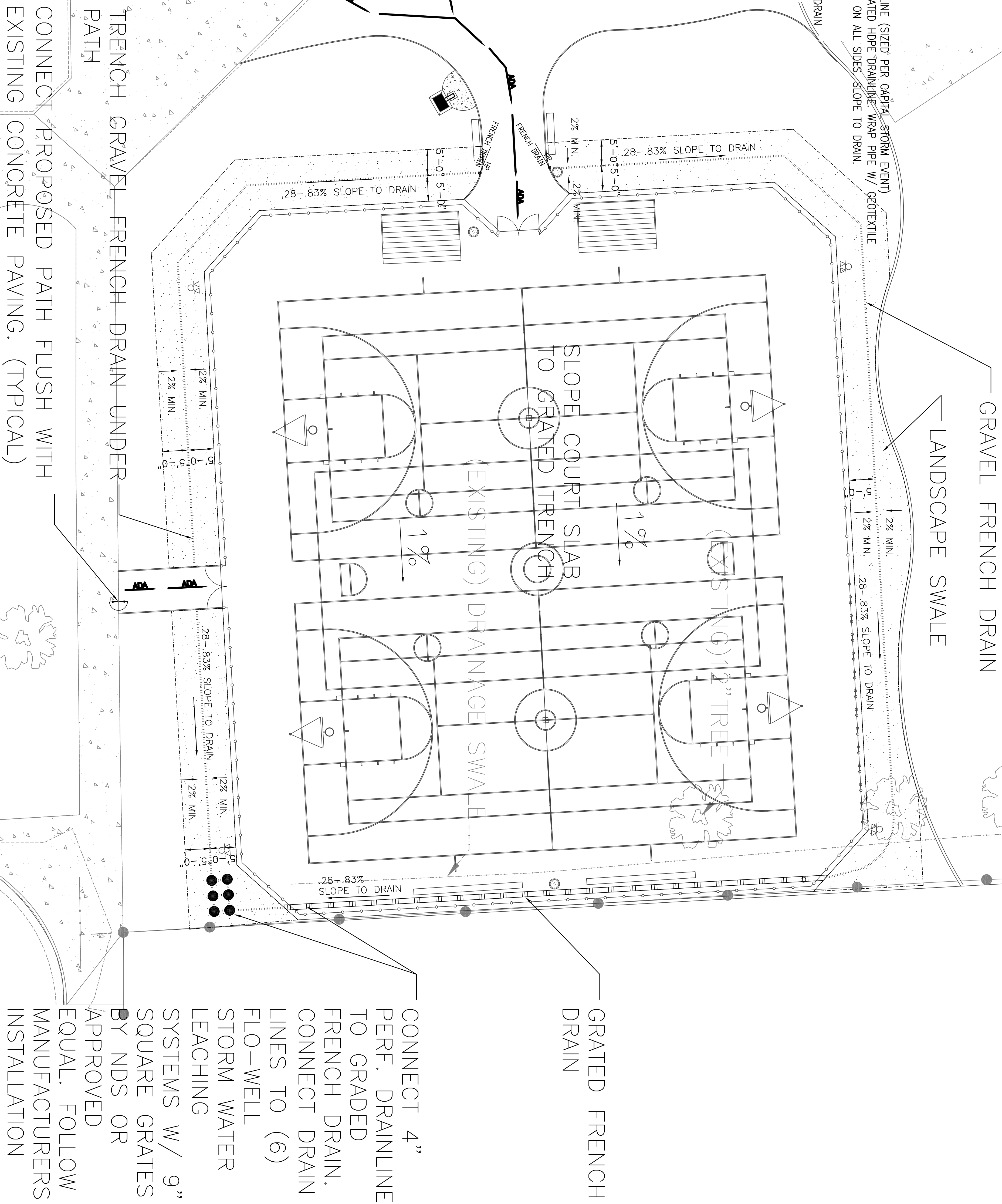


1. CONTRACTOR TO VERIFY GRADES AND NOTIFY OWNER AND LANDSCAPE ARCHITECT PRIOR TO START OF GRADING WORK.

GRADING NOTES



1. CONTRACTOR TO VERIFY GRADES AND NOTIFY OWNER AND LANDSCAPE ARCHITECT PRIOR TO START OF GRADING WORK.
2. ALL DRAIN LINES TO DRAIN AT 1% MINIMUM WITH SMOOTH CONTINUOUS FALL.
3. ALL TOP SURFACES OF STEP TREADS TO SLOPE AT 1% FOR DRAINAGE.
4. ALL PLANTED AREAS TO SLOPE TO CATCH BASINS AT 1-1/2% MINIMUM SLOPE UNLESS OTHERWISE NOTED.
5. ALL EXISTING GRADES SHOWN PER SURVEY PROVIDED BY OWNER.
6. ALL PROPOSED PAVING SURFACES SHALL MEET EXISTING PAVING SURFACES WITH SMOOTH AND CONTINUOUS TRANSITIONS AND FLUSH ALONG ENTIRE EDGE.
7. CONCRETE WALKS TO HAVE A MAXIMUM CROSS SLOPE OF 2% AND SHALL MEET ALL CITY AND COUNTY REQUIREMENTS.
8. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS, EXISTING DRAINAGE STRUCTURES, STREET IMPROVEMENTS, AND FINISH FLOOR ELEVATIONS. NOTIFY THE OWNER AND LANDSCAPE ARCHITECT IMMEDIATELY UPON NOTING ANY DISCREPANCIES.
9. CONTRACTOR SHALL VERIFY PROPOSED DRAINAGE INVERT.
10. ALL FINISH GRADES IN PLANTED AREAS SHALL BE 1-1/2" BELOW ADJACENT PAVING SURFACE UNLESS NOTED OTHERWISE.
11. ALL FLASHWALLS SHALL FOLLOW FINISH GRADE.
12. CONTRACTOR TO PROVIDE TOP SOIL FOR ALL PLANTERS PER AGRONOMIST REPORT PREPARED BY SOIL & PLANT LABORATORY, INC.



CONNECT 4"
PERF. DRAINLINE
TO GRADED
FRENCH DRAIN.
CONNECT DRAIN
LINES TO (6)
FLO-WELL
STORM WATER
LEACHING
SYSTEMS W/ 9"
SQUARE GRATES
BY NDS OR
APPROVED
EQUAL. FOLLOW
MANUFACTURERS
INSTALLATION
INSTRUCTIONS.

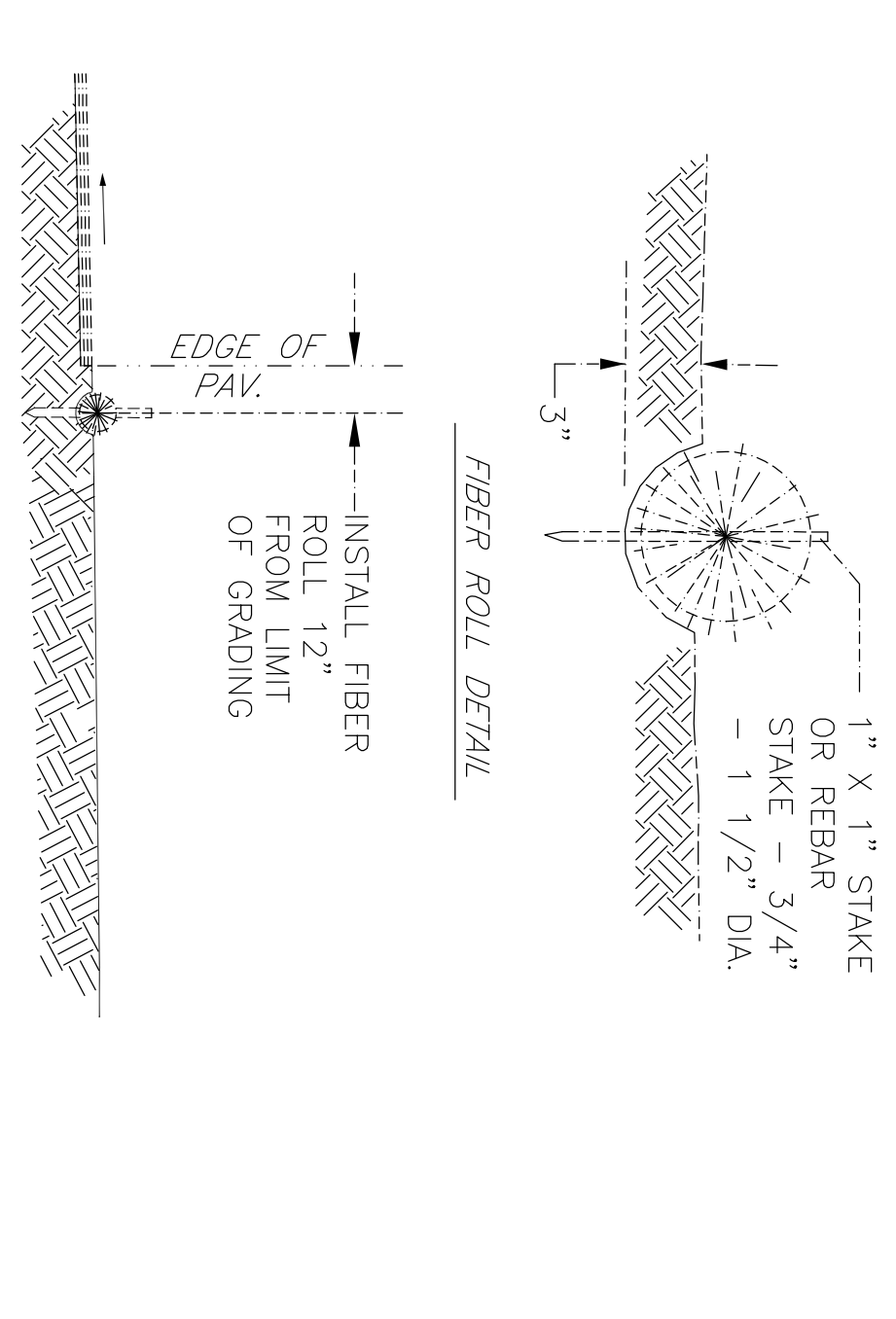
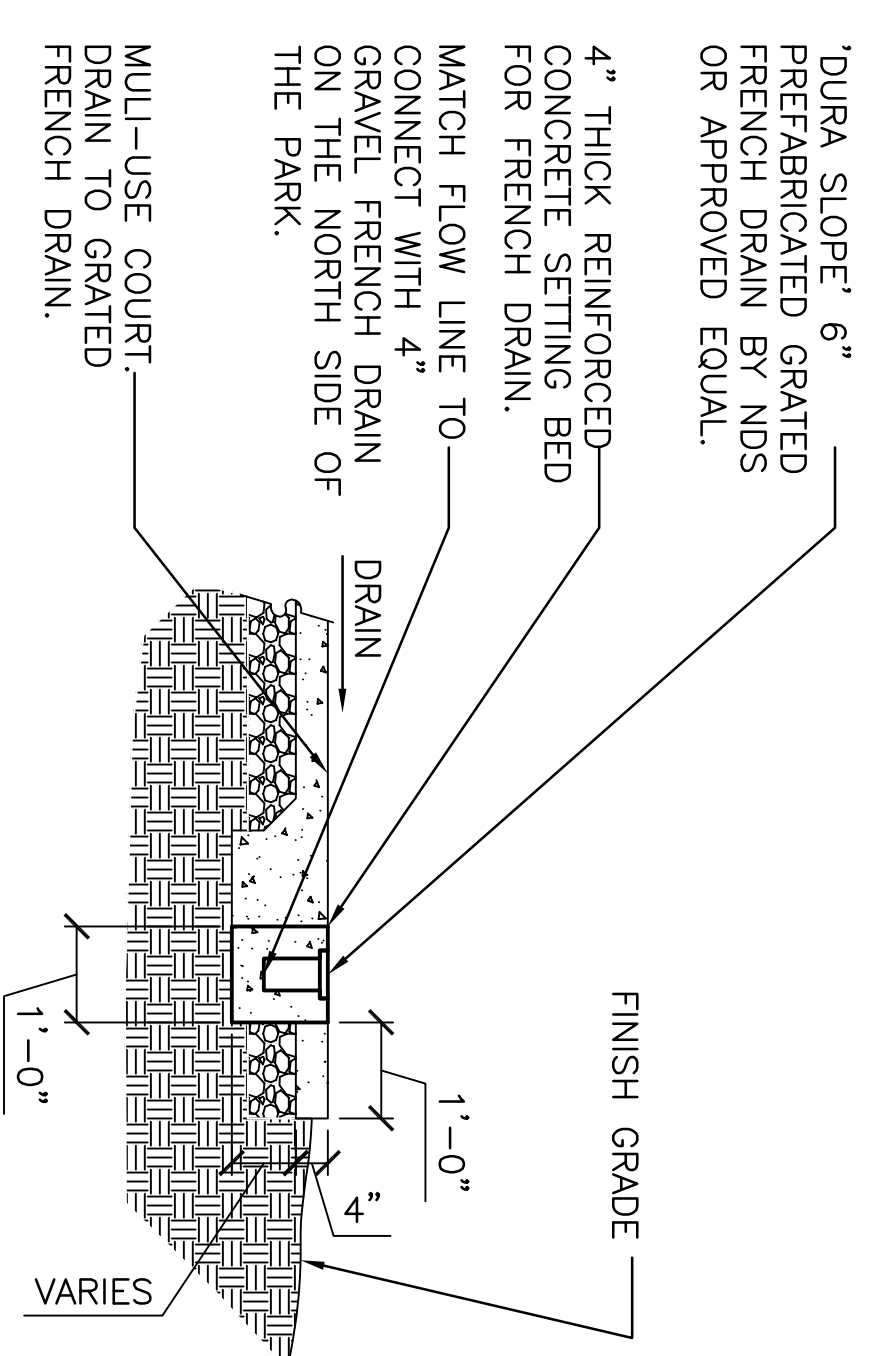
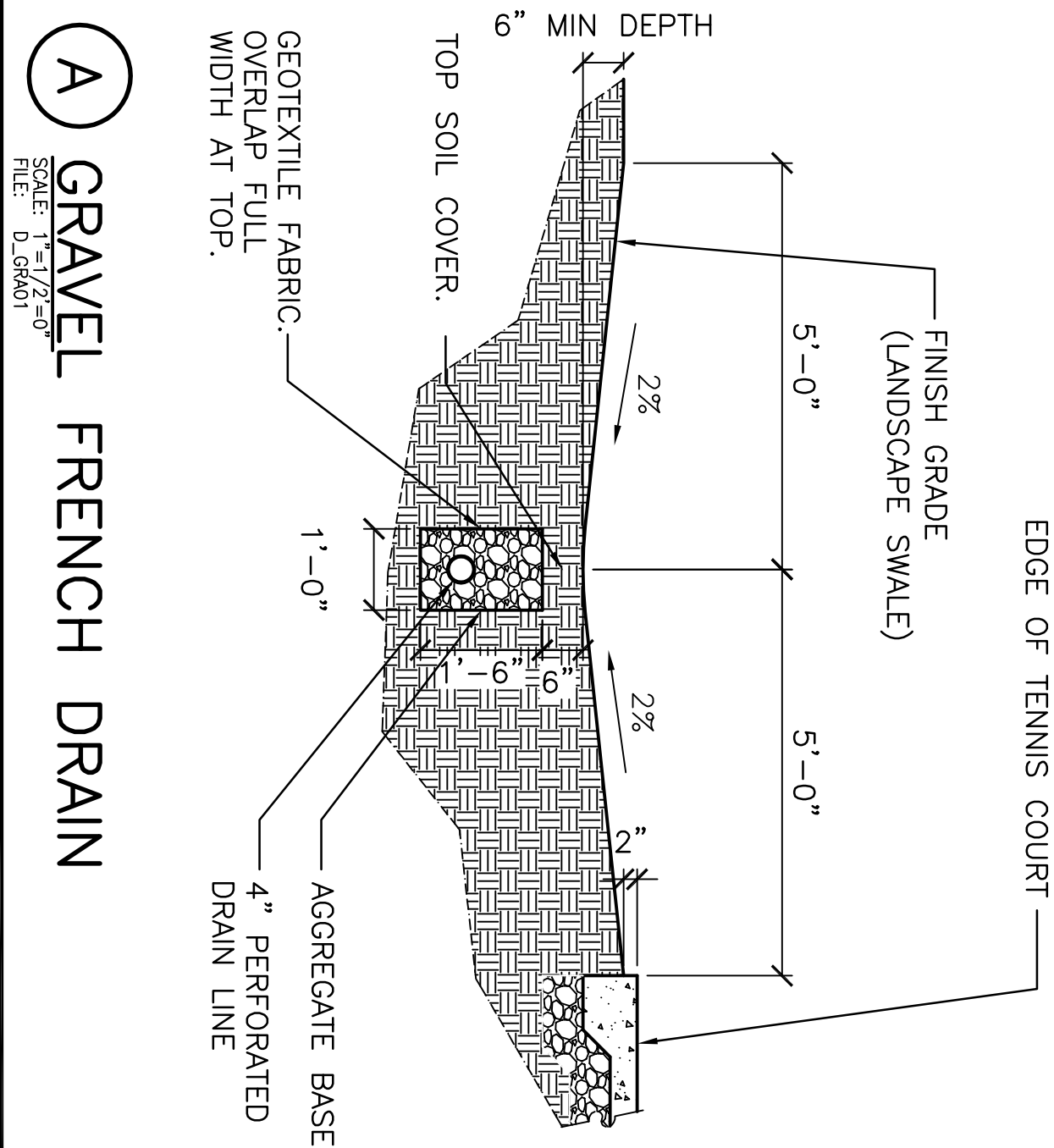
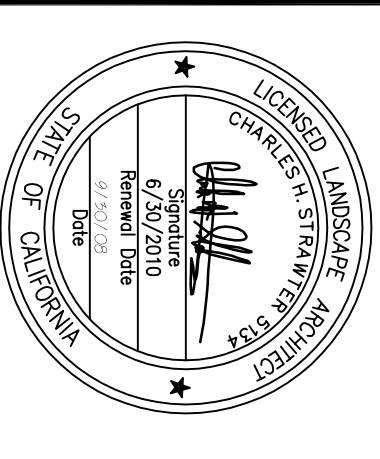
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GRADING & SWPPP DETAILS

