

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, July 20, 2010
7:00 PM**

HEARING(S)

OPENING

ROLL CALL

INTRODUCTION OF SPECIAL GUESTS

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. **PRESENTATION BY: Robin Petgraves** - Tomorrow's Aeronautical Museum (Mayor and Council)
2. **PRESENTATION BY: Gregory Johnson, Commander** - Veterans of Foreign War (VFW) Post 5394 (Mayor and Council)

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

3. June 22, 2010

REPORTS OF OFFICERS AND COMMISSIONS

4. **PERSONNEL BOARD MINUTES** - (April 9, 2009, July 9, 2009, August 6, 13, 27, 2009 and October 1, 2009) **Receive/File**

CITY FIRE DEPARTMENT

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING A PURCHASE ORDER WITH PATTEN ENERGY INC. TO PROVIDE DIESEL FUEL AND MOTOR OILS FOR THE COMPTON FIRE DEPARTMENT
6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO THE CITY OF SANTA FE SPRINGS FOR WARRANTY, ROUTINE MAINTENANCE AND REPAIR ON CITY FIRE APPARATUS
7. RESOLUTION AUTHORIZING A PURCHASE ORDER WITH LIFE ASSIST, INC. FOR THE PURCHASE OF PHARMACEUTICALS AND MEDICAL SUPPLIES FOR THE FIRE DEPARTMENT

CITY MANAGER

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT TO PROVIDE IN-KIND SUPPORT AND FINANCIAL STIPENDS TO THE COMPTON CHAMBER OF COMMERCE
9. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXTEND A PROFESSIONAL SERVICES AGREEMENT WITH D'ANGELO'S PHOTOS FOR ON-CALL PHOTOGRAPHIC SERVICES
10. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON EXTENDING A PROFESSIONAL SERVICES AGREEMENT WITH POLSINELLI SHUGHART PC FOR FEDERAL LOBBYIST SERVICES FOR FISCAL YEAR 2010-2011
11. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXTEND A PROFESSIONAL SERVICES CONTRACT WITH STRATEGIC COUNSEL FOR LEGISLATIVE AND LEGAL ADVOCACY SERVICES (STATE)

HUMAN RESOURCES

12. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) FOR THE PURCHASE OF PUBLIC TRANSIT PASSES
13. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO THE SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA) FOR METROLINK TRAIN PASSES
14. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AMENDMENTS TO THE POSITION CLASSIFICATION PLAN

PLANNING AND ECONOMIC DEVELOPMENT

15. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO RESOLUTION NO. 22,815 REGARDING THE FY 2009-2010 ANNUAL ACTION PLAN FOR CAMP FIRE USA OF GREATER COMPTON CDBG ALLOCATION FROM \$6,000 TO \$8,915 DUE TO A NUMERICAL ERROR IN THE STAFF REPORT

PUBLIC WORKS-ENGINEERING

16. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A 5-YEAR LEASE AGREEMENT WITH ENTERPRISE FLEET SERVICES FOR THE ACQUISITION OF EIGHT (8) REPLACEMENT VEHICLES

APPROVAL OF WARRANTS

END CONSENT AGENDA

REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES

17. APPOINTMENT(S) OF OFFICERS, COUNCIL MEMBERS,
BOARDS/COMMISSIONS AND COMMITTEES

APPOINTMENTS:

**Angelo McVay, Youth
Leadership Council**

**Douglas Clark, Personnel
Board**

**Charlene Anderson,
Personnel Board**

REAPPOINTMENTS:

**Ernest Baker Jr. -
Personnel Board**

**Maragret Mitchell -
Personnel Board**

CITY MANAGER'S REPORT

18. REQUEST TO SCHEDULE A JOINT PUBLIC HEARING BETWEEN THE CITY COUNCIL AND THE URBAN COMMUNITY DEVELOPMENT COMMISSION, ADOPTING AN AMENDMENT TO THE EXISTING COMPTON REDEVELOPMENT PROJECT AREA; AUTHORIZING THE BASE YEAR OF THE LAST EQUALIZED ASSESSMENT ROLE; DESIGNATING THE LEAD AGENCY FOR THE ENVIRONMENTAL IMPACT REPORT; FINDING A PROJECT AREA COMMITTEE IS REQUIRED FOR THE AMENDMENT; AND SETTING THE PUBLIC HEARING DATE FOR THE PROJECT AREA COMMITTEE HEARING **(July 27, 2010 at 3:30 p.m.)**

CITY ATTORNEY'S REPORTS

CITY TREASURER'S REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

19. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER II OF THE COMPTON MUNICIPAL CODE BY AMENDING SECTIONS 2-1.7 (Order of Business), 2-1.8 (Audience Comments at Council Meetings) and 2-1.13 (Rules of Decorum of Meetings)(**FIRST READING**)

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: Tuesday, July 27, 2010 @ 3:00 PM.

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

JUNE 22, 2010

The City Council meeting was called to order at 4:04 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

3:15 P.M. CONTINUED JOINT PUBLIC HEARING - 2010-2011 FISCAL YEAR
BUDGET (Item #7)

On motion by Jones, seconded by Dobson, the joint public hearing was opened at 4:05 p.m., by the following vote on roll call:

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

Pamela Donaldson, Budget Officer, stated that this hearing is being held to approve the proposed 2010-2011 fiscal year budget. Ms. Donaldson introduced the members of the budget team: Mr. Norfleet, Natalie Champion, Tiffany Young, Mr. Ogibewe and Vince Flowers. Ms. Donaldson stated that the 2010-2011 fiscal year is expected to be a period of continued economic turmoil, of which the City of Compton will experience several budgetary challenges that will affect the flow of available cash.

Ms. Donaldson explained that the proposed budget is \$229,513,145.00, approximately 9.96% larger than the FY 2009-2010 budget of \$206,660,916.00. This significant increase in City expenditures was caused by an increase in revenues for new grants, grant carry-over, sewer and water bonds and capital projects. For the 2010-2011 Fiscal Year, the City will utilize \$2,275,837 of prior year revenue and \$7,244,707 of charges from current services.

The following chart compares the estimated revenue by fund type:

General Fund	\$53,412,986
Special Revenue Fund	\$56,189,703
Redevelopment Fund	\$31,136,143
Debt Service Fund	\$31,313,874
Enterprise Fund	\$45,914,594
Internal Services Fund	\$11,545,845

Total - \$229,513,145

The following is a list of the General Fund Expenditures by Category:

Operations & Maintenance	\$108,275,444
Personnel	\$60,891,414
Capital	\$60,346,287

Total - \$229,513,145

#3.

The following is a list of the Fiscal Year 2010-2011 Bond Allocations:

Lease Revenue Bond (Police Department Start-up Capital)	\$19,566,000
City Hall Improvement	\$5,663,622
Camera Surveillance)	\$2,000,000
Sewer Bond	\$13,600,000
Water Bond	\$8,435,168
CRA Tax Allocation Bond	\$10,365,874

Total - \$59,630,664

The following is a list of the Fiscal Year 2010-2011 Capital Improvement Projects:

- Wilmington Block Wall
- Compton Boulevard Streetscape
- Willowbrook Streetscape
- Greenleaf Avenue Project
- City Hall Renovations
- Water Well 15
- Water Well 13 Phase II
- Water Well 21
- Sewer Replacement
- Water Main Replacement
- Street Paving Projects (various areas throughout the City)

The following is a list of the Fiscal Year 2010-2011 New and/or Continued Programs and Services:

Ride Share Incentive Program	Summer Youth Employment
Local Housing Authority - Section 8	Senior Citizen Programs (Various)
HOME Program	Summer Day Camp & After-School
Homeless Prevention Rapid Refocusing Program	Sports Programs (Various)
Energy Efficiency Program	Tomorrow’s Aeronautical Museum
Commercial Facade	Emergency Shelter Grant
EDA Revolving Loans	Neighborhood Stabilization Program
Tree Trimming	First Time Homebuyers’ Program
Street Repair	Dial-A-Ride and Dial-A-Taxi
Graffiti Removal	

Ms. Donaldson informed the community that the proposed budget is available for review in the City Clerk’s Office.

AUDIENCE COMMENTS ON THE HEARING

Benjamin Holifield, Compton resident, commented on various dilapidated properties in the Third District, therefore he expressed a concern for the Residential Rehabilitation program funds being appropriated for their designated uses.

Mayor Pro-Tem/Chairperson Pro-Tem Arceneaux assured Mr. Holifield that she had previously reported the vacant property located at 156th Street and Compton Boulevard.

William Kemp, Compton resident, voiced a concern for various areas within the proposed budget, i.e. the Sheriff’s Department, the actual amount of the non-departmental budget, Weed-N-Seed Program funds being allocated to the Parks and Recreation Department and the salary of the Administrative Analyst in the Municipal Law Enforcement Services Department. Mr. Kemp alleged that the residents were not invited to the workshops to ask questions.

Mayor Pro-Tem/Chairperson Pro-Tem Arceneaux asserted that the community is always invited to participate in all budget workshops.

Charles Evans, City Manager, affirmed that all budget workshops were advertised in the Compton Bulletin, on the City's website at www.comptoncity.org and at the Council meetings.

Lynn Boone, Compton resident, expressed a concern for the number of employees being accounted for in the Careerlink Worksource Center. Ms. Boone also requested where the money is coming from to fund the community events, tree trimming and street repair.

Rudolfo Ruval, Compton resident, acknowledged that the proposed budget is available in the City Clerk's Office, however he asked that a copy be provided to all the citizens in attendance. Mr. Ruval also asked that the damaged sewer and water lines be addressed immediately.

Mayor Pro-Tem/Chairperson Pro-Tem Arceneaux informed Mr. Ruval that a schedule for sewer and water infrastructure repairs would be made available to the citizens on July 12, 2010.

Lorraine Cervantes, Compton resident, asked that the Council/Commission consider the audience comments before voting on this item. Ms. Cervantes expressed a concern for the Public Works and Parks and Recreation departmental budgets being reduced, in light of the youth in the community and the issues surrounding the City's infrastructure.

Joyce Kelly, Compton resident, stated that after reviewing the budget, she observed that most of the department head salaries were the same, in spite of an increase in the City Controller's position. Ms. Kelly questioned the State and County's impact on the City's budget, alleging that the proposed budget is not balanced.

On motion by Dobson, seconded by Calhoun, the joint public hearing was closed at 4:56 p.m., by the following vote on roll call:

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

NOES: Council Members/Commissioners - None

ABSENT: Council Members/Commissioners - Perrodin

COUNCIL/COMMISSION COMMENTS ON THE HEARING

Councilperson/Commissioner Jones stated that he had attended the budget workshop, however he questioned if a budget existed for the impending police department.

Mr. Evans stated that a budget does not exist yet, because the department is not slated to be established until next year.

Councilperson/Commissioner Jones questioned if it was legal to utilize Lease Revenue Bonds to pay for salaries and benefits. Mr. Evans affirmed that it is certainly legal to expend 25% of the bond to pay for project management.

Councilperson/Commissioner Calhoun questioned the numerous amendments to the personnel budget and asked that the answers be posted to the City's website.

Councilperson/Commissioner Dobson expressed a concern for any perceived solutions to the City's end of the year cash flow problems.

Councilperson/Commissioner Jones questioned if the City had any funds available in its reserve account.

Willie Norfleet, City Controller, informed Councilperson/Commissioner Jones that the City has different levels of reserves in various types of accounts. Mr. Norfleet noted that there are approximately 40 different types of fund accounts with most of them maintaining reserves, however he added that the general fund was approximately maintaining less than a few hundred thousand dollars as of the beginning of this fiscal year.

#3.

Mr. Evans mentioned that the City spends a great deal of its general fund monies on projects that are qualified for reimbursable programs, however the City is required to pay upfront first, then seek reimbursement. Mr. Evans stated that the City has instituted a new program for the new fiscal year, in which the City receives its reimbursements as soon as possible.

Councilperson/Commissioner Jones stated that he was more concerned with a reduction in costs, as it relates to contracts. Mr. Jones contended that with less revenue coming in, he suggested that the City consider this area for cutting costs.

Mr. Evans assured Councilperson/Commissioner Jones that the City has capitalized on its project management contracts with various funding sources coming into the City, which has in turn, offset general fund costs.

Mayor Pro-Tem/Chairperson Pro-Tem Arceneaux questioned if the City had prepared for the impending cuts from its various funding sources. Ms. Donaldson stated that the only solution to prepare for those cuts is to reduce the City's spending, in order to allow the reserve account to build up.

Mayor Pro-Tem/Chairperson Pro-Tem Arceneaux questioned what the \$703,948 in Lease Revenue Bonds is budgeted for. Mr. Norfleet stated that this amount is the allowable cost for internal management to create the police department.

Mayor Pro-Tem/Chairperson Pro-Tem Arceneaux stated that \$11,200,000 was originally earmarked for the construction and equipment of a two-story 300,000 square foot Senior Center, in addition to \$8,366,000 being ear-marked for the equipment and the construction of Transit Center. Ms. Arceneaux questioned if this \$19 million dollars was recorded within the budget. Mr. Norfleet replied affirmatively and added that it's recorded as revenue and as a corresponding expenditure for the police department, not suggesting that all of it will be spent on the police department.

On motion by Dobson, seconded by Calhoun, the City Council meeting was recessed at 5:37 p.m., by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

The City Council meeting was reconvened at 5:44 p.m.