PROJECT TITLE

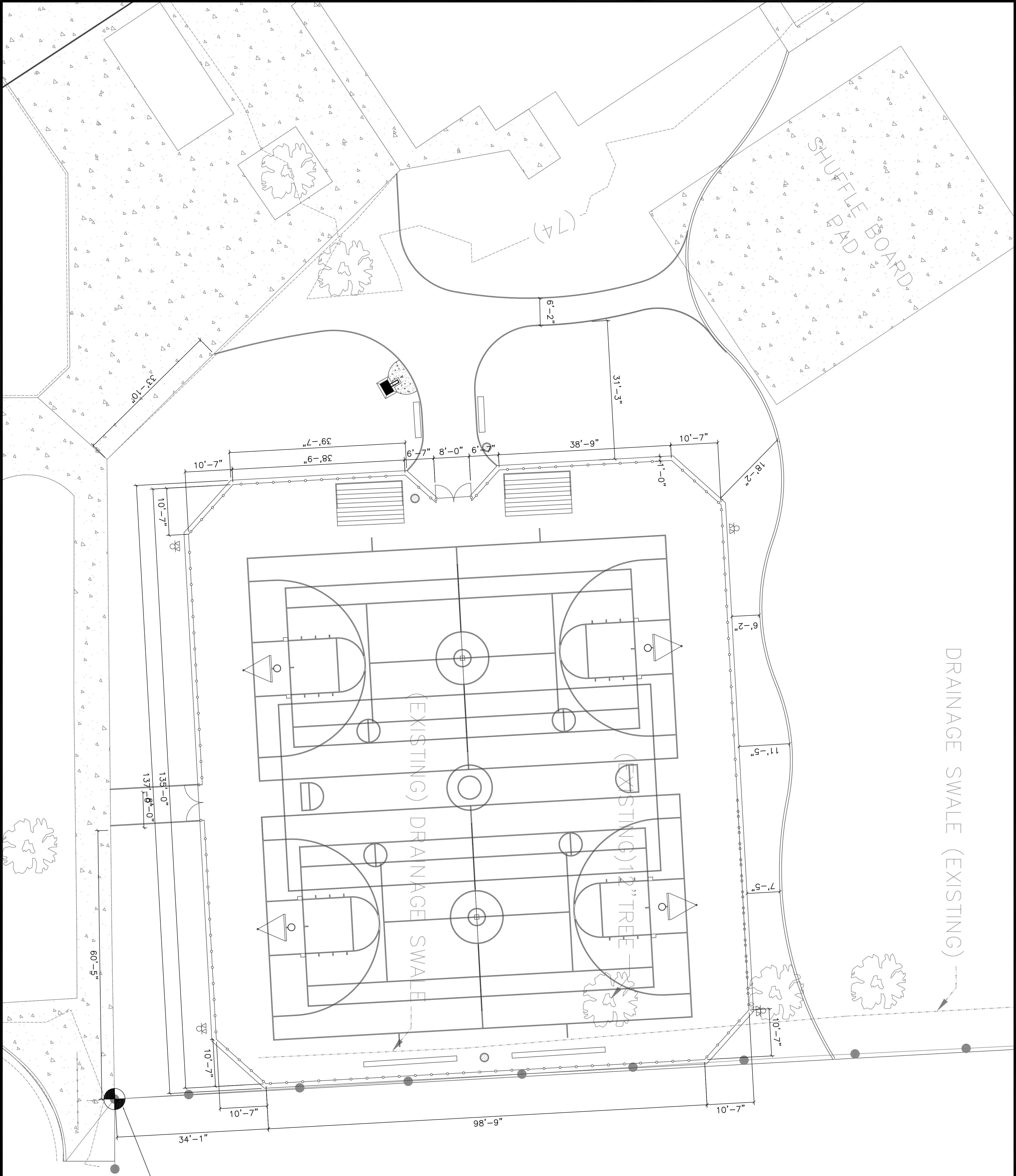
MULTI-USE COURT
LUEDERS PARK
1500 E Rosecrans Ave Compton, CA
CITY OF COMPTON

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NOTE:

1. FIBER ROLL INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE ROLL IN A TRENCH, 3" DEEP, DUG ON CONTOUR. RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND ROLL.



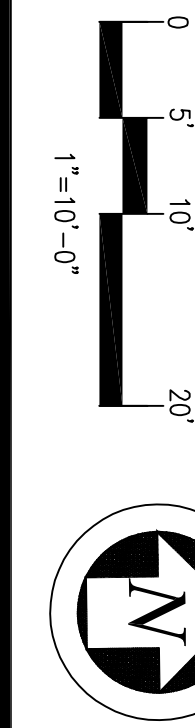
DRAINAGE SWALE (EXISTING)

(EXISTING) 12" TREE

(EXISTING) DRAINAGE SWALE

POINT OF
BEGINNING FOR
MULTI USE COURT
LAYOUT

DIAL BEFORE YOU DIG
1-800-227-2600
DIALPORT
AT LEAST TWO
WORKING DAYS
PRIOR TO
EXCAVATING
PLAY IT SAFE
DIAL BEFORE
YOU DIG
SERVING NINE SOUTHERN CALIFORNIA COUNTIES



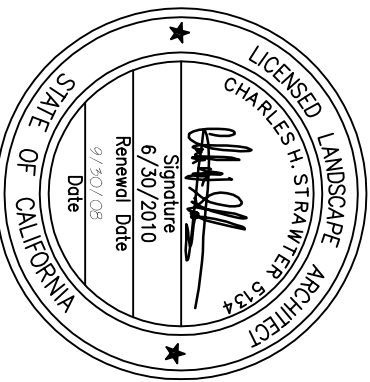
CLARK H. STAVITT DESIGN, INC.
Landscape Architecture & Design Consulting
9500 Wilshire Blvd., Suite 100
Beverly Hills, CA 90212
ANAHEIM
Phone: 626-296-4631 | Fax: 626-296-4911
Email: clarkh@stavittdesign.com
www.stavittdesign.com
NYS Registered Landscape Architect #2581

SHEET TITLE
**SITE LAYOUT
PLAN**

PROJECT TITLE
**MULTI-USE COURT
LUEDERS PARK**
1500 E Rosecrans Ave Compton, CA
CITY OF COMPTON

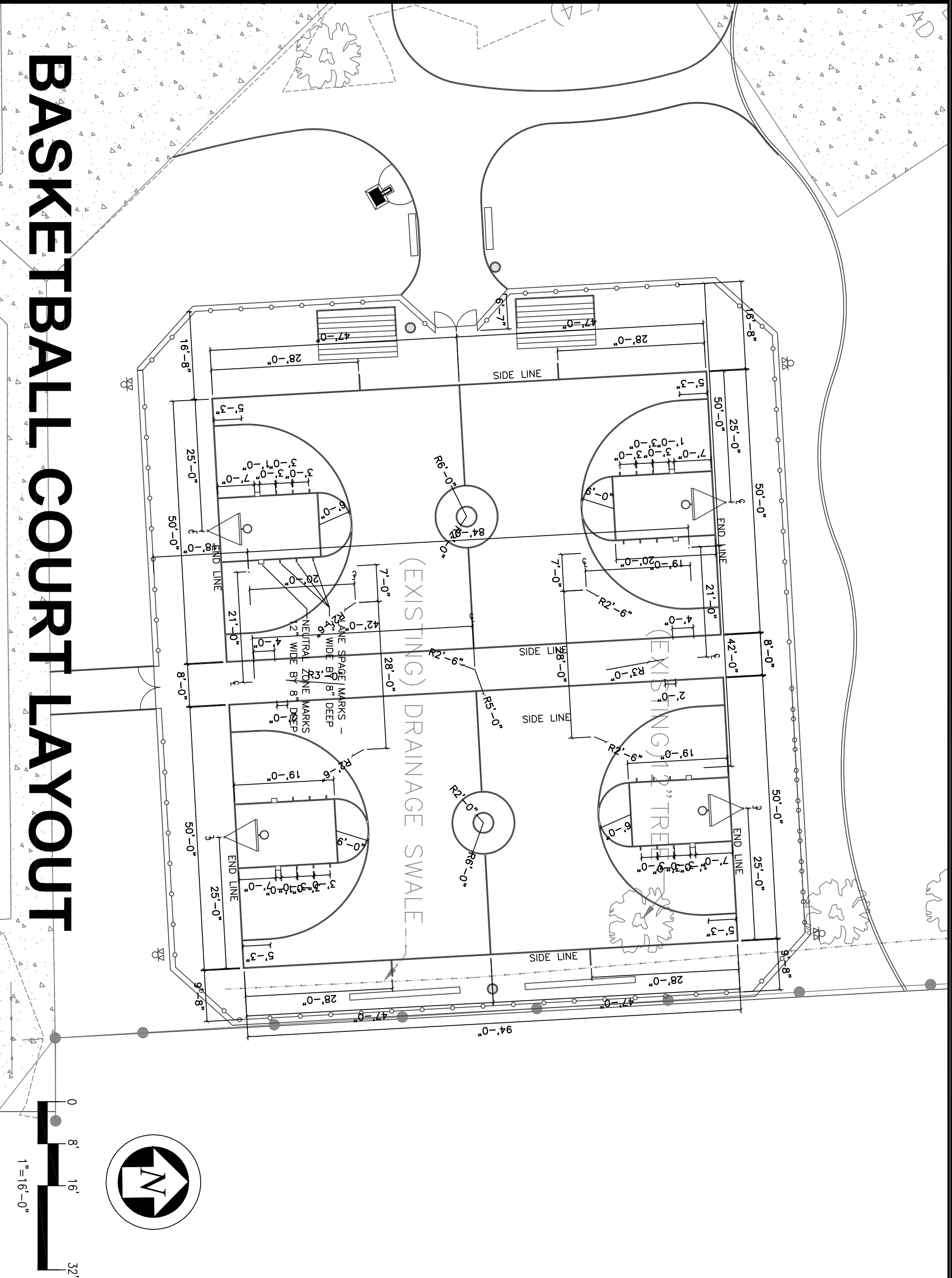
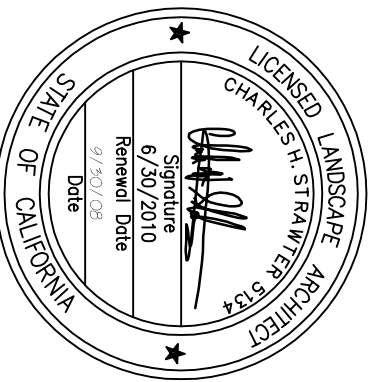
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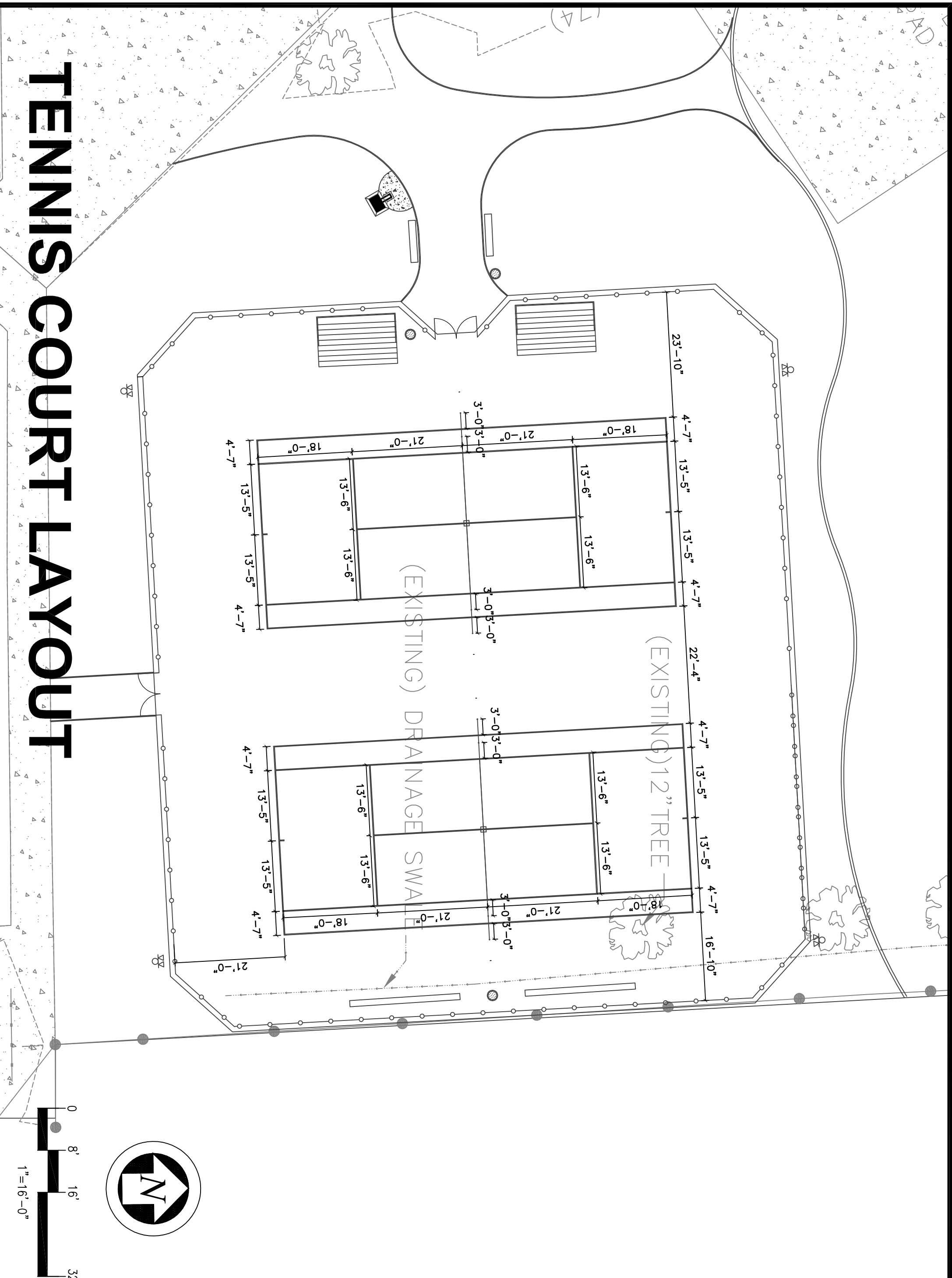


SHEET 5 OF 11
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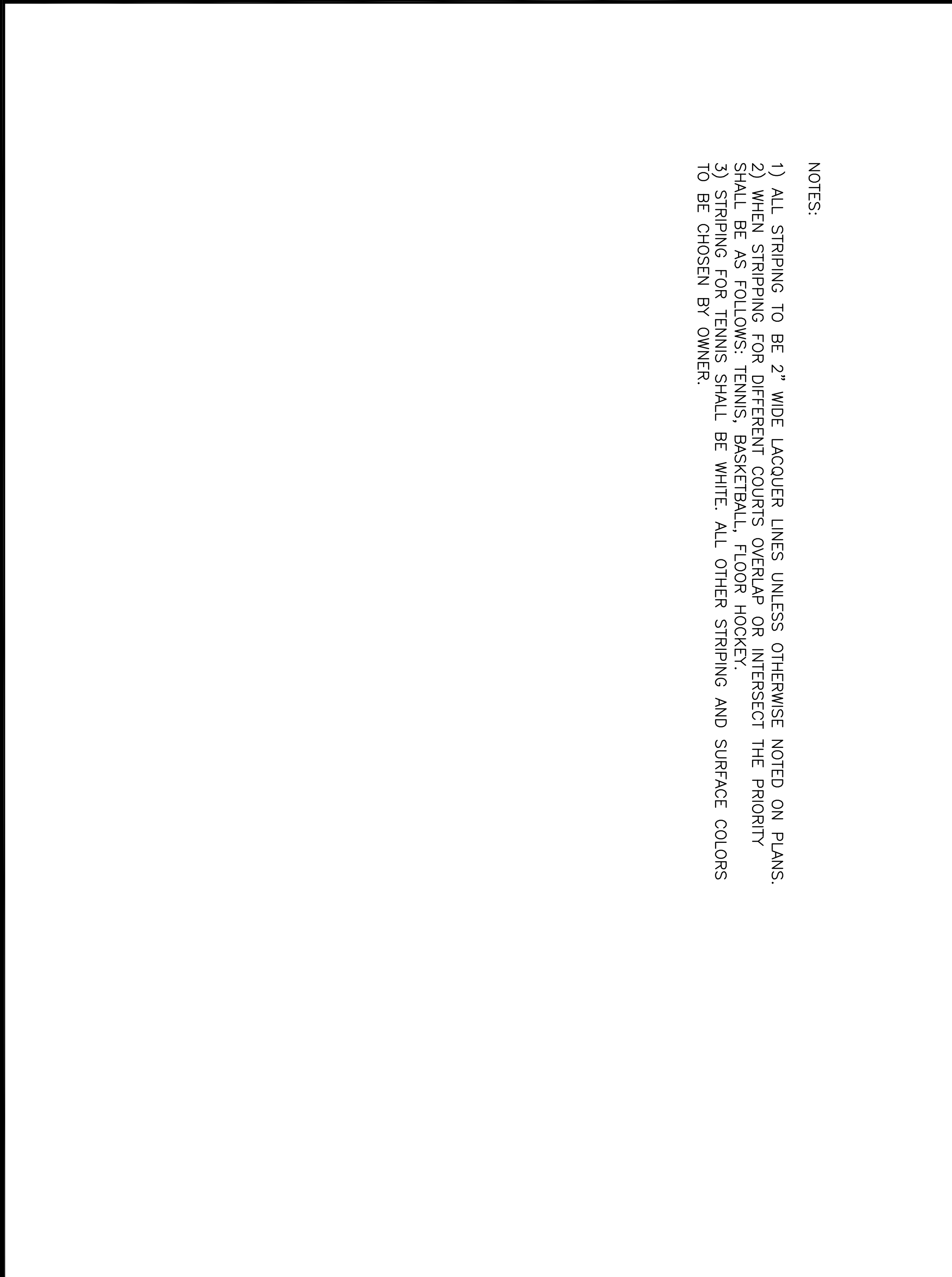
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BASKETBALL COURT LAYOUT



TENNIS COURT LAYOUT



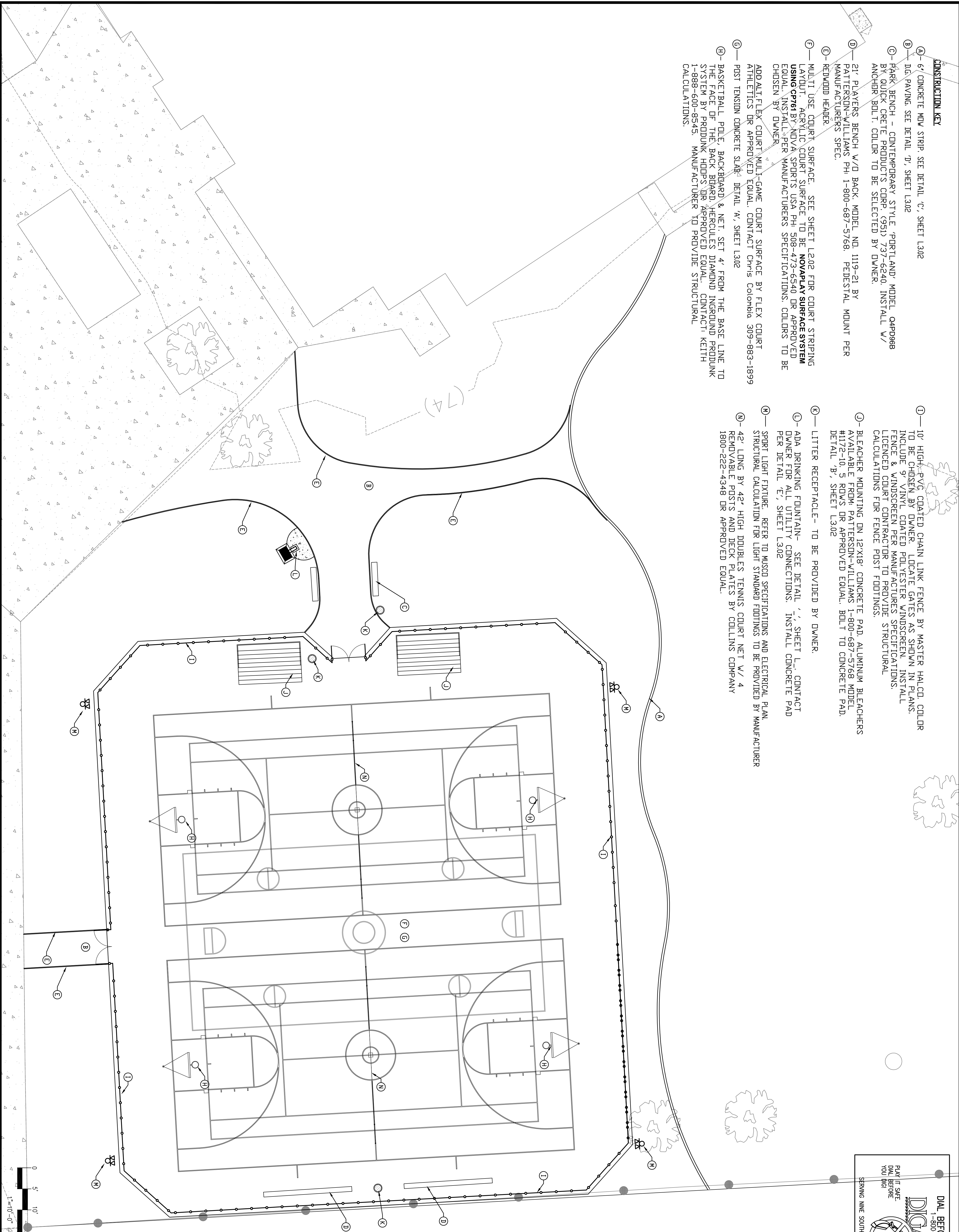
ROLLER HOCKEY COURT LAYOUT

- NOTES:
- 1) ALL STRIPING TO BE 2" WIDE LAQUER LINES UNLESS OTHERWISE NOTED ON PLANS.
 - 2) WHEN STRIPING FOR DIFFERENT COURTS OVERLAP OR INTERSECT THE PRIORITY SHALL BE AS FOLLOWS: TENNIS, BASKETBALL, FLOOR HOCKEY.
 - 3) STRIPING FOR TENNIS SHALL BE WHITE. ALL OTHER STRIPING AND SURFACE COLORS TO BE CHOSEN BY OWNER.

CONSTRUCTION KEY

- ④- 6" CONCRETE MDW STRIP. SEE DETAIL 'C', SHEET L302
- ③- DIG. PAVING. SEE DETAIL 'D', SHEET L302
- ②- PARK BENCH - CONTEMPORARY STYLE 'PORTLAND' MODEL Q4PD968 BY QUICK CRETE PRODUCTS CORP. (951) 737-6240. INSTALL W/ ANCHOR BOLT. COLOR TO BE SELECTED BY OWNER.
- ①- 21' PLAYERS BENCH W/O BACK. MODEL NO. 1119-21 BY PATTERSON-WILLIAMS PH: 1-800-687-5768. PEDESTAL MOUNT PER MANUFACTURERS SPEC.
- ⑤- REDWOOD HEADER.
- ⑥- MULTI USE COURT SURFACE. SEE SHEET L202 FOR COURT STRIPING LAYOUT. ACRYLIC COURT SURFACE TO BE **NOVAPLAY SURFACE SYSTEM USING CP761** BY NOVIA SPORTS USA PH: 508-473-6540 OR APPROVED EQUAL. INSTALL PER MANUFACTURERS SPECIFICATIONS. COLORS TO BE CHOSEN BY OWNER.
- ⑦- ADULT FLEX COURT MULTI-GAME COURT SURFACE BY FLEX COURT ATHLETICS OR APPROVED EQUAL. CONTACT Chris Colombia 309-883-1899
- ⑧- POST TENSION CONCRETE SLAB. DETAIL 'A', SHEET L302
- ⑩- BASKETBALL POLE, BACKBOARD & NET. SET 4' FROM THE BASE LINE TO THE FACE OF THE BACK BOARD. HERCULES DIAMOND INGROUND PRODUK SYSTEM BY PRODUK HOOPS OR APPROVED EQUAL. CONTACT: KEITH 1-888-600-8545. MANUFACTURER TO PROVIDE STRUCTURAL CALCULATIONS.

- ⑪- 10' HIGH PVC COATED CHAIN LINK FENCE BY MASTER HAILO. COLOR TO BE CHOSEN BY OWNER. LOCATE GATES AS SHOWN IN PLANS. INCLUDE 9" VINYL COATED POLYESTER WINDSCREEN. INSTALL FENCE & WINDSCREEN PER MANUFACTURES SPECIFICATIONS. LICENSED COURT CONTRACTOR TO PROVIDE STRUCTURAL CALCULATIONS FOR FENCE POST FOOTINGS.
- ⑫- BLEACHER MOUNTING ON 12'X18' CONCRETE PAD. ALUMINUM BLEACHERS AVAILABLE FROM: PATTERSON-WILLIAMS 1-800-687-5768 MODEL #1172-10. 5 ROWS OR APPROVED EQUAL. BOLT TO CONCRETE PAD. DETAIL 'B', SHEET L302
- ⑬- LITTER RECEPTACLE - TO BE PROVIDED BY OWNER.
- ⑭- ADA DRINKING FOUNTAIN- SEE DETAIL 'F', SHEET L-. CONTACT OWNER FOR ALL UTILITY CONNECTIONS. INSTALL CONCRETE PAD PER DETAIL 'E', SHEET L302
- ⑮- SPORT LIGHT FIXTURE. REFER TO MUSD SPECIFICATIONS AND ELECTRICAL PLAN. STRUCTURAL CALCULATION FOR LIGHT STANDARD FOOTINGS TO BE PROVIDED BY MANUFACTURER
- ⑯- 42' LONG BY 42' HIGH DOUBLES TENNIS COURT NET W/ 4 REMOVABLE POSTS AND DECK PLATES BY COLLINS COMPANY 1800-222-4348 OR APPROVED EQUAL.