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

Lynn Boone, Compton resident, stated that she was pleased to hear about the success of the Juneteenth Celebration, however she expressed a concern for the cost of the event, in light of how much money was made. Ms. Boone charged that "Measure L" was instrumental in removing significant rights from the citizens, therefore she stated that there were several agencies and entities who are now watching the City of Compton and so consequently the Public Integrity Department will be disbanded and re-formed under the federal government as of July 1, 2010.

William Kemp, Compton resident, commended Councilperson Arceneaux and Councilperson Jones for asking the hard questions and urged the City Council to investigate the proposed position and salary of the Administrative Analyst within the Municipal Law Enforcement Services Department, charging it to be an fabricated position.

Joyce Kelly, Compton resident, commented on the statements made by the City Council and how it is her God-given mission to bring important issues to surface.

David Irons, Compton resident, came before the City Council to petition against the demolition of Jackie Robinson Stadium. Mr. Irons went on to state that he has never wanted the Sheriff's to come to Compton, citing that they have murdered 16 people already this year. Mr. Irons stated that there are a lot of people within the community who are against the Sheriff's Department, but are afraid to speak out for fear of retaliation.

Willie Colvin, Compton resident, stated that he would continue to come to the City Council meetings to voice his concerns until he feels that he is being heard.

Lorraine Cervantes, Compton resident, encouraged the City Council to vote their conscious based upon the background information and insight that they receive. Ms. Cervantes declared that the Juneteenth Celebration was the "best" event ever and cited that she would continue to remind this Body of how successful the event was and the importance of community. Ms. Cervantes affirmed that there were people of all races at the event celebrating the true meaning of Juneteenth. Ms. Cervantes went on to state that the members of the Compton College Board of Trustees have no control over those citizen's groups wishing to conduct their meetings at the College. Ms. Cervantes emphasized that Mr. Davis works as an independent individual when he petitions against the re-establishment of the Compton Police Department. Ms. Cervantes stated that there are no other representatives of the Board who are involved in his endeavors.

CONSENT AGENDA

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

WATER DEPARTMENT

1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION 23,105 AND AUTHORIZING THE CITY MANAGER TO AMEND THE CONTRACT WITH KEC ENGINEERING FOR ASSOCIATED INSPECTION AND CONSTRUCTION MANAGEMENT SERVICES FOR THE REHABILITATION OF BOTH THE WATER PIPELINE PROJECTS
(Resolution # 23,133)

END OF THE CONSENT AGENDA

REGULAR AGENDA

CITY MANAGER'S REPORTS

2. REQUEST TO SCHEDULE A JOINT PUBLIC HEARING AUTHORIZING THE GROUND LEASE OF CERTAIN REAL PROPERTY TO LOWE ENTERPRISES REAL ESTATE GROUP AND MAKING CERTAIN FINDINGS PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 33431

On motion by Calhoun, seconded by Dobson, the joint public hearing was scheduled for July 27, 2010 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

CLOSED SESSION

- 3. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
City of Compton v. Westchester Industrial Medical Services et al. Case Number LASC
Case #TC022419
Pursuant to California Government Code Section 54956.9

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

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

UNFINISHED BUSINESS

- 4. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON
AMENDING CHAPTER XXIV OF THE COMPTON MUNICIPAL CODE BY ADDING
SECTION 24-9 (REGISTRATION OF ABANDONED PROPERTIES) **(SECOND
READING)**

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 Calhoun, seconded by Dobson, **Ordinance # 2,209** entitled "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER XXIV OF THE COMPTON MUNICIPAL CODE BY ADDING SECTION 24-9 (REGISTRATION OF ABANDONED PROPERTIES)**" was adopted, by the following vote on roll call:

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

- 5. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON
ADOPTING SPEED LIMITS ON VARIOUS CITY STREETS BASED ON THE
ENGINEERING AND TRAFFIC SURVEY STUDY CONDUCTED BY WILL DAN
ENGINEERING AND IN CONFORMANCE WITH THE PROVISIONS OF THE
CALIFORNIA VEHICLE CODE **(SECOND READING)**

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 Calhoun, seconded by Dobson, **Ordinance # 2,210** entitled "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON ADOPTING SPEED LIMITS ON VARIOUS CITY STREETS BASED ON THE ENGINEERING AND TRAFFIC SURVEY STUDY CONDUCTED BY WILL DAN ENGINEERING AND IN CONFORMANCE WITH THE PROVISIONS OF THE CALIFORNIA VEHICLE CODE**" was adopted, by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

6. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTERS VII AND XIX OF THE COMPTON MUNICIPAL CODE BY DELETING SECTIONS 7-14.5 AND 19-6.3 IN THEIR ENTIRETY; AMENDING SECTION 19-1; AND ADDING SECTION 19-10 (STREET BANNERS) (**SECOND READING**)

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 Calhoun, seconded by Dobson, **Ordinance # 2,211** entitled "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTERS VII AND XIX OF THE COMPTON MUNICIPAL CODE BY DELETING SECTIONS 7-14.5 AND 19-6.3 IN THEIR ENTIRETY; AMENDING SECTION 19-1; AND ADDING SECTION 19-10 (STREET BANNERS)**" was adopted, by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

NEW BUSINESS

7. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER II OF THE COMPTON MUNICIPAL CODE BY AMENDING SECTIONS 2-1.7 (Order of Business), 2-1.8 (Audience Comments at Council Meetings) and 2-1.13 (Rules of Decorum of Meetings) (**FIRST READING**)

Failed for a lack of a motion.

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ADOPTING THE COMBINED BUDGET FOR FISCAL YEAR 2010-2011

On motion by Calhoun, seconded by Dobson, **Resolution # 23,134** entitled "**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ADOPTING THE COMBINED BUDGET FOR FISCAL YEAR 2010-2011**" was approved, 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 Dobson commented on the success of the Juneteenth Celebration and the thousands of people in attendance. Ms. Dobson commended the diligence and hard work put into this event and congratulated Councilperson Calhoun on a job well done.

#3.

Councilperson Dobson also commented on the El Camino Community College Board meeting, in which the Concerned Citizens Committee was in attendance. Ms. Dobson thanked Ms. Hollis and Bishop Sanders for representing the citizens and the religious community.

Ms. Dobson also mentioned the "Movie In The Park" event hosted by Pastor Rayford Owens and his Church.

Councilperson Calhoun warned the citizens of Compton against using illegal fireworks. Ms. Calhoun stated that anyone who is caught possessing any illegal fireworks will be cited and/or fined \$500 to \$1000 per violation. For additional information, contact the Compton Fire Department at (310) 605-5670.

Councilperson Calhoun congratulated the men who were honored at the Dollarhide Neighborhood Center's Father's Day program; Vernell Montgomery Sr., Louis Porrata, Samuel Patton, Donald Terry, Jasper Hope Jr., Willie O. Jones, Reverend Roosevelt Marshall (Father of the Year), Lee Butler, Manuel Enrique and Mvusi Dlavana.