DIAL BEFORE YOU DIG
1-800-227-2600

AT LEAST TWO WORKING PLAYS BEFORE EXCAVATING

PLAY IT SAFE. WORKING PLAYS BEFORE EXCAVATING

SEPPING NINE SOUTHERN CALIFORNIA COUNTIES

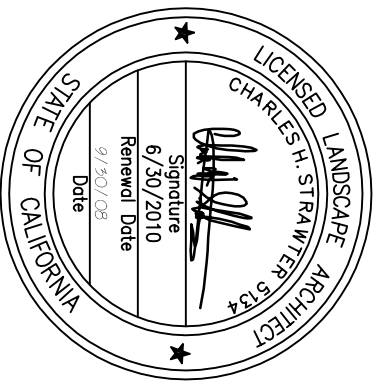
CLAIR L. H. STANLEY DESIGN, INC.
Landscape Architecture & Design
1500 E Rosecrans Ave, Compton, CA 90221
Tel: 661-296-4631 | Fax: 661-296-4611
info@clairehstancleydesign.com
www.clairehstancleydesign.com

SHEET TITLE
CONSTRUCTION PLAN

PROJECT TITLE
MULTI-USE COURT
LUEDERS PARK
1500 E Rosecrans Ave Compton, CA
CITY OF COMPTON

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SHEET 7 OF 11
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CONSTRUCTION DETAILS

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MULTI-USE COURT
LUEDERS PARK
1500 E Rosecrans Avenue, Compton, CA
CITY OF CO

DATE

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IRRIGATION NOTES

1. THIS DESIGN IS DIAGRAMMATIC. ALL PIPING, VALVES, ETC. SHOWN WITHIN PAVED AREAS ARE FOR DESIGN CLARIFICATION ONLY AND SHALL BE INSTALLED IN PLANTING AREAS WHEREVER POSSIBLE.
2. SET ALL VALVES AND QUICK COUPLERS NEXT TO WALKS OR PAVED SURFACES.
3. ALL SPRINKLER HEADS ARE TO HAVE TRIPLE SWING JOINTS (EXCEPT WHERE NOTED ON PLANS).
4. PIPE SIZES SHALL CONFORM TO THOSE SHOWN ON THE DRAWINGS. NO SUBSTITUTIONS OF SMALLER PIPE SIZES SHALL BE PERMITTED, BUT SUBSTITUTIONS OF LARGER SIZES MAY BE APPROVED. ALL DAMAGED AND REJECTED PIPE SHALL BE REMOVED FROM THE SITE AT THE TIME OF THE SAID REJECTION.
5. FINAL LOCATION OF THE AUTOMATIC CONTROLLER SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT AND OWNER.
6. 120VAC ELECTRICAL POWER SOURCE AT CONTROLLER LOCATION SHALL BE PROVIDED BY THE ELECTRICAL CONTRACTOR.
7. BEFORE COMMENCING ANY EXCAVATION, THE CONTRACTOR SHALL OBTAIN AN UNDERGROUND SERVICE ALERT (U.S.A.) NUMBER BY CALLING 1-800-227-2600. TWO (2) WORKING DAYS SHALL BE ALLOWED AFTER THE U.S.A. NUMBER IS OBTAINED AND BEFORE THE EXCAVATION WORK IS STARTED SO THAT UTILITY OWNERS CAN BE NOTIFIED.
8. ALL SPRINKLER HEADS SHALL BE SET PERPENDICULAR TO FINISH GRADE UNLESS OTHERWISE SPECIFIED.
9. THE CONTRACTOR SHALL FLUSH AND ADJUST ALL SPRINKLER HEADS AND VALVES FOR OPTIMUM COVERAGE WITH MINIMAL OVER SPRAY ONTO WALKS, STREETS, ETC.
10. IT IS THE RESPONSIBILITY OF THE IRRIGATION CONTRACTOR TO FAMILIARIZE HIMSELF WITH THE GRADE DIFFERENCES, LOCATION OF WALLS AND UTILITIES. THE IRRIGATION CONTRACTOR SHALL REPORT OR REPLACE ALL ITEMS DAMAGED BY HIS WORK. HE SHALL COORDINATE HIS WORK WITH OTHER CONTRACTORS FOR THE LOCATION AND INSTALLATION OF PIPE SLEEVES AND LATERALS UNDER ROADWAYS AND PAVING, ETC.
11. THE SPRINKLER SYSTEM IS DESIGNED TO CONNECT TO THE EXISTING IRRIGATION SYSTEM. THIS SYSTEM REQUIRES A MINIMUM OPERATING PRESSURE OF 60 P.S.I. AT POINT OF CONNECTION. THIS DESIGN HAS MAXIMUM FLOW DEMAND OF 23 G.P.M. THE CONTRACTOR SHALL VERIFY WATER PRESSURES PRIOR TO CONSTRUCTION. REPORT ANY DIFFERENCE BETWEEN WATER PRESSURE INDICATED ON THE DRAWINGS AND THE ACTUAL PRESSURE READINGS AT THE IRRIGATION POINT OF CONNECTION TO THE OWNER AND LANDSCAPE ARCHITECT.
12. DO NOT WILLFULLY INSTALL THE SPRINKLER SYSTEM AS SHOWN ON THE DRAWINGS WHEN IT IS OBVIOUS IN THE FIELD THAT THERE ARE UNKNOWN OBSTRUCTIONS OR GRADE DIFFERENCES IN THE AREA. DIMENSIONS EXIST THAT MIGHT NOT HAVE BEEN CONSIDERED IN THE ENGINEERING. SUCH OBSTRUCTIONS OR DIFFERENCES SHOULD BE BROUGHT TO THE ATTENTION OF THE ARCHITECT. IN THE EVENT THAT THIS NOTIFICATION IS NOT GIVEN, THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY NECESSARY REVISIONS.
13. ALL SPRINKLER EQUIPMENT NOT OTHERWISE DETAILED OR SPECIFIED SHALL BE INSTALLED AS PER MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATIONS.
14. THE INTENT OF THE DESIGN IS TO PROVIDE 100% COVERAGE TO ALL PLANTING AREAS. AS PART OF THE SCOPE OF WORK, THE CONTRACTOR WILL PROVIDE ANY ADDITIONAL HEADS, SPECIAL NOZZLES, OR PATTERNS TO ACHIEVE PROPER COVERAGE WITH A MINIMUM OF OVER SPRAY AT NO ADDITIONAL COST TO THE OWNER.
15. INSTALLATION FOR THE CONTROL WIRES SHALL FOLLOW MANLINE ROUTING.
16. PROVIDE SLEEVES AS SHOWN ON DRAWING. USE 2 TIMES DIAMETER MIN. SCH. 80 P.V.C. MIN. DEPTH 24" TO TOP OF LINE.
17. LOCATE VALVE CHART IN CONTROLLER - REDUCE AND ENCASE IN PLASTIC (AS BUILT).
18. GUARANTEE: THE INSTALLED SPRINKLER SYSTEM SHALL BE GUARANTEED FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF ACCEPTANCE OF THE WORK. SHOULD ANY TROUBLE DEVELOP WITHIN THE TIME SPECIFIED DUE TO DEFECTS IN MATERIAL OR WORKMANSHIP, THE TROUBLE SHALL BE CORRECTED BY THE CONTRACTOR WITHOUT EXPENSE TO THE OWNER.
19. PROTECT IN PLACE EXISTING IRRIGATION.
20. REFER TO GENERAL NOTES FOR ADDITIONAL INFORMATION REGARDING THIS SECTION OF WORK.

P.O.C. CONTRACTOR TO COORDINATE IRRIGATION CONNECTION WITH OWNER. CONNECT NEW VALVES TO THE EXISTING IRRIGATION CONTROLLER.

3/4" COPPER WATER LINE FOR DRINKING FOUNTAIN. COORDINATE CONNECTION TO POTABLE WATER MAIN WITH OWNER.

DIAGRAM

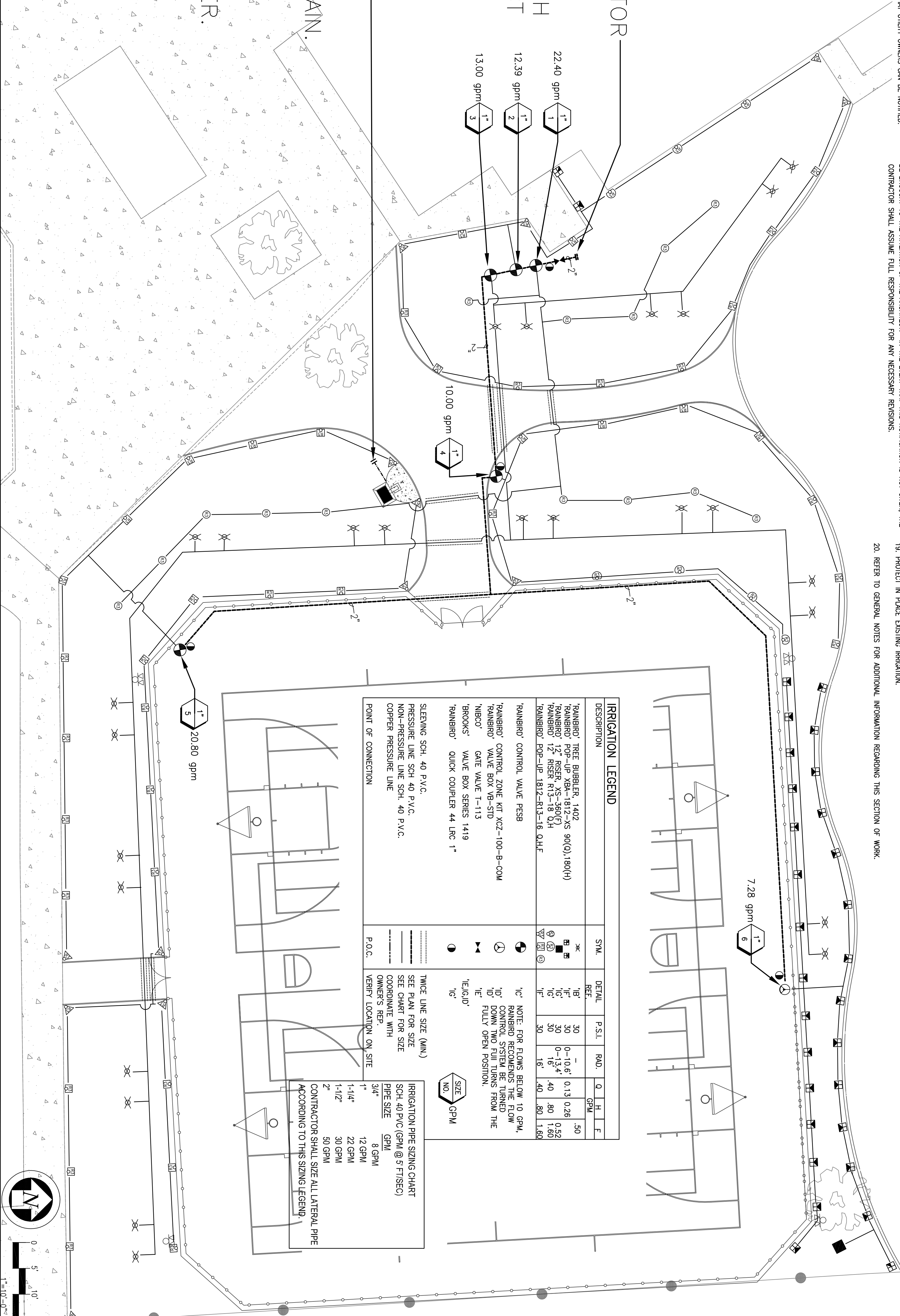
PLAY IT SAFE
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YOU DIG

AT LEAST TWO
WORKING DAYS
PRIOR TO
EXCAVATING

DIAL BEFORE YOU DIG

1-800-227-2600

SEWING LINE: SOUTHERN CALIFORNIA COUNTIES



PROJECT TITLE

MULTI-USE COURT
LUEDERS PARK
1500 E Rosecrans Ave Compton, CA
CITY OF COMPTON

SHEET TITLE

IRRIGATION
PLAN

REVISIONS

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DRAWN BY:

CHS

CHECKED BY:

CHS

PROJECT NO.

08-1029

DATE:

09/30/08

SHEET 9 OF 11

L4.01

LANDSCAPE ARCHITECT

CHARTERED LANDSCAPE ARCHITECT

6/30/2010

RENEWED 12/31/2010

CITY OF CALIFORNIA

LANDSCAPE ARCHITECT & PLANNING CONSULTING

4000 E. 15th Street, Suite 200

Yuba City, TX 75805

Ph: 409-296-4031 | Fax: 409-296-4911

BAA Certified Landscape Architect #2018

TX Registered Landscape Architect #2018

ANLA 115A

chadwick@chadwickdesign.com

SHEET TITLE

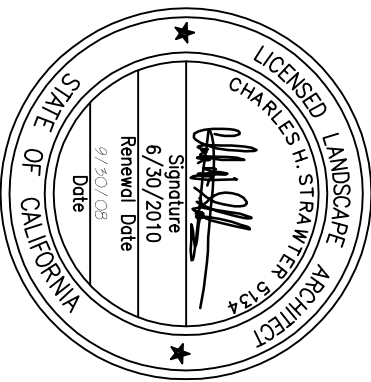
PLANTING PLAN

PROJECT TITLE
MULTI-USE COURT
LUEDERS PARK
1500 E Rosecrans Ave., Compton, CA
CITY OF COMPTON

DATE

REVISIONS									
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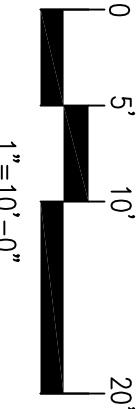
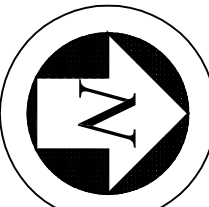
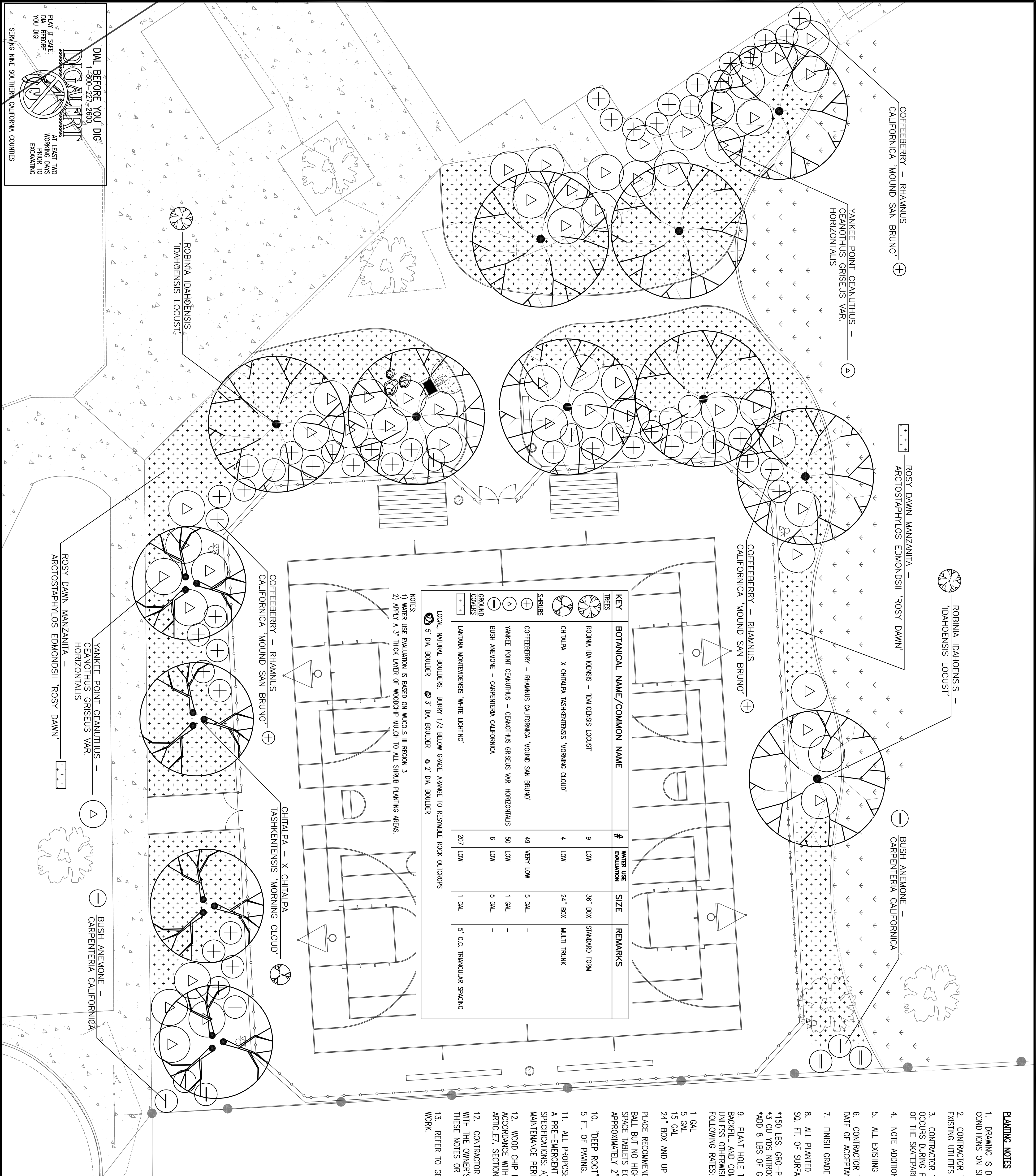
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PROJECT NO.	08-1029
DATE:	09/30/08



SHEET 10 OF 11
L5.01

PLANTING NOTES

- DRAWING IS DIAGNATIC. CONTRACTOR TO VERIFY ALL LOCATIONS AND CONDITIONS ON SITE. COUNT ALL PLANT MATERIAL BEFORE BIDDING.
 - CONTRACTOR TO INSPECT ALL EXISTING CONDITIONS ON SITE AND LOCATE ALL EXISTING UTILITIES BEFORE CONSTRUCTION BEGINS.
 - CONTRACTOR TO REPAIR AT HIS OWN EXPENSE ALL PROPERTY DAMAGE WHICH OCCURS DURING PROJECT INSTALLATION. SOD ALL DISTURBED AREAS TO THE EDGE OF THE SKATEPARK AFTER CONSTRUCTION
 - NOTE ADDITIONAL REMARKS ON SPECIFIC PLANTS IN PLANT LIST.
 - ALL EXISTING PLANT MATERIAL TO BE REMOVED EXCEPT WHERE NOTED ON PLAN.
 - CONTRACTOR TO GUARANTEE ALL PLANT MATERIAL FOR 120 DAYS FROM THE DATE OF ACCEPTANCE BY OWNER.
 - FINISH GRADE TO BE 1" BELOW ALL WALKS, CURBS, AND PAVING.
 - ALL PLANTED AREAS SHALL RECEIVE THE FOLLOWING AMENDMENTS PER 1,000 SQ. FT. OF SURFACE AREA. ROTO-TILL AMENDMENTS TO A DEPTH OF 6"
 - *150 LBS. GRO-POWER
 - *3 CU YDS NITROGENIZED, MINERALIZED FIR BARK OR REDWOOD SHAVINGS
 - *ADD 8 LBS OF GRO-POWER CONTROLLED RELEASE 12-8-6 PER CU YD OF MIX.
 - PLANT HOLE TO BE TWICE AS WIDE AND DEEP AS THE PLANT ROOT BALL. BACKFILL AND COMPACT TO 80% WITH 60% SOIL OF SITE AND 40% FIR BARK, UNLESS OTHERWISE NOTED. PROVIDE GRO-POWER PLANT TABLETS AT THE FOLLOWING RATES:
 - 1 GAL 2
 - 5 GAL 5
 - 15 GAL 10
 - 24" BOX AND UP 14
- PLACE RECOMMENDED TABLETS BETWEEN THE BOTTOM AND THE TOP OF THE ROOT BALL BUT NO HIGHER THAN 1/3 OF THE WAY UP TO THE TOP OF THE ROOT BALL. SPACE TABLETS EQUALLY AROUND THE PERIMETER OF THE ROOT BALL APPROXIMATELY 2" FROM THE ROOT TIPS.
- "DEEP ROOT" BARRIERS ARE TO BE USED AROUND ALL TREES LOCATED WITHIN 5 FT. OF PAVING. INSTALL PER MANUFACTURER'S SPECIFICATIONS.
 - ALL PROPOSED SHRUB AND GROUND COVER AREAS ARE TO BE TREATED WITH A PRE-EMERGENT WEED KILLER (CEPTAM / RONSTAR). APPLY PER MANUFACTURER'S SPECIFICATIONS: A) IMMEDIATELY AFTER PLANTING, B) AT THE BEGINNING OF THE MAINTENANCE PERIOD, AND C) AT THE END OF THE MAINTENANCE PERIOD.
 - WOOD CHIP MULCH SHALL BE A CLEAN, A GREEN GREEN MATERIAL THAT IS IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 14, CHAPTER3, ARTICLE7, SECTION 17868.
 - CONTRACTOR TO INSTALL AND MAINTAIN LANDSCAPE PLANTING IN ACCORDANCE WITH THE OWNER'S GUIDELINES AND SPECIFICATIONS UNLESS NOTED OTHERWISE IN THESE NOTES OR ON THE PLANS.
 - REFER TO GENERAL NOTES FOR ADDITIONAL INFORMATION ON THIS SECTION OF WORK.



RESOLUTION SIGN-OFF FORM

DEPARTMENT:

Recreation

RESOLUTION TITLE:

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
RESCINDING RESOLUTION NO. 22,842 AND AWARDING A
CONTRACT TO MALIBU PACIFIC TENNIS COURTS INC. FOR THE
CONSTRUCTION OF A TENNIS COURT AT LUEDERS PARK, BID
#58C3-08-2187/84-3030-001

Sheila Juniel-Fenderson

DEPARTMENT MANAGER’S SIGNATURE

9/10/2009 11:30:28 AM

DATE

REVIEW / APPROVAL

Craig Cornwell

CITY ATTORNEY

10/29/2009 2:52:54 PM

DATE

Willie Norfleet

CITY CONTROLLER

10/29/2009 2:59:30 PM

DATE

Dave Hewitt

CITY MANAGER

9/29/2009 4:53:43 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.

November 3, 2009

TO: MAYOR AND COUNCIL

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COMPTON ACTIVATING STAGE I OF WATER
CONSERVATION ORDINANCE #1851 CALLING FOR
MANDATORY WATER USE RESTRICTIONS**

BACKGROUND

The Compton Municipal Water Department purchases approximately 5,000 acre-feet of imported water annually from Metropolitan Water District (MWD) to service its customers. It is the duty of the Municipal Water Department to supply quality potable water to the customers in a way that would minimize the impact of a water shortage.

On March 12, 1991, the Council amended Ordinance #1,851 of the Compton Municipal Code stating the Water Shortage Policy. This policy imposes phases of implementation. This resolution is activating Phase I of this Water Conservation and Water Shortage Plan.

On June 4, 2008 Governor Schwarzenegger declared an official statewide drought. Consequently, the MWD Board of Directors issued a Water Supply Alert for its service area which includes the City of Compton, urging local jurisdictions to adopt and implement water conservation ordinances and to significantly increase efforts and programs to conserve water.

Due to the drought, the increase in cost to purchase water and overall water shortage it is in the best interest of the City to implement Phase I of the Water Conservation Ordinance

RECOMMENDATION

It is in the best interest of the City and the citizens to implement Phase 1 of the Water Conservation Ordinance which states:

- No washing the sidewalk, driveways, parking areas, walkways, patios and other paved surfaces, except as is required for sanitary purposes.

Resolution Staff Report
Activating the Water Conservation Plan
November 3, 2009
Page 2

- Washing motor vehicles, trailers, boats and other types of mobile equipment shall be done only with a hand-held bucket or a hose equipped with a positive shutoff nozzles for quick rinses, except that washing may be done at the immediate premises of a commercial car wash or with reclaimed water.
- No watering lawns and landscaping between the hours of 10:00 A.M. and 4:00 P.M
- No watering lawns or landscaping in a manner that causes excessive runoff
- No water shall be used to clean, fill or maintain levels in decorative fountains, ponds, lakes or other similar aesthetic structures unless such water is part of recycling system.
- Providing drinking water, unless expressly requested by customers of eating and drinking establishments
- All customers of the Compton Water Department shall promptly repair all leaks from indoor and outdoor plumbing fixtures.
- No lawn, landscape or other turf areas shall be watered more than every other day. Specifically, all customers with an even address number shall water on even calendar dates of the month, and all customers with an odd address numbers shall water on odd calendar dates of the month, and no watering on the 31st.
- No customers of the Compton Municipal Water Department shall cause or allow the water to run off landscape area into adjoining streets, sidewalks or other paved areas.

FINANCIAL IMPACT

There is not financial impact on the City.

KAMBIZ SHOGHI
GENERAL MANAGER

CHARLES EVANS
CITY MANAGER

RESOLUTION NO. _____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON ACTIVATING STAGE I OF WATER
CONSERVATION ORDINANCE NO. 1851 CALLING FOR
MANDATORY WATER USE RESTRICTIONS.**

WHEREAS, a reliable, minimum supply of quality potable water is essential to the welfare of the people and economy of the City of Compton; and

WHEREAS, responsible management of water supplies in non-shortage condition is wise and prudent for both water supply reliability and environmental stewardship; and

WHEREAS, effective and equitable management of limited water supplies during a water supply shortage minimizes the impact on the people and economy of the City; and

WHEREAS, on March 12, 1991, the Compton City Council amended Ordinance No. 1,851 of the Compton Municipal Code (codified at Section 23-1.32) stating the policy during a Water Shortage; and

WHEREAS, in June 2008 the Governor of California declared that California was officially in a drought; and

WHEREAS, due to low supplies of water and the drought in California there is a need to activate Stage I of the Water Conservation and Supply Shortage Plan Ordinance.

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

SECTION 1. That the City Council declares, based upon the recommendation of the City Manager and General Manager of the Compton Municipal Water Department, that Phase I of the Water Conservation Plan should be implemented in that it is likely the City will suffer a shortage of up to five (5%) percent in water supplies.

SECTION 2. That the objectives of the Plan are:

- (a) to prevent water supply shortages through aggressive and effective water management programs such as conjunctive use and water conservation;
- (b) to minimize the impact of a water supply shortage on the City's population and economy;
- (c) to provide first for public health and fire protection and other essential services, then to provide for the economic health of the City, and then to provide for other uses of water; and
- (d) to ensure that water users who conserve water during normal-year hydrology and wet-year hydrology are not disadvantaged by the Plan during shortage.

SECTION 3. That the following curtailments on the use of water shall be in effect during a Phase I Water Shortage:

- (a) There shall be no hose washing of sidewalks, walkways, driveways, parking areas or other paved surfaces, except as is required for sanitary purposes.
- (b) Washing of motor vehicles, trailers, boats and other types of mobile equipment shall be done only with a hand-held bucket or a hose equipped with a positive shutoff nozzle for quick rinses, except that washing may be done at the immediate premises of a commercial car wash or with reclaimed water.

- (c) No water shall be used to clean, fill or maintain levels in decorative fountains, ponds, lakes or other similar aesthetic structures unless such water is part of a recycling system.
- (d) No restaurant, hotel, café, cafeteria or other public place where food is sold, served or offered for sale, shall serve drinking water to any customer unless expressly requested.
- (e) All customers of the Compton Water Department shall promptly repair all leaks from indoor and outdoor plumbing fixtures
- (f) No law, landscape, or other turf area shall be watered more often than every other day. Specifically, all customers with an even address number shall water on even calendar dates of the month, and all customers with an odd address numbers shall water on odd calendar dates of the month. On the thirty first (31st) of the month, there shall be no watering, unless reclaimed water is used. No watering shall be done between the hours of 10:00 A.M. and 4:00 P.M.; except that the provision shall not apply to commercial nurseries, golf courses and other water-dependent industries.
- (g) No customers of the Compton Municipal Water Department shall cause or allow the water to run off landscape area into adjoining streets, sidewalks or other paved areas due to incorrectly directed or maintained sprinklers or excessive watering.

SECTION 4. That the Municipal Water Department shall publish the declaration of an Imminent Water Supply Shortage in a local newspaper of general circulation, including the implementation date of the declaration.

SECTION 5. That a certified copy of this resolution shall be filed in the offices of the City Manager, City Clerk, City Attorney and the Compton Municipal Water Department.

ADOPTED this _____ **day of** _____ **2009**

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION NO. _____

Page 3

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: Councilmembers-
- NOES: Councilmembers-
- ABSENT: Councilmembers-
- ABSTAIN: Councilmembers-

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 ACTIVATING STAGE I OF WATER CONSERVATION ORDINANCE 1851 CALLING FOR MANDATORY WATER USE RESTRICTIONS

Kambiz Shoghi
DEPARTMENT MANAGER’S SIGNATURE

10/20/2009 5:56:34 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

10/28/2009 9:02:43 AM
DATE

Willie Norfleet
CITY CONTROLLER

10/29/2009 1:55:41 PM
DATE

Charles Evans
CITY MANAGER

10/27/2009 1:50:59 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.

NOVEMBER 3, 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 ENTER INTO A CONTRACT WITH VALVERDE CONSTRUCTION AND ISSUE A PURCHASE ORDER FOR REPLACEMENT OF OVERAGED AND UNDERSIZED SEWER PIPELINE ALONG ALONDRA BOULEVARD BETWEEN WILLOWBROOK (EASTSIDE) ALAMEDA STREET (WESTSIDE)

SUMMARY

This resolution authorizes the City Manager to issue a enter into a contract and issue a purchase order to Valverde Construction Inc., for replacement of sewer pipeline along Alondra Boulevard, from Alameda Street to Willowbrook Avenue.

BACKGROUND

Most of the City's sewer system is antiquated, having been constructed in the 1940's and 1950's.

Subsequent to a review of system conditions, a 10-year prioritized sewer capital improvement plan was developed. The program shall be financed through the issuance of sewer revenue bonds.

Exemplifying the need for the program was a recent major sewer line failure along Alondra Blvd., between Alameda Street and Tamarind Avenue.

STATEMET OF THE ISSUE

Pursuant to the above-described failure, the Water Department staff in conjunction with Public Works determined that not only should the deteriorated pipeline be replaced, but the sewer capacity should be increased. Recent developments in the drainage area was a major determining factor.

This project calls for replacement of approximately 1,296 feet. of existing 10-inch, 12-inch and 15-inch cracked/damaged sewer pipe along Alondra Blvd and installation of roughly the same length of 21-inch new VC pipe between an existing Los Angeles County Sanitation District manhole at the intersection with Alameda St. and existing manholes at the intersection with Willowbrook Ave.

#9.

Alondra Sewer Reconstruction

October 27, 2009

Page 2

November 3, 2009

Page 2

The work includes: Excavation; Shoring; Traffic Control; Bedding and installation of new 21" VC pipe; Tie-in to existing manholes (per time schedule) and to service laterals. Also included is hydraulic backfill (8ft. to 9ft.), slurry backfill (2 sacks), pavement replacement, restriping as required, hauling away of spoil, obtainment of a City business license, as well as protection of existing manholes.

The Water Department staff solicited quotes for the project and the following responses were received:

Spinello Companies	\$1,010,000.00
John T. Malloy, Inc.	\$ 938,020.00
Miramontes Construction Co.	\$ 808,857.00
Valverde Construction Inc.	\$ 600,000.00

Since its quote is the lowest, doing business with Valverde Construction Inc., would be advisable.

FINANCIAL IMPACT

In addition to issuance of a purchase order in an amount not to exceed \$600,000, further, staff seeks authorization for a contingency of amount of \$90,000.00, which is fifteen percent of the project cost.

The budget allocation will be increased in account 5117-710-000-4269 (sewer bond emergency fund) to pay for the cost of the services provided by Valverde Construction and reimbursed from the bond proceeds maintained by US Bank.

RECOMMENDATION

Staff recommends the adoption of the attached resolution.

KAMBIZ SHOGHI
WATER DEPARTMENT GENERAL MANAGER

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 WITH VALVERDE CONSTRUCTION AND
ISSUE A PURCHASE ORDER FOR REPLACEMENT OF
OVERAGED AND UNDERSIZED SEWER PIPELINE ALONG
ALONDRA BOULEVARD BETWEEN WILLOWBROOK
(EASTSIDE) AND ALAMEDA (WESTSIDE)

WHEREAS, most of the City’s sewer system was built more than 50 years ago and it is antiquated and needs improvements; and

WHEREAS, recently there was a major failure of the sewer line along Alondra Blvd. between Alameda St. and Tamarind Ave., and the Water Department in conjunction with Public Works has determined that the sewer line should be replaced and the capacity should be increased; and

WHEREAS, the Water Department staff solicited quotes for the project and four responses were received and the results were as follows:

Spinello Companies	\$1,010,000.00
John T. Malloy, Inc.	\$ 938,020.00
Miramontes Construction Co.	\$ 808,857.00
Valverde Construction Inc.	\$ 600,000.00

WHEREAS, Valverde Construction Inc., submitted the lowest quote; and

WHEREAS, staff is recommending that we employ the services of Valverde Construction Inc., for the replacement of approximately 1,296 feet of the existing 10-inch, 12-inch, and 15-inch cracked and damaged pipeline along Alondra Blvd.; and

WHEREAS, the budget allocation will be increased in account 5117-710-000-4269 to pay for the cost of the services provided by Valverde Construction this amount will not come from the City’s General Fund but will be reimbursed from the bond proceeds maintained by US Bank.