Councilperson Calhoun thanked everyone that worked to ensure the success of the Juneteenth Celebration. Ms. Calhoun also thanked everyone that attended the event and encouraged all citizens to continue to celebrate what their forefathers fought and died for.

Councilperson Calhoun mentioned President Obama's support for all Juneteenth Celebrations held across the nation and that a report would be made available to the citizens for review.

Councilperson Jones announced that he would be co-hosting the "Business to Business Roundtable" with Assemblyman Isadore Hall to be held on Friday, June 25, 2010 in the Crystal Park Casino beginning at 7:30 a.m.

Councilperson Jones commented on the success and the fellowship at the Juneteenth Celebration.

Councilperson Jones also announced that he would be hosting a "Parent's Rights Workshop" with the Children's Justice Foundation to be held on Saturday, June 26, 2010 at 600 North Alameda from 10 a.m. to 2 p.m.

Councilperson Jones announced that there was a ground breaking ceremony for the development of a Senior Center in the Fourth District. Mr. Jones thanked Supervisor Mark Riddley Thomas for his support in this venture and announced that the Center would be opening next year.

Councilperson Jones expressed his appreciation for the recognition at the Father's Day program held at the Dollarhide Neighborhood Center. Mr. Jones thanked Mr. Post, Mr. Hunt and all of Dollarhide staff for their hard work.

Councilperson Jones mentioned his participation at the El Camino Community College Compton Center Board meeting, in which the citizens voiced their concerns. Mr. Jones commented on the statements made by Ms. Hollis, in which she expressed the blatant disrespect of El Camino Community College for not considering College Board elected officials at their formal events. Mr. Jones also mentioned Ms. Hollis' comments regarding El Camino's decision to change Compton College's colors and logo, as an attempt to wipe out the rich history of the College. Additionally, Dr. Cox was removed from overseeing the academic program and assigned to the maintenance of the bond initiative, after which someone was brought in who appears to be given the credit for the work that Dr. Cox has done for the enrollment, academic achievement and moral at Compton College. Mr. Jones applauded Ms. Hollis for making the community aware of what's happening at Compton College.

Councilperson Jones announced that the Lueders Park swimming pool would be opening on June 14, 2010. Mr. Jones encouraged the community to teach their children how to swim.

Councilperson Jones announced that the City of Compton would be hosting a "Youth Football Program" to be held on Saturday, June 26, 2010 at Jackie Robinson Stadium from 8 a.m. to 3 p.m. For additional information, please contact Mr. Marvin Hunt at (310) 761-1448.

Councilperson Jones also announced that a "Downtown Compton Revitalization Workshop" would be held on Thursday, June 24, 2010 from 6 p.m. to 7:30 p.m. at the Compton Towne Center. For additional information, regarding this event please call (310) 605-5511.

Mayor Pro-Tem Arceneaux commended Councilperson Calhoun on the success of the Juneteenth Celebration.

Mayor Pro-Tem Arceneaux stated that she was forwarded some information from the Hub City Livin website regarding the importance of emergency preparedness. Therefore, she instructed the City Manager to organize a townhall meeting to address emergency preparedness in the City of Compton to ensure that all citizens are aware of what's needed and where to go, in the event of a major earthquake. Ms. Arceneaux commended Fire Chief Melanson for addressing their concerns on the website.

Charles Evans, City Manager, affirmed that he would organize and announce a townhall meeting to address this issue.

Mayor Pro-Tem Arceneaux asked that the City Manager address any potential compromise to the bridge located at Compton and Wilmington Boulevard. Mr. Evans affirmed that the County of Los Angeles would be making the necessary repairs to the bridge and subsequently updating the City quarterly.

Mayor Pro-Tem Arceneaux requested a report of all the bridges in the City of Compton, in addition to the report that approves the bridges that are in good repair for transportation and in accordance with earthquake standards.

Mayor Pro-Tem Arceneaux assured the citizens that their questions regarding the budget would be answered and posted on the City's website.

REQUEST TO EXTEND THE COUNCIL MEETING

On motion by Calhoun, seconded by Jones, the council meeting was extended, by the following vote on roll call:

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

NOES: Council Members - None

ABSENT: Council Members - Perrodin

RECESSED TO CLOSED SESSION AT 7:02 P.M.

The meeting was reconvened at 8:28 p.m.

Council Members Present: Dobson, Jones, Arceneaux

Council Members Absent: Calhoun, Perrodin

RESULTS FROM THE CLOSED SESSION

Craig Cornwell, City Attorney, stated that council met in closed session amid conference with Legal Counsel regarding existing litigation pursuant to California Government Code Section 54956.9; City of Compton versus Westchester Industrial Medical Services et al. Case Number LASC Case TC022419. The City Council unanimously gave the City Attorney's Office the parameters, in which to proceed with a settlement agreement with one of the defendants.

#3.

ADJOURNMENT

On motion by Dobson, seconded by Jones, the meeting was adjourned at 8:29 p.m. in the memory of **Mireya Nila McCall** and **Elder David Martinez**, by the following vote on roll call:

AYES: Council Members - Dobson, Jones, Arceneaux

NOES: Council Members - None

ABSENT: Council Members - Calhoun, Perrodin

Clerk of the City Council

Mayor of the City Council

CITY OF COMPTON
PERSONNEL BOARD
SPECIAL MEETING
MINUTES OF APRIL 9, 2009 MEETING

CALL TO ORDER

The Personnel Board of the City of Compton held a special meeting on Thursday, April 9, 2009 at the City Council Chambers, Compton City Hall, 205 S. Willowbrook Ave., Compton, CA. The meeting was called to order by Chairperson Martha Quinn at 6:08 p. m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Willie McReynolds.

ROLL CALL

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

MEMBERS ABSENT: None

STAFF PRESENT: Ruth Rugley, Deputy City Attorney III, Legal
Advisor to the Board

Kareemah Bradford, Human Resources Director

NEW BUSINESS

1. Approval of Proposed Eligible List

A. Electrician (open-competitive, 2 candidates)

On motion by McReynolds, seconded by Mitchell, the Eligible List for Electrician was approved by the following vote on roll call:

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

PUBLIC COMMENTS

There were no public comments.

PERSONNEL BOARD COMMENTS

All of the Board members expressed their happiness to see the progress of the Human Resources Department and the direction in which it is heading. The Personnel Board members vowed to work with the Human Resources Department as it develops under new leadership.

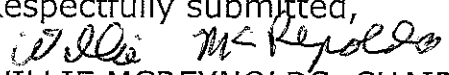
Board Member McReynolds also stated that he would like to see the Department Managers more involved in this development.

ADJOURNMENT

On motion by Board Member Baker, seconded by Mitchell, the Personnel Board adjourned the workshop at 8:11 p. m. by the following vote on roll call:

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

Respectfully submitted,


WILLIE MCREYNOLDS, CHAIRPERSON
PERSONNEL BOARD


SHERI D. EATON, PERSONNEL ANALYST
ACTING CLERK TO THE PERSONNEL BOARD

CITY OF COMPTON PERSONNEL BOARD MEETING
205 SOUTH WILLOWBROOK AVE., COMPTON, CA 90220
CITY COUNCIL CHAMBERS – COMPTON CITY HALL

SPECIAL MEETING
JULY 9, 2009; 5:00 p. m.

CALL TO ORDER

The Personnel Board of the City of Compton held a special meeting on Thursday, July 9, 2009, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 5:08 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Banks.

ROLL CALL

MEMBERS PRESENT:	Barbara Banks, Ernest Baker, Willie McReynolds, Martha Quinn
MEMBERS ABSENT:	Margaret Mitchell
STAFF PRESENT:	Edward Chavez, Deputy City Attorney III Legal Advisor to the Board Kareemah Bradford, Human Resources Director, Clerk to the Personnel Board
CITY OFFICIALS PRESENT:	None

NEW BUSINESS:

PUBLIC HEARING – 5:00 p. m.

The Personnel Board of the City of Compton, in accordance with the provisions of Sections 1010 c and 1103 of the Compton City Charter, held public hearings relative to proposed amendments to the Position Classification Plan:

EXECUTIVE POSITIONS (proposed revised classification specifications):
Assistant City Engineer, Assistant Director of Employment and Training Services, Assistant Water Department General Manager, Chief Deputy City Attorney, Chief Deputy City Clerk, Chief Deputy City Treasurer, Deputy City

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

On motion by McReynolds, seconded by Baker, the Public Hearing was opened at 5:09 p. m. by the following vote on roll call:

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

Ms. Bradford explained to the Personnel Board that before them is a list of proposed changes in classifications based on a classification study that was commissioned pursuant to an MOU. After discussing with the bargaining groups, a consultant was hired and presented the first set of proposed changes at the last regular meeting, and this next set of changes is the list of executive positions to be considered.

Mr. Michael Harvey, secretary/treasurer for Local 2325, said the executive group listed is covered by this union. He explained the union had a chance to review these changes, and although they had some reservations, he would appreciate it if the Board, after due diligence, would approve these and send these to the next level.

He thanked the Board for working so hard to handle almost 200 of these requests over the next couple of weeks. Specifically, he appreciated that the Board Members as citizens are coming through and giving them job descriptions that more resemble the City so they can compete in the open market. In addition, they will be able to look at the second phase which is salary and compensating City employees for the work they do and give them proper job classifications. Though the employees may not have been able to attend this meeting, the Union appreciates the Board's efforts, diligence, and timing.

Ms. Bradford pointed out there were typos on the proposed Human Resources Analyst wherein "supervision" and "exercise" were spelled incorrectly on the actual proposal.

Ms. Banks noted under Bullet No. 7, the word "he" should be "the." The line should say: "supervise, coordinate, and perform classification job analysis required to upgrade the City personnel..."

Mr. McReynolds asked if the Board was going to review these one at a time or go through all of them and continue voting. In addition, he pointed out if under "experience and education," it should be ten years.

Ms. Banks pointed out that assistant and general manager on the job spec itself showed the correct titles in the water department. While the agenda shows "Assistant Water Department General Manager, the job specification is "Water Department Assistant General Manager."

She also stated she did not have the Chief Deputy City Clerk job specification, but Mr. McReynolds did.

Ms. Quinn said the agenda listed "Personnel Analyst" when it's really "Human Resources Analyst." She also noted these are old titles.

Ms. Bradford said there will be a further breakdown, but the classes are divided up into three classes and also serve as a guide. The handout that the consultant gave was a guide because it is a total summary, and all recommendations are listed.

Ms. Quinn asked about the revised job specs for Chief Deputy City Attorney. Under "primary duties and responsibilities," the eighth bullet says: stays abreast of new trends and innovations of public housing, and she said that was going to be removed.

Also, to stay consistent with accredited and college and universities, Ms. Quinn wanted consistency with job specs, noting she wants to see the entire words when acronyms are used.

It was noted on the Deputy City Attorney III, tenth bullet; "PERB" was incorrectly listed as Public Employees Personnel Board. That was an error, and the "R" stands for "Relations."

On Risk Manager, under "Primary Division Responsibilities," the third bullet, acronyms were listed, but words should be added under "CDBG" and "CFRE."

And in Internal Auditor, Bullet No. 9, CAFR should also be corrected to show both acronym and words.

On "Human Resources Analyst Primary Duties and Responsibilities," second bullet starts with "supervises daily operation" and ends with "insures that all documents (resolution)," so it appears something is missing.

The Board decided to take each item individually in the order they are listed on the agenda.

On the Water Department Assistant General Manager, Mr. McReynolds asked if the License Water Distribution Grade 4 will cover all the duties required of someone in that position, as he thought that person will probably need to be able to do everything in the water department.

Ms. Bradford explained that under the State Health Code, it is the law, since a water agency is categorized and the City Water Department is a D-4, that the person charged with managing and overseeing it has to have a distribution 4. The General Manager and the Assistant Manager must have one to be able to make decisions on the water system.

Chief Deputy City Attorney, on the second page under their qualifications, Mr. McReynolds noted in the past there had been problems in which people from the City Attorney were not able to present in certain courts. This resulted in the City Attorney's office having to hire outside attorneys to present. The job description asks for possession of a California driver's license and admission to the state bar. He asked if this meant the City would have a chief deputy that is able to represent the City in court so they do not have to hire an outside firm.

Ms. Bradford explained there are many facets to law and different cases. Sometimes the City Attorney has to contract out for an attorney with a specialty or area of expertise, but in general, if an attorney has the required experience, they are capable of representing the City. Whether the City Attorney chooses to hire an outside firm is a decision made with the approval of the City Council. For example, employee relations issues or civil matters may be contracted out to firms with years of expertise in those areas. But contracting out does not mean the in-house attorneys cannot represent the City, only that the case requires someone with expertise in that area.

Mr. McReynolds remembered a case where an attorney could not represent the City in a particular court, not because of expertise, but because he didn't have the ability to present in that court. And he pointed out the Chief Deputy City Attorney should be able to present in any court required for the City. He wanted to ensure that would not happen in the future.

Ms. Quinn wondered if the job description has been rewritten to cover this potential issue, but she understood the Personnel Director's explanation that sometimes expert attorneys are necessary and should be brought in as extras. She cited the school district and noted the new job spec, hopefully, has been written to include something that wasn't there before. She said they were

relying on the city attorney and unions or whoever approved these, that they have taken all that into consideration.

Ms. Bradford noted that under "experience" the three years of civil, criminal, or administrative litigation listed under "Minimum Qualifications" needed to be amended and included.