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 a contract with Valverde Construction and issue a purchase order in an amount of Six Hundred Thousand Dollars and No Cents (\$600,000.00), for the replacement of sewer pipeline along Alondra Boulevard, between Alameda Street and Willowbrook Avenue.

SECTION 2. That project will set aside a contingency of Ninety Thousand Dollars (\$90,000.00) is herewith approved.

SECTION 3. That the City Manager, upon the advice of the City Attorney is authorized to execute any necessary agreement.

SECTION 4. That funds shall be reimbursed by US Bank from the emergency account of the sewer bond fund which is account 5117-710-000-4269.

RESOLUTION NO. _____
PAGE 2

RESOLUTION NO. _____
Page 2

SECTION 5. That copies of this resolution shall be filed in the offices of the City Manager, City Controller, Public Works Department, City Clerk, and the Water Department.

SECTION 6. 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 forgoing 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: COUNCILMEMBERS
NOES: COUNCILMEMBERS
ABSENT: COUNCILMEMBERS
ABSTAIN: COUNCILMEMBERS**

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 AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH VALVERDE CONSTRUCTION AND ISSUE A PURCHASE ORDER FOR REPLACEMENT OF OVERAGED AND UNDERSIZED SEWER PIPELINE ALONG ALONDRA BOULEVARD BETWEEN WILLOWBROOK (EASTSIDE) AND ALAMEDA (WESTSIDE)

Kambiz Shoghi
DEPARTMENT MANAGER’S SIGNATURE

10/15/2009 3:15:21 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

10/27/2009 2:09:59 PM
DATE

Willie Norfleet
CITY CONTROLLER

10/27/2009 7:37:30 PM
DATE

Dave Hewitt
CITY MANAGER

10/22/2009 4:07:09 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.

WARRANT APPROVED BY COUNCIL

<u>Warrant #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
180698	10/27/09	LA County Sheriff	Law Enforcement Services	\$1,410,764.20

Requested by: City Manager

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 November 3, 2009.

Council Member_____
Council Member_____
City Manager

I hereby certify that the Finance Committee at a regular meeting of the City Council on November 3, 2009, allowed the above demand.

Alita Godwin
City Clerk

WARRANT APPROVED BY COUNCIL

<u>Warrant #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
180752	10/29/09	C.H.A.N.G.E	Graffiti Removal	\$17,600.00

Requested by: I.C.M.S

I hereby certify that the above demand in the amount of \$17,600.00 was approved at a regular meeting of the City Council and reject _____ as of November 3, 2009.

Council Member_____
Council Member_____
City Manager

I hereby certify that the Finance Committee at a regular meeting of the City Council on November 3, 2009, allowed the above demand.

Alita Godwin
City Clerk

November 3, 2009

TO: MAYOR AND CITY COUNCIL

FROM: CHARLES EVANS
CITY MANAGER

SUBJECT: SCHEDULE A WORKSHOP FOR THE INTEGRATED WASTE MANAGEMENT
ORDINANCE

The Water Department is requesting permission to schedule a workshop with City Council to discuss changes to the Integrated Waste Management Ordinance. The following will be discussed at the workshop:

- pending contract for trash services
- upcoming changes from pending legislation

The department would like to schedule the workshop for Wednesday November 18, 2009 from 5:00pm to 7:00pm.

CHARLES EVANS
CITY MANAGER

November 3, 2009

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER XX (STREETS AND SIDEWALKS) OF THE COMPTON MUNICIPAL CODE BY ADDING SECTION 20-6 RELATING TO PERMIT REQUIREMENTS FOR STREET CLOSURES.

SUMMARY

The City Council will consider adopting an ordinance amending Chapter XX of the Compton Municipal Code by adding Section 20-6 which outlines the process and procedures for the facilitation of temporary street closures for events.

BACKGROUND

The City of Compton currently facilitates several street closures every year. Oftentimes, applications are submitted just a few days prior to the event, causing staff to rush the processing in order to submit the application in time to go before the City Council. Moreover, on occasion, public property is damaged and streets are left strewn with trash for City staff to dispose of.

STATEMENT OF THE ISSUE

Currently there is not a documented procedure or ordinance governing the facilitation of the street closures. Given the regularity with which these occur and the potential liability to the City, a formal legally enforceable set of standards are being put in place with the adoption of this ordinance.

Some of the more salient features of the ordinance are as follows:

1. **Hold Harmless Agreement** - requires permit applicants to hold harmless the City, its council members, boards and commissions, officers, employees and agents from all suits, actions, damages or claims to which the City may be subject to, as a result of the street closure.

Staff Report; Ord.
Temporary Street Closure Permits
November 3, 2009
Page 2 of 2

2. **General Liability Insurance** – City Manager may require that the applicant provide general liability insurance.
3. **Deposit** – As a condition of issuance of any street closure, a refundable deposit of up to three hundred dollars (\$300.00) maybe required to ensure clean-up or repair of public property.
4. **Fire Safety Factors** – Provisions for fifteen foot wide emergency vehicle lanes, no obstruction of fire hydrants and maintenance of a fifteen foot wide radius around hydrants, no more than five (5) temporary street closures on the same calendar day in any “fire station initial response area.”

Secondly, in order to streamline the process of granting a permit, it is the recommendation of staff, that the approval of permits for temporary street closures for events be removed from the ambit of the City Council and addressed by staff. Currently, the Municipal Law Enforcement Services Department is handling this function and is responsible for processing permit applications from intake to final recommendation of approval or denial. An appeal from a denial of an application would remain within the purview of the City Council.

FISCAL IMPACT

A refundable deposit is being required with applications which may offset costs previously borne by the City.

RECOMMENDATION

Staff recommends that the City Council adopt the attached ordinance.

**JULIUS DAVIS, (ACTING) DIRECTOR
MUNICIPAL LAW ENFORCEMENT SERVICES**

**CHARLES EVANS
CITY MANAGER**

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
COMPTON AMENDING CHAPTER XX (STREETS AND
SIDEWALKS) OF THE COMPTON MUNICIPAL CODE BY ADDING
SECTION 20-6 RELATING TO PERMIT REQUIREMENTS FOR
STREET CLOSURES

WHEREAS, *California Vehicle Code Section 21101(e)* authorizes cities to temporarily close a portion of any street for celebrations, parades, local special events, and other purposes, when it is deemed necessary by the local authority to do so in the interest of the safety and protection of the persons who are to use that portion of the street during the temporary closing; and

WHEREAS, the City of Compton is addressing the need for a formal legal procedure which facilitates the temporary closure of streets for the purpose of holding events such as; celebrations, parades, block parties, street dances and local special events in the City.

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

Section 1. That Chapter XX of the *Compton Municipal Code* is hereby amended to add Section 20-6 titled “Temporary Street Closures” and shall read as follows:

20-6 Title

This section shall be known as “Temporary Street Closures” and may be so cited.

20-6.1 Purpose

a. Pursuant to the authority of *California Vehicle Code Section 21101(e)*, the provisions of this section shall apply to, and control the closing of any City street for the purpose of holding events such as; celebrations, block parties, street dances, local special events or other purposes, when in the opinion of local authorities such closing is necessary for the safety and protection of persons who are to use that portion of the street during temporary closing.

b. Provisions of this section are to be supplementary and complementary to all of the provisions of the *Compton Municipal Code*, state law, and any law cognizable at common law or in equity, and nothing herein shall be read, interpreted or construed in any manner so as to limit any existing right or power of the City of Compton.

20-6.2 Permit Required for Temporary Street Closures

a. Except as otherwise provided by law, it shall be unlawful for any person to close any portion of a public street or alley to vehicular or pedestrian traffic for the purpose of conducting a celebration, block party, street dance, local special event, without first being issued a permit in accordance with the provisions herein. This section shall not apply to those governmental agencies which are otherwise authorized to close streets.

b. A street closure permit may be issued subject to such terms and

conditions as are determined to be necessary and proper for the protection of the public health, safety and welfare. Street closure permits shall be issued to persons over the age of eighteen only.

20-6.3 Scope of Permit

- a. *Use of Sidewalks*; the City Manager or his/her designee shall issue a street closure permit that authorizes the permit holder to use the sidewalks adjacent to the streets for which the permit applicant seeks a street closure permit.
- b. *Pedestrian Access*; a street closure permit that authorizes the use of the adjacent sidewalks shall require the permit holder to provide for pedestrian access along the areas to be closed, including, to and from any adjacent building.
- c. *Restriction on Length of Street Closure*; no street closure permit shall be issued to allow closure of an intersection or any street for more than six hundred (600) feet measured along the centerline of the road, or three hundred (300) feet on a cul-de-sac or dead end.
- d. *Thoroughfares and Major Roadways*; no street closure permit shall be issued to allow closure of a thoroughfare or major roadway.
- e. *Limited Number of Closures*; each organization or person applying for a temporary street closure permit is limited to being issued **four (4)** street closure permits per calendar year.
- f. *Time Limits*; a street closure permit shall be effective between the hours of 8:00 a.m. and 8:00 p.m. on any given calendar day.

20-6.4 Permit Application

An application for a permit for a temporary street closure shall be in writing and made upon a form provided by the Municipal Law Enforcement Services Department and shall include the following information:

- a. The name(s), address, telephone numbers and signature(s) of the applicant(s).
- b. The location for which the street closure permit is being applied, including the actual address and closest intersections.
- c. If the applicant is an organization, the name, residence and business addresses, phone numbers of its responsible officers.
- d. The name address, phone number of the chairman of the event, or the person otherwise responsible for its conduct.
- e. The date on which the event is to occur.
- f. The estimated number of persons who will participate.
- g. Whether any sound amplification equipment is proposed to be used, and if so, information describing such sound amplification equipment.
- h. Whether or not charity, gratuity or offerings will be solicited or accepted, or

sales of food, beverages or other merchandise will occur.

i. Whether such temporary street closure will occupy all or only a portion of the street or intersection involved.

j. A petition signed by 70% of the residents indicating that they have no objections to the proposed street closure in accordance with section 20-6.20.

k. Such additional information as the City Manager or his/her designee may deem necessary.

20-6.5 Barricades – Placement and Removal - Litter Collection

Permit recipients shall place barriers in accordance with the “Work Area Traffic Control Handbook” (Watch Manual) published by BNi Building News and shall be responsible for removing such barricades and warning devices as are deemed necessary by, and are acceptable to the City Manager or his designee. Such persons shall also provide for the collection and removal of all trash, garbage, and litter caused by or arising out of such temporary street closure.

20-6.6 Time of Filing

The application shall be filed with the Municipal Law Enforcement Services Department not **less** than thirty (30) days before the event and no **more** than ninety (90) days before the event.

20-6.7 Hold Harmless and General Liability Insurance

Each applicant shall agree to assume the defense of and indemnify and hold harmless the City, its council members, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of, or as a consequence of such temporary street closure and the activities permitted in connection therewith. The City Manager may require, as a condition to issuance of a permit, that the applicant obtain **general liability** insurance to serve that end, in such an amount and with such terms as the City’s Risk Manager determines to be appropriate under the circumstances.

20-6.8 Deposit

As a condition of issuance of any street closure permit, a refundable deposit may be required. The amount of the deposit shall be at least three hundred dollars (\$300.00). The deposit shall be applied towards the costs and expenses outlined below in Section 20-6.9.

20-6.9 Costs.

The applicant shall assume and reimburse the City for any and all costs and expenses determined by the City Manager to be unusual or extraordinary, and related to the closing of the street for which the permit is sought, including but not limited to:

- a. The cost of providing, erecting and moving barricades and/or signs;
- b. The cost of replacing missing and/or damaged barricades;
- c. The cost of providing and moving garbage or waste receptacles;

d. The cost of City personnel who are required by the City to work overtime hours or other than a regular shift, or to perform duties as a result of such temporary street closure.

The applicant shall be responsible to reimburse the City for any and all costs that exceed the amount of the deposit received pursuant to Section 20-6.8.

20-6.10 Alcohol

The consumption and sale of alcoholic beverages is not permitted at any event for which a street permit closure has been issued.

20-6.11 Standards of Issuance

The issuance of a permit by the City Manager or his designee shall be a determination by the City Manager or his designee that the temporary street closing is necessary for the safety and protection of persons who are to use that portion of the street during such temporary closing. A permit may be denied or revoked by the City Manager or his designee, when, from a consideration of the application or from such other information as may be otherwise obtained, the City Manager finds that one or more of the following circumstances exist:

a. The applicant has made any false, misleading or fraudulent statements of a material fact in the application for a permit or in any other document required pursuant to this section;

b. The application has failed to meet the standards in this section, or the applicant has failed to pay in advance any deposit required, or refuses to agree to such conditions as are imposed in the permit;

c. The time, duration, size and location of the temporary street closure will substantially disrupt the orderly and safe movement of other traffic;

d. The temporary street closure is of a size or nature that will require the diversion of so great a number of law enforcement officers of the City to properly police the closed or contiguous areas, that it will adversely effect normal law enforcement protection to the remainder of the City;

e. The concentration of persons will unduly interfere with proper fire and public safety protection, or ambulance service to areas contiguous to such street closure;

f. The temporary street closure may unduly interfere with the movement of emergency public safety officers and fire equipment;

g. The temporary street closure will unduly interfere with the orderly operation of parks, hospitals, churches, schools or other public and quasi-public institutions in the City;

h. The temporary street closure will conflict with or interfere with another temporary street closure for which a permit has been granted;

i. Any term, condition, restriction or limitation of such permit has been violated;

j. Any provision of the Compton Municipal Code and/or state law has been violated.

20-6.12 Processing of Permit

The application shall be reviewed by the following departments; Municipal Law Enforcement Services, Public Works, Los Angeles County Sheriff's, Compton Station, Fire and Risk Management before a determination is made to either grant or deny the permit.

20-6.13 Notice of issuance or denial

Written notice of the issuance or denial of a permit shall be provided by the City Manager or his/her designee to the applicant. If a permit is denied, said written notice shall state the reasons for denial.

20-6.14 Appeal Procedure.

Upon the denial or revocation of a permit by the City Manager or his designee, the applicant may appeal to the City Council by filing the application within two (2) City working days after receipt of such denial or revocation, with the City Clerk, who shall set the appeal for hearing at the next available regular council meeting. After holding a hearing, the City Council may reverse, affirm or modify in any respect the determination of the City Manager or his designee.

20-6.15 Waiver of time limitations.

The City Manager or his designee may waive the time limitation for filing an application for a permit and the City Council may waive the time limitation for filing an appeal if it is found that unusual circumstances or good cause exists and no unreasonable burden upon the City or its citizens will be created thereby.

20-6.16 Officials to be notified

Upon granting, revoking or denying a permit, the City Manager or his designee shall send a copy of such permit (including any conditions or restrictions), denial or revocation to the Municipal Law Enforcement Services Department, Los Angeles Sheriff's Department (Compton Station), the Fire Chief, the Public Works Director and Risk Manager.

20-6.17 Fire Lanes

Any street closure pursuant to the provisions of this section shall at all times have a fifteen foot wide emergency vehicle lane on both sides of the street, which shall extend throughout the closed area of the street and beyond to the next intersection. Said lane shall at all times remain clear of all obstructions to provide emergency vehicular access.

20-6.18 Fire Hydrants

No obstruction shall be erected or maintained within a fifteen (15) foot wide radius of any fire hydrant.

20-6.19 Fire Station

In the interests of public safety, no more than five (5) temporary street closures will be permitted on the same calendar day in any fire station initial response area. Applications shall be considered on a first come, first serve basis.

20-6.20 Petitions

A petition must be submitted indicating that 70% of the residences or businesses within the closure area have no objections to and support the closure. Petitions must be signed by the owner, manager, assistant manager, or lessee of the residences or businesses impacted by the closure. **All petitions must be completed on City forms.**

Section 2. SEVERABILITY

The City Council declares, that, should any provision, section, subsection, sentence, paragraph, clause, phrase or word of this ordinance, hereby adopted, be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by any reason of any preemptive legislation, the remaining provisions, sections, subsections, sentences, paragraphs, clauses, phrases or words of this ordinance hereby adopted shall remain in full force and effect.

Section 3. DISTRIBUTION

That a copy of this ordinance shall be forwarded to the offices of the City Manager, City Attorney, Risk Manager, Public Works, Planning and Economic Development, Building and Safety Department, Municipal Law Enforcement Services Department and the Los Angeles County Sheriff’s Department, Compton Station.

Section 4. ATTESTATION

That the Mayor shall sign and the City Clerk shall attest to the adoption of this ordinance and shall cause same to be published as required by law.

Section 5. EFFECTIVE DATE

That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect thirty (30) days after the date of its final passage and adoption by the City Council.

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 Ordinance was duly 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 said Ordinance was adopted by the following vote, to wit:

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Attorney

RESOLUTION TITLE: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER XX (STREETS AND SIDEWALKS) OF THE COMPTON MUNICIPAL CODE BY ADDING SECTION 20-6 RELATING TO PERMIT REQUIREMENTS FOR STREET CLOSURES.

Ruth Rugley
DEPARTMENT MANAGER’S SIGNATURE

10/12/2009 10:55:48 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

10/20/2009 9:37:42 AM
DATE

Willie Norfleet
CITY CONTROLLER

10/22/2009 12:22:54 PM
DATE

Dave Hewitt
CITY MANAGER

10/15/2009 5:04:54 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.

November 3, 2009

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY ATTORNEY'S OFFICE

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING A MUNICIPAL LAW ENFORCEMENT SERVICES AGREEMENT WITH LOS ANGELES COUNTY.

SUMMARY

Council will consider approving a resolution authorizing the City Manager to execute a Municipal Law Enforcement Services Agreement with the County of Los Angeles for the provision of law enforcement services by the Sheriff's Department within the municipal boundaries of the City of Compton and approving the 2009/2010 contact cost of approximately \$16,983,984.48.

BACKGROUND

On September 12, 2000, the City entered into three (3) agreements with Los Angeles County for provision of law enforcement services. The agreements consist of a "Transfer of Personnel, Equipment and Facilities Agreement," a "Municipal Law Enforcement Services Agreement" and a "Joint Indemnity Agreement."

The "Transfer of Personnel, Equipment and Facilities Agreement" established the conditions under which City personnel and equipment would be absorbed by the County, and that the Compton Police Station would be occupied by the Sheriff's Department. The Agreement provides that the Sheriff will be responsible for routine station maintenance up to an annual maximum of \$25,000. Additional maintenance cost, major building repairs and all utility costs are the responsibility of the City.

The "Law Enforcement Services Agreement" assigns responsibility for law enforcement functions within the City's boundaries to Los Angeles County.

The "Joint Indemnity Agreement" addresses liability issues that may arise from the provision of law enforcement services by the County. Its primary purpose is to enroll the City in the Contract Cities Trust Funds ("Trust Fund") and assignment of a liability contribution rate. All liability costs related to the services provided by the Sheriff are

#13.

Staff Report re Resolution Authorizing Contract
With Los Angeles County/Sheriff's Department
November 3, 2009

assumed by the County and paid for out of the "Trust Fund." The City is indemnified from any errors and omissions by the County, but is responsible for any acts or omissions on part of the City.

The current Municipal Law Enforcement Services Agreement expired on June 30, 2009; however, the Sheriff's Department has been providing interim services since July 1, 2009 while the City and Los Angeles County has been negotiating a new agreement. The Transfer and Joint Indemnity Agreements remain in force as long as the City contracts with Los Angeles County.

STATEMENT OF THE ISSUE

In order to guarantee uninterrupted law enforcement services, the City needs to execute a new contract with the County. City staff has reviewed the proposed new contract, which provides for general law enforcement services and lays out the overall framework under which those services will be provided. The City then works with the Station Captain to address individual City priorities and goals.

The Contract would remain in force until June 30, 2014, unless terminated by one of the parties. The contract can be cancelled with sixty days notice on its anniversary date or if rates are increased. Additionally, with 180 days notice, either party can terminate the contract without cause.

The annual contract cost authorizes a specific service level and can be increased or decreased depending on City needs. The contract cost covers the sworn personnel, Station Captain and clerical and janitorial support. Vehicles equipment, furniture, etc. are provided by the Los Angeles County Sheriff's Department. The City pays for overtime, utilities, major building repair, non-emergency helicopter services and business license background checks and strings (e.g. massage parlors). Booking cost for Municipal Code citations are also charged to the City.

FINANCIAL IMPACT

The contract amount is \$16,983,984.48 for the 2009/2010 Fiscal Year. Funds for payments for services rendered during this fiscal year are allocated in Account No. 1001-610-000-4269 of the 2009/2010 Fiscal Year Budget.

Contract payments for the remaining years of the Municipal Law Enforcement Services Agreement will be appropriated at the adoption of future City budgets.

Staff Report re Resolution Authorizing Contract
With Los Angeles County/Sheriff's Department
November 3, 2009

RECOMMENDATION

Staff recommends that the Council adopt the attached Resolution authorizing the City Manager to execute a Municipal Law Enforcement Services Agreement with the County of Los Angeles for the provision of law enforcement services by the Sheriff's Department within the municipal boundaries of the City of Compton and approving the 2009/2010 contract cost of \$16,983,984.48.

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON APPROVING A MUNICIPAL LAW ENFORCEMENT
SERVICES AGREEMENT WITH LOS ANGELES COUNTY.**

WHEREAS, the City of Compton has contracted with the County of Los Angeles for the provision of law enforcement services by the Sheriff's Department within the municipal boundaries of the City of Compton since September 2000; and

WHEREAS, the current law enforcement services Agreement expired on June 30, 2009; and

WHEREAS, the Los Angeles County Sheriff's Department has provided interim services since June 30, 2009 while the City and Los Angeles County negotiated a new agreement; and

WHEREAS, the City Council wishes to continue to contract with the County of Los Angeles for the provision of law enforcement services by the Sheriff's Department within the municipal boundaries; and

WHEREAS, the City has reviewed the proposed contract with Los Angeles County for provision of law enforcement services; and

WHEREAS, funds for payment of services rendered during fiscal year 2009/2010 are allocated in Account No.1001-610-000-4269 of the 2009/2010 Fiscal Year Budget.

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

SECTION 1. That the City Manager, upon the advice of the City Attorney, is authorized to execute a Municipal Law Enforcement Services Agreement with the County of Los Angeles for the provision of law enforcement services by the Sheriff's Department within the municipal boundaries of the City of Compton.

SECTION 2. That the term of the Municipal Law Enforcement Services Agreement shall be from July 1, 2009 through June 30, 2014.

SECTION 3. That the cost of providing law enforcement services by the Sheriff's Department of the County of Los Angeles for fiscal year 2009/2010 will be approximately (\$16,983,984.48), for which the City Manager is authorized to issue a purchase orders for the same.

SECTION 4. That funds for payment of services rendered during fiscal year 2009/2010 are allocated in Account No. 1001-610-000-4269 of the 2009/2010 Fiscal Year Budget.

SECTION 5. That future payment for the remaining years of the Agreement will be appropriated at the adoption of future City budgets.

SECTION 6. That a certified copy of this Resolution shall be filed in the offices of the City Clerk, City Manager, City Attorney, City Controller, Municipal Law Enforcement Services Department and the Los Angeles County Sheriff's Department, Compton Station.

SECTION 7. 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:

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

CITY CLERK OF THE CITY OF COMPTON



Leroy D. Baca, Sheriff

County of Los Angeles
Sheriff's Department Headquarters

4700 Raymond Boulevard
 Monterey Park, California 91754-2169



April 13, 2009

Charles Evans, City Manager
 City of Compton
 205 S. Willowbrook Avenue
 Compton, Ca. 90220

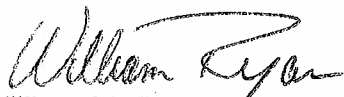
Dear Mr. Evans:

The current Contract City Law Enforcement Services, Service Authorization Form (575) has been updated to reflect the fiscal year 2009-2010. Please note that two of the six growth deputies have been converted to full service units. Enclosed with this correspondence, you will find the updated form for fiscal year 2009-2010 for your review and signature, all three copies need to be an original signature. After your review and signature please return all the forms to Lieutenant Anthony Lucia.

Thank you and if you have any questions, you may contact either Lieutenant Joseph Gooden at, (310) 605-6558 or Anthony Lucia at, (310) 605-6568.

Sincerely,

LEROY D. BACA, SHERIFF


 William M. Ryan, Captain
 Compton Sheriff's Station

#13.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

Service Level Authorization

CITY: ComptonFISCAL YEAR: 2009 - 2010EFFECTIVE DATE: 7/1/2009

CODE #	SERVICES	TOTAL SERVICE UNITS PURCHASED			CONTRACT LAW USE ONLY
		NEW	PREVIOUS	CHANGE	
306	DEPUTY SHERIFF SERVICE UNIT				
307	40 Hour	0.0000	0.0000	0.0000	
308	56 Hour	0.0000	0.0000	0.0000	
310	70 Hour	32.0000	32.0000	0.0000	
	Non-Relief	8.0000	6.0000	2.0000	
301	DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)				
302	40 Hour	0.0000	0.0000	0.0000	
303	56 Hour	0.0000	0.0000	0.0000	
305	70 Hour	0.0000	0.0000	0.0000	
	Non-Relief	0.0000	0.0000	0.0000	
335	GROWTH DEPUTY, UNITS (Non-Relief Only)				
358	Deputy	4.0000	4.0000	0.0000	
336	Deputy (with a dedicated vehicle)	0.0000	0.0000	0.0000	
359	Deputy, B-1	0.0000	0.0000	0.0000	
	Deputy, B-1 (with a dedicated vehicle)	0.0000	0.0000	0.0000	
383	GRANT UNITS (Non-Relief Only)				
360	Deputy	0.0000	0.0000	0.0000	
384	Deputy (with a dedicated vehicle)	0.0000	0.0000	0.0000	
361	Deputy B-1	0.0000	0.0000	0.0000	
	Deputy B-1 (with a dedicated vehicle)	0.0000	0.0000	0.0000	
342	SUPPLEMENTAL POSITIONS (Non-Relief Only)				
353	Lieutenant	0.0000	0.0000	0.0000	
348	Sergeant (SAO)	2.0000	2.0000	0.0000	
354	Sergeant (Motor)	0.0000	0.0000	0.0000	
305	Watch Deputy	0.0000	0.0000	0.0000	
325	Motor Deputy	2.0000	2.0000	0.0000	
347	CSA	2.0000	2.0000	0.0000	
340	Security Officer	0.0000	0.0000	0.0000	
343	Law Enforcement Tech	0.0000	0.0000	0.0000	
344	Operations Asst I	0.0000	0.0000	0.0000	
345	Operations Asst II	0.0000	0.0000	0.0000	
351	Operations Asst III	0.0000	0.0000	0.0000	
329	Stn Clerk II	0.0000	0.0000	0.0000	
331	Crime Analyst	0.0000	0.0000	0.0000	
362	Custody Assistant	0.0000	0.0000	0.0000	
	Security Assistant	2.0000	2.0000	0.0000	
ATTN:	Routine City Helicopter Billing Agreement (Indicate)	YES	YES		

HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Compton 7/1/2009

SERVICE UNITS	UNIT COST	TOTAL UNITS PURCHASED	TOTAL ESTIMATED UNIT COST	LIABILITY @ 6 %	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT	ANNUAL HOURS	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT									
40 Hour	\$228,392	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$319,749	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$399,686	32	12,789,952.00	767,397.12	13,557,349.12	3650	116,800	7,008,000	65.2800
Non-Relief	\$207,629	8	1,661,032.00	99,661.92	1,760,693.92	1789	14,312	858,720	8.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)									
40 Hour	\$237,130	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$331,982	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$414,978	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$215,573	0	0.00	0.00	0.00	1789	0	0	0.0000
GROWTH DEPUTY UNITS (Non-Relief Only)									
Deputy	\$142,446	4	569,784.00	34,187.04	603,971.04	1789	7,156	429,360	4.0000
Deputy (with dedicated vehicle)	\$159,838	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$150,442	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1 (with dedicated vehicle)	\$167,834	0	0.00	0.00	0.00	1789	0	0	0.0000
GRANT UNITS (Non-Relief Only)									
Deputy	\$142,446	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy (with dedicated vehicle)	\$159,838	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$150,442	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1 (with dedicated vehicle)	\$167,834	0	0.00	0.00	0.00	1789	0	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only)									
Lieutenant	\$223,475	0	0.00	N/A	0.00	1789	0	0	0.0000
Sergeant (SAO)	\$185,881	2	371,762.00	N/A	371,762.00	1789	3,578	214,680	2.0000
Sergeant (Motor)	\$196,106	0	0.00	0.00	0.00	1789	0	0	0.0000
Watch Deputy	\$146,739	0	0.00	0.00	0.00	1789	0	0	0.0000
Motor Deputy	\$215,573	2	431,146.00	25,868.76	457,014.76	1789	3,578	214,680	2.0000
CSA	\$51,713	2	103,426.00	6,205.56	109,631.56	1789	3,578	214,680	2.0000
Security Officer	\$62,165	0	0.00	0.00	0.00	1789	0	0	0.0000
Law Enforcement Tech	\$79,191	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Asst I	\$70,909	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst II	\$88,083	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Asst III	\$100,868	0	0.00	N/A	0.00	1789	0	0	0.0000
Stn Clerk II	\$65,582	0	0.00	N/A	0.00	1789	0	0	0.0000
Crime Analyst	\$99,343	0	0.00	N/A	0.00	1789	0	0	0.0000
Custody Assistant	\$86,727	0	0.00	0.00	0.00	1789	0	0	0.0000
Security Assistant	\$58,284	2	116,568.00	6,994.08	123,562.08	1789	3,578	214,680	2.0000
ESTIMATED COST FOR SERVICE UNITS **			\$16,043,670.00	LIABILITY @ 6% = \$940,314.48	\$16,983,984.48				
						HOURS	MINUTES	PERSONNEL	
						DEPUTY	141,846	8,510,760	79.2800
						DEPUTY, B-1	0	0	0.0000
						LT/SERGEANT	3,578	214,680	2.0000
						CSA	3,578	214,680	2.0000
						CIVILIAN	0	0	2.0000

REV 7-06

#13.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

DEPLOYMENT SURVEY

EFFECTIVE DATE: 7/1/2009

City: Compton

SERVICE UNIT	TOTAL UNITS PURCHASED	DEPLOYMENT									TOTAL UNITS ASSIGNED		
		GENERAL LAW			TRAFFIC LAW			DEP	SPECIAL	D.B.		TEAM	
		EM	DAY	PM	EM	DAY	PM	MOTOR	ASSIGN.			LDR	
DEPUTY, GENERALIST													
40 Hour	0												0
56 Hour	0												0
70 Hour	32												0
Non-Relief	8												0
Motor	2												0
DEPUTY, BONUS I													
40 Hour	0												0
56 Hour	0												0
70 Hour	0												0
Non-Relief	0												0
GROWTH DEPUTY													
Deputy	4												0
Deputy, Dedicated Veh.	0												0
B-1	0												0
B-1, Dedicated Veh.	0												0
GRANT DEPUTY													
Deputy	0												0
Deputy, Dedicated Veh	0												0
B-1	0												0
B-1, Dedicated Veh.	0												0

*NOT License Detail and Crossing Guard are billed on an hourly basis and billed monthly as service is provided.