Mr. McReynolds noted on the Chief Deputy City Treasurer, on Page 2, under "Minimum Qualifications," a high school diploma seemed to be inadequate. He said he would prefer a college education be required, as all the other positions were asking for a bachelor's degree.

It was believed to be an error that a college degree was omitted from the minimum qualifications. The current requirement for education is any equivalent to two years college or university training with courses in business administration, accounting, or related training. It was decided that this requirement would be added.

Ms. Quinn suggested possession of an associate's degree in business, finance, or related field preferred needs to be brought to "education and experience."

On motion by Banks, seconded by McReynolds, the Public Hearing was closed at 5:23 p. m. by the following vote on roll call:

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

On motion by McReynolds, seconded by Banks, to approve all the proposed amendments to provision specification of the proposed amendments, to the Position Classification Plan: Executive Positions (proposed revised classification specifications): Assistant City Engineer, Assistant Director of Employment and Training Services, Assistant Water Department General Manager, Chief Deputy City Attorney, Chief Deputy City Clerk, Chief Deputy City Treasurer, Deputy City Attorney I, Deputy City Attorney II, Deputy City Attorney III, Deputy City Controller, Deputy Director of General Services, Deputy Director of Public Works, Deputy Director of Redevelopment, Deputy Fire Chief, Grants Manager, Internal Auditor, Personnel Analyst, Risk Manager, Special Assistant to the City Manager, Superintendent of Parks was approved by the following vote on roll call:

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

AUDIENCE COMMENTS

Mr. Harvey requested clarification of whether the approval included the corrections that were made.

Attorney Chavez recommended the board restate the motion to make it clear.

On motion by McReynolds, seconded by Banks, to approve all the proposed amendments to provision specification of the proposed amendments to the Position Classification Plan and all corrections made during the meeting: Executive Positions (proposed revised classification specifications) Assistant City Engineer, Assistant Director of Employment and Training Services, Assistant Water Department General Manager, Chief Deputy City Attorney, Chief Deputy City Clerk, Chief Deputy City Treasurer, Deputy City Attorney I, Deputy City Attorney II, Deputy City Attorney III, Deputy City Controller, Deputy Director of General Services, Deputy Director of Public Works, Deputy Director of Redevelopment, Deputy Fire Chief, Grants Manager, Internal Auditor, Personnel Analyst, Risk Manager, Special Assistant to the City Manager, Superintendent of Parks was approved by the following vote on roll call:

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

PERSONNEL BOARD COMMENTS

Board Member Baker asked for clarification regarding required handouts to the public. Ms. Bradford explained California 54957.5 changed, and now any information or writings that are handed out require a Board make them available to the public. Any time there is a public hearing, the Board must make the information available to the public so they can see what's going to be heard, and the Board must let them know they can come to the hearing. It must be noticed on the agenda. The City does not make copies, but the information is available.

Board Member Banks commended the Director on the job specs as it was well worth getting the studies done and upgrading positions. She thought the consulting company did a wonderful job

Board Member McReynolds concurred, saying that a few things that he found needed to be corrected, but overall it was a good job, getting this together. With all this paperwork it's easy to make mistakes, and he commended a job well done.

Chairperson Quinn stated she liked the organization and the City moving forward and bringing job specs up to new regulation codes and clearly describing what people do. She appreciated that the descriptions were so detailed, and she enjoys reading them. She is looking forward to the next step of going through all of them and paying people appropriately.

She thanked everyone for all their work because it is a lot of work to read all of this, and she holds other responsibilities too. She thanked her support staff and appreciated their diligence in reading it and finding mistakes. She feels more comfortable knowing that if there is an accidental error, it will be caught.

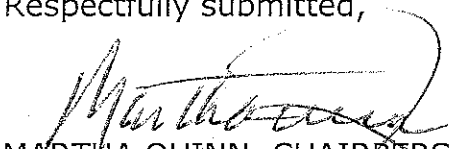
Board Member Baker thanked Ms. Bradford and her assistant for assisting him the other day and he wished Mr. McReynolds a speedy recovery.

ADJOURNMENT:

On motion by Baker, seconded by McReynolds, the Personnel Board meeting adjourned at 5:43 p. m. by the following vote on roll call:

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

Respectfully submitted,



MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD



KAREEMAH BRADFORD
DIRECTOR OF HUMAN RESOURCES
CLERK TO THE PERSONNEL BOARD

CITY OF COMPTON PERSONNEL BOARD MEETING
205 SOUTH WILLOWBROOK AVE., COMPTON, CA 90220
CITY COUNCIL CHAMBERS

SPECIAL MEETING
AUGUST 6, 2009; 6:00 p. m.

CALL TO ORDER

The Personnel Board of the City of Compton held a special meeting on Thursday, August 6, 2009, in the City Hall Council Chambers, located at 205 S. Willowbrook Ave., Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:02 p. m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Quinn.

ROLL CALL

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

STAFF PRESENT: Kareemah Bradford, Human Resources Director,
Clerk to the Personnel Board

Merle Greene, Deputy City Attorney III,
Legal Advisor to the Board

CITY OFFICIALS PRESENT: None

NEW BUSINESS

1. Oral and Written Communications Reports and Requests
 - a. Approval of Proposed Eligible Lists

1. Deputy Fire Chief (Promotional & Open-Competitive)

Kareemah Bradford, Human Resources Director, advised the Board that the eligible lists consist of one promotional candidate and three open-competitive candidates.

On motion by McReynolds, seconded by Baker, the proposed eligible lists for Deputy Fire Chief were approved by the following vote on roll call:

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

b. Request for Temporary Appointments

1. Fire Engineer (Fire)

Marcel Melanson, Acting Deputy Fire Chief addressed the Personnel Board. He stated that currently there is one vacant position and there are no candidates on the eligible list.

Board Member Quinn commented to Ms Bradford, that with many agencies having this same classification and reducing staff, there should not be a problem filling the position in the City.

2. Deputy City Treasurer (City Treasurer)

Salvador Galvan, Deputy City Treasurer, addressed the Personnel Board. He stated that there is a concern when more than one signature authority is away from the office, checks are held up for signature and there maybe delays in payments.

Board Member Quinn asked if the position was necessary for the day-to-day operations within the department.

Mr. Galvan replied that the position is necessary for the day-to-day operations; there will now be two Deputy City Treasurer positions having signature authority.

On motion by McReynolds, seconded by Baker, the Board approved the requests for temporary appointments for Fire Engineer and Deputy City Treasurer by the following vote on roll call:

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

PUBLIC HEARING – 6:00 p. m.

On motion by Mitchell, seconded by Baker, the Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter opened the public hearing at 6:17 p. m. to consider a request to exempt the Deputy City Attorney II from the Classified Service for a period not to exceed (6) months, by the following vote on roll call:

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

Attorney Greene stated that the Deputy City Attorney II position will be exempt from the Classified Service for a period not to exceed six months in the City Attorney's Office.

There no audience comments relevant to this issue.

On motion by Mitchell, seconded by Baker, Personnel Board closed the public hearing at 6:19 p. m. by the following vote on roll call:

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

On motion by McReynolds, seconded by Mitchell, the Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter voted to exempt the Deputy City Attorney II from the Classified Service for a period not to exceed (6) months, by the following vote on roll call:

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

APPEAL HEARING – 6:15 p. m.

Merle Green advised the Personnel Board that the appeal hearing scheduled for George Mendoza re suspension was cancelled and will be continued. Board Member Baker asked if there are new dates. Attorney Green stated he will send the new date(s) for upcoming hearing.

AUDIENCE COMMENTS

Board Member Quinn asked if there were any audience comments. No one responded to her initial request. Prior to adjournment one response came from the audience. Although, out of order Mark Smith came to the podium and began to speak on the issue of a lack of response from the Human Resource Department and from the City Attorney office concerning his grievance.

Mr. Smith's concern was that he had not received a response to his grievance; the Deputy Fire Chief Examination process from the Human Resources Director, Kareemah Bradford.

Board Member Quinn responded to Mr. Smith, that the Personnel Board cannot act upon his grievance at this time. The grievance is not recognized and will not be addressed by the Personnel Board.

Attorney Green stated to Mr. Smith that this is not a public hearing and any questions for Human Resources and the City Attorney should be addressed with the Departments individually.

Board Member Quinn informed Mr. Smith that the Board's legal representative has advised you on how to handle your situation and requested Attorney Green to make a note to address Mr. Smith and his issue at the end of the Personnel Board meeting.

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ADJOURNMENT

On motion by Baker, seconded by Mitchell, the Personnel Board meeting adjourned at 6:23 p. m. by the following vote on roll call:

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

Respectfully submitted,


MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD


KAREEMAH BRADFORD
DIRECTOR OF HUMAN RESOURCES
CLERK TO THE PERSONNEL BOARD

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
SPECIAL MEETING
AUGUST 13, 2009

CALL TO ORDER

The Personnel Board of the City of Compton held a special meeting on Thursday, August 13, 2009, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 5:07 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Banks.

ROLL CALL

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

MEMBERS ABSENT: Willie McReynolds

STAFF PRESENT: Merle Greene, Deputy City Attorney II, Legal
Advisor to the Board

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

CITY OFFICIALS PRESENT: None

PUBLIC HEARING – 5:11 p.m.

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

Non-supervisory (proposed revised classification specifications): Administrative Analyst II (dividing classification), Building & Permit Technician, Case Manager, Housing Eligibility Specialist I, Housing Eligibility Specialist II, Housing Rehabilitation Specialist, Legal Secretary, Para-Transit Driver (dividing classification), Training & Services Assistant, Training & Services Coordinator.

Supervisory (proposed revised classification specifications): Administrative Secretary (dividing classification); Project Manager (dividing classification), Senior Administrative Analyst (dividing classification) were pulled from the agenda.

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On motion by Mitchell, seconded by Baker, the Personnel Board voted to open the public hearing by the following vote on roll call:

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

Ms. Bradford explained that the City is in the middle of completing a city-wide classification study. The Administrative Secretary position was pulled on July 16th. The Project Manager position was pulled because one of the incumbents should have enough time to appeal the consultant's title recommendation. It is not time sensitive because no vacant position is affected. Senior Administrative Analyst position was pulled because an employee has put in a request, and the City is awaiting the Department Manager's response.

AUDIENCE COMMENTS:

Mr. Ron Johnson, Business Representative for AFSCME Locals 2325 and 3947, wanted to comment on the process of the classification study. He explained that he had requested a meet-and-confer a few times regarding all these positions and so far has been denied. He feels the meet-and-confer process, because it affects wages, hours, and working conditions, falls under the Meyers-Milias-Brown Act, and it should take place.

Mr. Johnson stated that his request tonight would be the last request they were going to make. In addition, he said the process with the Board should move forward, and he will not have a lot of objections to changes made, but they feel the process needs to be respected, and the meet-and-confer should take place. Furthermore, he explained that he had not raised this issue with the Personnel Board directly because they had talked to city management. He hoped with the Board's intervention or wise guidance, the Board could impart that maybe they should do the meet-and-confer.

Ms. Bradford explained that a request was made to the president or supervisory group to state if it was their choice to opt out of the process or establish a management group. This class of study came about when there was no contractual agreement MOU. As part of their negotiated agreement in '06, their process included making a committee wherein the management group, in essence, told the City Managers to do a class study and make recommendations on appeal.

Meetings were held; recommendations were made; some City Managers were included, some not, but managers were included in the process. They were asked if they wanted to opt out of the process and not be included as management. If they chose to opt out, their process would then be different.

So there was a management group negotiating and a group that does not want to be considered as part of that process. That second group would be negotiating

something totally different. Then they need to come to the table and say, "We want to negotiate something different than the management group already agreed to." This is negotiated with the management group, not the supervisory group. That's the situation with this particular group.

The SEIU has no issue with it. The supervisory group is welcome to opt out of the process and say, "It was a management group agreement, and we don't want to be a part of it. Let's negotiate something different." However, they have not yet stated that.

Mr. Johnson said that response still did not meet the requirements of Meyers-Millas-Brown. He explained any time you impact wages, hours, working conditions, you are supposed to have a meet-and-confer. Since there hasn't been a classification study in many years, he felt for them to withdraw out of this process completely is not the answer because it will be a long time before this is settled, and they want to have an opportunity to be part of it. Again, he stated his only request is that the City respects the process.

He felt there should have been a meet-and-confer for each classification. City management, he said, unilaterally presented the last MOU with management and set up the study without conferring or talking to his group before this was done.

Again, he asked that the City respect the meet-and-confer process and follow the procedure. If that is done, he continued, no problems will ensue.

He reiterated it's about respecting the process, and he felt the City had violated this meet-and-confer requirement on these positions because it affects wages, hours, and working conditions.

Ms. Bradford responded that there needs to be a meeting with the business rep of the bargaining group so a process can be set up. She said no bargaining group at the time backed out, and meetings were held. At that time the consultant came and explained the process, so the process was explained to them fully in a group that this is how it will be handled, and this is going to be the process.

She pointed out this was not done behind closed doors. It has been an open process. The issue is the appeal process, which over the years is always an issue, but the management group agreed that the City do a study and make recommendations on the appeal process. Ms. Bradford pointed out it's in writing and the City is contracted with the management group. This isn't the management group's issue or SEIU issue. The City talked to them; they were at the committee meeting, and they agreed to everything.

And if the non-supervisory group wants to back out of the process they are using, they need to say that they do not want the process, and they want to negotiate their own process. They need to do that, but when they went to the committee when the City got the consultant, they didn't. This issue came up at the 12th hour,

and this has been going on for a year and a half. Things have been implemented. If they want to change the process, then they need to say they no longer want to be a part of the process with the other bargaining groups.