License Detail processes business license & renewal applications: Yes No

License Detail acts on violations observed within the city: Yes No

REPORT PREPARED BY:

LIEUTENANT LUCIA

DATE: 4-13-09

APPROVED BY:

W. Ryan

DATE: 4-13-09

STATION COMMANDER

CITY APPROVAL BY:

Charles Evans

DATE: 6-29-09

CITY OFFICIAL "I certify that I am authorized to make this change on behalf of the City"

PROCESSED AT CLEB BY:

DATE:

BILLING MEMO REQUIRED:

"BLUE" REQUIRED:

MINUTE PROGRAM:

YES	NO
☐	☐
☐	☐

November 3, 2009

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CITY ATTORNEY'S OFFICE

SUBJECT: A RESOLUTION APPROVING THE FORM OF AND
AUTHORIZING THE EXECUTION AND DELIVERY
OF A PURCHASE AND SALE AGREEMENT AND
RELATED DOCUMENTS WITH RESPECT TO THE
SALE OF THE SELLER'S PROPOSITION 1A
RECEIVABLE FROM THE STATE; AND DIRECTING
AND AUTHORIZING CERTAIN OTHER ACTIONS IN
CONNECTION THEREWITH.

SUMMARY

Council will consider approving a resolution approving the form of and authorizing the execution and delivery of a purchase and sale agreement and related documents with respect to the sale of the seller's proposition 1A receivable from the state; and directing and authorizing certain other actions in connection therewith.

BACKGROUND

Proposition 1A Suspension: Proposition 1A was passed by California voters in 2004 to ensure local property tax and sales tax revenues remain with local government thereby safeguarding funding for public safety, health, libraries, parks, and other local services. Provisions can only be suspended if the Governor declares a fiscal necessity and two-thirds of the Legislature concur.

The emergency suspension of Proposition 1A was passed by the Legislature and signed by the Governor as ABX4 14 and ABX4 15 as part of the 2009-10 budget package on July 28, 2009. Under the provision, the State will borrow 8% of the amount of property tax revenue apportioned to cities, counties and special districts. The state will be required to repay those obligations plus interest by June 30, 2013.

The legislature recently adopted a clean-up bill, SB 67 which provides for a few critical changes to the enacted legislation, including but not limited to providing for: financing to occur in November; county auditor certification of amount of Prop 1A receivable; tax-exempt structure; California Communities as the only issuer; more

flexibility on bond structure (interest payments, state payment date and redemption features); sales among local agencies; and revision to the hardship mechanism.

Proposition 1A Securitization Program: Authorized under ABX4 14 and ABX4 15, the Proposition 1A Securitization Program was instituted by California Communities to enable Local Agencies to sell their respective Proposition 1A Receivables to California Communities. SB 67 clarifies specific aspects of ABX4 14 and ABX4 15. Under the Securitization Program, California Communities will simultaneously purchase the Proposition 1A Receivables, issue bonds ("Prop 1A Bonds") and provide each local agency with the cash proceeds in two equal installments, on January 15, 2010 and May 3, 2010 (to coincide with the dates that the State will be shifting property tax from local agencies). The purchase price paid to the local agencies will equal 100% of the amount of the property tax reduction. All transaction costs of issuance and interest will be paid by the State of California. Participating local agencies will have no obligation on the bonds and no credit exposure to the State.

If the City sells its Proposition 1A Receivable under the Proposition 1A Securitization Program, California Communities will pledge the City's Proposition 1A Receivable to secure the repayment of a corresponding amount of the Prop 1A Bonds. The City's sale of its Proposition 1A Receivable will be irrevocable. Bondholders will have no recourse to the City if the State does not make the Proposition 1A Repayment.

Proposition 1A Program Sponsor: California Statewide Communities Development Authority ("California Communities") is a joint powers authority sponsored by the California State Association of Counties and the League of California Cities. The member agencies of California Communities include approximately 230 cities and 54 counties throughout California.

Benefits of Participation in the Proposition 1A Securitization Program:

The benefits to the City of participation in the Proposition 1A Securitization Program include:

- Immediate cash relief – the sale of the City's Proposition 1A Receivable will provide the City with 100% of its Proposition 1A Receivable in two equal installments, on January 15, 2010 and May 3, 2010.
- Mitigates impact of 8% property tax withholding in January and May – Per ABX4 14 and ABX4 15 and the clean-up legislation SB 67, the State will withhold 8% of property tax receivables due to Cities, Counties, and Special Districts under Proposition 1A. The financing outlines bond proceeds to be distributed to coincide with the dates that the State will be shifting property tax from local agencies.
- All costs of financing borne by the State of California. The City will not have to pay any interest cost or costs of issuance in connection with its participation.

- No obligation on Bonds. The City has no obligation with respect to the payment of the bonds, nor any reporting, disclosure or other compliance obligations associated with the bonds.

Proceeds of the Sale of the City's Proposition 1A Receivable:

Upon delivery of the Proposition 1A Bonds, California Communities will make available to the City its fixed purchase price, which will equal 100% of the local agency's Proposition 1A Receivable. These funds may be used for any lawful purpose of the City and are not restricted by the program.

Proposed Proposition 1A Receivables Sale Resolution:

The proposed Proposition 1A Receivables Sale Resolution:

- (1) Authorizes the sale of the City's Proposition 1A Receivable to California Communities for 100% of its receivable;
- (2) Approves the form, and directs the execution and delivery, of the Purchase and Sale Agreement with California Communities and related documents;
- (3) Authorizes and directs any Authorized Officer to send, or to cause to be sent, an irrevocable written instruction required by statute to the State Controller notifying the State of the sale of the Proposition 1A Receivable and instructing the disbursement of the Proposition 1A Receivable to the Proposition 1A Bond Trustee;
- (4) Appoints certain City officers and officials as Authorized Officers for purposes of signing documents; and
- (5) Authorizes miscellaneous related actions and makes certain ratifications, findings and determinations required by law.

Proposed Purchase and Sale Agreement

The proposed Purchase and Sale Agreement:

- (1) Provides for the sale of the Proposition 1A Receivable to California Communities;
- (2) Contains representations and warranties of the City to assure California Communities that the Proposition 1A Receivable has not been previously sold, is not encumbered, that no litigation or other actions is pending or threatened to disrupt the transaction and that this is an arm's length "true sale" of the Proposition 1A Receivable.
- (3) Provides mechanics for payment of the Purchase Price.

- (4) Contains other miscellaneous provisions.

Proposed Purchase and Sale Agreement Exhibits:

The proposed Proposition 1A Purchase and Sale Agreement Exhibits:

- (B1) Opinion of Counsel: This is an opinion of the counsel to the local agency (which may be an in-house counsel or an outside counsel) covering basic approval of the documents, litigation, and enforceability of the document against the Seller. It will be dated as of the Pricing date of the bonds (currently expected to be November 10, 2009).
- (B2) Bringdown Opinion: This simply "brings down" the opinions to the closing date (currently expected to be November 19, 2009).
- (C1) Certificate of the Clerk of the Local Agency: A certificate of the Clerk confirming that the resolution was duly adopted and is in full force and effect.
- (C2) Seller Certificate: A certification of the Seller dated as of the Pricing Date confirming that the representations and warranties of the Seller are true as of the Pricing Date, confirming authority to sign, confirming due approval of the resolution and providing payment instructions.
- (C3) Bill of Sale and Bringdown Certificate: Certificate that brings the certifications of C2 down to the Closing Date and confirms the sale of the Proposition 1A Receivable as of the Closing Date.
- (D) Irrevocable Instructions to the Controller: Required in order to let the State Controller know that the Proposition 1A Receivable has been sold and directing the State to make payment of the receivable to the Trustee on behalf of the Purchaser.
- (E) Escrow Instruction Letter: Instructs Transaction Counsel (Orrick) to hold all documents in escrow until closing, and if closing does not occur by December 31, 2009 for any reason, to destroy all documents.

RECOMMENDATION:

After Council discussion and questions, if the Council wishes to participate in the Proposition 1A Securitization Program, it should adopt the proposed Proposition 1A Sale Resolution and approve the Purchase and Sale Agreement, which requires only a simple majority vote.

CHARLES EVANS
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A PURCHASE AND SALE AGREEMENT AND RELATED DOCUMENTS WITH RESPECT TO THE SALE OF THE SELLER'S PROPOSITION 1A RECEIVABLE FROM THE STATE; AND DIRECTING AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH.

WHEREAS, pursuant to Section 25.5 of Article XIII of the California Constitution and Chapter 14XXXX of the California Statutes of 2009 (Assembly Bill No. 15), as amended (the "Act"), certain local agencies within the state of California (the "State") are entitled to receive certain payments to be made by the State on or before June 30, 2013, as reimbursement for reductions in the percentage of the total amount of ad valorem property tax revenues allocated to such local agencies during the State's 2009-10 fiscal year (the "Reimbursement Payments"), which reductions have been authorized pursuant to Section 100.05 and 100.06 of the California Revenue and Taxation Code;

WHEREAS, the City of Compton, a local agency within the meaning of Section 6585(f) of the California Government Code (the Seller"), is entitled to and has determined to sell all right, title and interest of the Seller in and to its "Proposition 1A receivable", as defined in Section 6585(g) of the California Government Code (the "Proposition 1A receivable"), namely, the right to payment of moneys due or to become due to the Seller pursuant to Section 25.5(a)(1)(B)(iii) of Article XIII of the California Constitution and Section 100.06 of the California Revenue and Taxation Code, in order to obtain money to fund public capital improvements or working capital;

WHEREAS, the Seller is authorized to sell or otherwise dispose of its property as the interests of its residents require;

WHEREAS, the California Statewide Communities Development Authority, a joint exercise of powers authority organized and existing under the laws of the State (the "Purchaser"), has been authorized pursuant to Section 6588(x) of the California Government Code to purchase the Proposition 1A Receivable;

WHEREAS, the Purchaser desires to purchase the Proposition 1A Receivable and the Seller desires to sell the Proposition 1A Receivable pursuant to a purchase and sale agreement by and between the Seller and the Purchaser in the form presented to this City Council (the "Sale Agreement") for the purposes set forth herein;

WHEREAS, in order to finance the purchase price of the Proposition 1A Receivable from the Seller and the purchase price of other Proposition 1A Receivables from other local agencies, the Purchaser will issue its bonds (the "Bonds") pursuant to Section 6590 of the California Government Code and an Indenture (the "Indenture"), by and between the Purchaser and Wells Fargo Bank, National Association, as trustee (the "Trustee"), which Bonds will be payable solely from the proceeds of the Seller's Proposition 1A Receivable and other Proposition 1A Receivables sold to the Purchaser by local agencies in connection with the issuance of the Bonds;

WHEREAS, the Seller acknowledges that (i) any transfer of its Proposition 1A Receivable to the Purchaser pursuant to the Sale Agreement shall be treated as an absolute sale and transfer of the property so transferred and not as a pledge or grant of a security interest by City of Compton to secure a borrowing, (ii) any such sale of its Proposition 1A Receivable to the Purchaser shall automatically be perfected without the need for physical delivery, recordation, filing or further act, (iii) the provisions of Division 9 (commencing with Section 9101) of the California Commercial Code and Sections 954.5 to 955.1 of the California Civil Code, inclusive shall not apply to the sale of its Proposition 1A Receivable, and (iv) after such transfer, the Seller shall have no right, title, or

interest in or to the Proposition 1A Receivable sold to the Purchaser and the Proposition 1A Receivable will thereafter be owned, received, held and disbursed only by the Purchaser or a trustee or agent appointed by the Purchaser;

WHEREAS, the Seller acknowledges that the Purchaser will grant a security interest in the Proposition 1A Receivable to the Trustee and any credit enhancer to secure payment of the Bonds;

WHEREAS, a portion of the proceeds of the Bonds will be used by the Purchaser to, among other things, pay the purchase price of the Proposition 1A Receivable;

WHEREAS, the Seller will use the proceeds received from the sale of the Proposition 1A Receivable for any lawful purpose as permitted under the applicable laws of the State;

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

SECTION 1. All of the recitals set forth above are true and correct, and this City Council hereby so finds and determines.

SECTION 2. The Seller hereby authorizes the sale of the Proposition 1A Receivable to the Purchaser for a price equal to the amount certified as the Initial Amount (as defined in the Sale Agreement) by the County auditor pursuant to this Act. The form of Sale Agreement presented to the City Council is hereby approved. An Authorized Officer (as set forth in Appendix A of this Resolution, attached hereto and by this reference incorporated herein) is hereby authorized and directed to execute and deliver the Sale Agreement on behalf of the Seller, which shall be in the form presented at this meeting.

SECTION 3. Any Authorized Officer is hereby authorized and directed to send, or cause to be sent, an irrevocable written instruction to the State Controller (the "Irrevocable Written Instruction") notifying the State of the sale of the Proposition 1A Receivable and instructing the disbursement pursuant to Section 6588.6(c) of California Government Code of the Proposition 1A Receivable to the Trustee, on behalf of the Purchaser, which Irrevocable Written Instruction shall be in the form presented at this meeting.

SECTION 4. The Authorized Officers and such other Seller officers, as appropriate, are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents, including but not limited to, if required, appropriate escrow instructions relating to the delivery into escrow of executed documents prior to the closing of the Bonds, and such other documents mentioned in the Sale Agreement or the Indenture, which any of them may deem necessary or desirable in order to implement the Sale Agreement and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution; and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

SECTION 5. All consents, approvals, notices, orders requests and other actions permitted or required by any of the documents authorized by this Resolution, whether before or after the sale of the Proposition 1A Receivable or the issuance of the Bonds, including without limitation any of the foregoing that may be necessary or desirable in connection with any default under or amendment of such documents, may be given or taken by an Authorized Officer without further authorization by this City Council, and each Authorized Officer is hereby authorized and directed to give any such consent, approval, notice, order or request, to execute any necessary or appropriate documents or amendments, and to take any such action that such Authorized Officer may deem necessary or desirable to further the purposes of this Resolution.

SECTION 6. The City Council acknowledges that, upon execution and delivery of the Sale Agreement, the Seller is contractually obligated to sell the Proposition 1A Receivable to the

Purchaser pursuant to the Sale Agreement and the Seller shall not have any option to revoke its approval of the Sale Agreement or to determine not to perform its obligations thereunder.

SECTION 7. This Resolution shall take effect from and after its adoption and approval.

SECTION 8. That a certified copy of this Resolution shall be filed in the offices of the City Clerk, City Manager, City Attorney, City Controller, and City Treasurer.

SECTION 9. 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:

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

CITY CLERK OF THE CITY OF COMPTON