Ms. Quinn asked if this could be done at this time, and Ms. Bradford responded that if that's what they wanted to do, they needed to say it. Either they want the process already established, or they don't. She suggested they could finish with the other bargaining groups and come back to what they are talking about. But the consultant can also talk about every class study they have done across the country.

When they do a city-wide class study, they talk to the bargaining group and agree and have a process of completing a PDQ and having management involved. It's going back to the employee. There is a process set up, because they do not engage in negotiating each particular provision and change. That is why the process is so extensive in including everyone in it. This is what the appeal consideration is.

It doesn't include the union group. It includes the employee, the supervisor, the director. Then the employee gets to come back after the spec and say, "This doesn't reflect what I'm seeing."

Ms. Bradford said that she didn't have appeal forms for these positions or supervisory groups. Either they have not followed the process, or the employees have no issue with the positions as they are proposed. It's not reflected in that group, and she has no feedback from any of these people on that group in the appeal process. She had one person's appeal, and this position is represented by the non-supervisory group who follows the process.

This information was given to each employee, and she has only one that is in the appeal process, and that's in the non-supervisory group. Since July 16th she hasn't received anyone's appeal since a statement was made on the floor it's a matter of safety and health getting these positions filled, and they still have not reached out to say, "We have an issue with this process. We know the City has to take care of business." There has been no reach-out since the last meeting from the union president or with employees that they have a particular problem with any of these, the incumbent or management. So she did not know if the incumbents have an issue. Some people say they agree. So in the Union's case, they don't know what the argument is if the employees are performing the jobs are in agreement with the changes. By way of appeals, there is none from the actual employee.

Ms. Quinn asked if Mr. Johnson was around at the time consultant was here.

Mr. Johnson said he didn't think so as he wasn't assigned here at that time.

To respond to Ms. Bradford's answer regarding the appeals process, Mr. Johnson said they did meet-and-confer on the appeals process. They agreed tentatively that a final draft was supposed to be forwarded for the union's approval and that

the appeals process was agreed to. What happened, he said, was they went ahead and implemented the appeals process before they got the final approval with the union. He explained the union agreed in principle and went ahead without sending the union the final draft.

Ms. Bradford said there was agreement and the union was given the opportunity to make recommendations to the City Manager. Mr. Johnson said he thought everyone in the room had a different opinion in terms of what they left with that day and that he was supposed to receive a final document. Mr. Johnson further said that that was a non-issue, per se, other than, once again, following appropriate protocol and procedure. He agreed with the process, but protocol was not followed. He said they worked it out with the City, but the City didn't finalize it by forwarding it to the union and saying it was a done deal.

Ms. Bradford pointed out the whole thing was set up on a committee basis when the consultant was selected. For 18 months they moved through the steps with the committee. She pulled the minutes from when the committee was set up. It stated that this group will make a recommendation to the City Manager. The MOU says: Make a recommendation on the process. It doesn't say if the management group already negotiated the process.

Mr. Johnson said she was comparing apples to oranges on the appeals process. He said she was correct that the MOU states the management group agrees to that, to the recommendations. He said they had a meet-and-confer, and the appeals process was agreed to, but the City was supposed to forward the final documents, so the union would sign off.

Ms. Quinn then asked Mr. Johnson to clarify if the only problem was this was not forwarded to Mr. Johnson for final approval and still has not been. Mr. Johnson said the City needed to respect the process, and that's what this is about. Ms. Quinn allowed Mr. Johnson to continue with his comments, but if the comments would continue to be about how the Personnel Department possibly did not follow the process with that particular issue, she was not going to go back over that. She made it clear that Mr. Johnson's comments have already been made a part of the record.

Mr. Johnson said it was implied that the process was finalized. Ms. Bradford said their last meeting was held in November 2008, and she sent the final documents by e-mail to everyone. People had it for three months, and no one has said there is a problem with the final documents.

Mr. Johnson said he believed that was incorrect. He pointed out again that it's about respecting the process and that he only raised it because Ms. Bradford referenced as it was finalized and agreed upon by all, and Mr. Johnson said that's not true. However, Ms. Quinn pointed out it is true as of now.

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Once again Mr. Johnson said he was okay with it when they agreed to it in principle, but he wanted the process to be followed, to be respected. She was supposed to forward this information to the union and into a final document for final review, same as corrections are made on classifications to make sure it was agreed upon, and it didn't happen. He said he wouldn't be talking about this if the process had been followed.

Mr. Johnson's main issue was the meet-and-confer. He stated the consultant does not trump state law, and there should be a meet-and-confer on classification studies in California. He said for the non-bargaining unit: As for saying we want to opt out, we'll have to wait another two, three years, and it's been ten years for this classification study. So they don't want to opt out for that reason. Another major delay will impact members. So they will not opt out of the process. He just wants the process respected.

This can be done easily. The union won't have major objections. He just asked the City to respect the process. Applying the management agreement is apples and oranges. If there is a classification study, they are supposed to meet with all bargaining units and go through meet-and-confer, and there will be some areas of issue, but, overall, the union is not trying to impede the progress of this study. He pointed out that did not behoove the union, and they would be disingenuous to drag this out. Eventually, money is tied to this.

Ms. Quinn thanked Mr. Johnson for coming forth to make the Board aware of his concern and she reiterated that the procedure is very important, and they want to make certain the process is followed.

Ms. Mitchell asked if the management group had an agreement in terms of the whole appeal process - that it can be done in a certain kind of way. Mr. Johnson said that is not really addressed in the MOU and was not part of that to his recollection. It basically says the City will be doing a classification study. There was no compensation component that went along with it which is normally done when a classification study is done. Ms. Bradford said they could give advisory opinion, but that has nothing to do with the classification study, and the meet-and-confer should take place.

Ms. Quinn asked when talking about opting out of the process: Did Mr. Johnson mean opting out of the study or only a portion of the whole process to approve the final?

Ms. Bradford explained opting out of the process because it was a management group's agreement that everyone is tied into because their agreement says as a committee we don't have an agreement with the non-supervisory of SEIU. They become part of this process because of the classification study; the management group says there will be a committee. That's why it's important to get the language. It is clear, she said. The compensation study the Personnel Board asked for are paid for, one contract, but fees are separate. You can ask for a

compensation study without a classification study; there is no bargaining without a classification study. This is a city-independent request. It was not negotiated. It was not asked for, not done for bargaining. This is totally separate.

Before you change salary, you have to negotiate, but the study was a part of the agreement. The compensation study was not. Again, she said, the City's obligation is to the management group, to the one study completed, because it was contracted.

Mr. Baker inquired about the meetings. Ms. Bradford replied that the original negotiations were with management groups. Meetings were held with the committee, and proposals for different consultants were recommended from which the City Manager selected a consultant.

In the appeal process some of the recommendations were not accepted, but because the classification study was already negotiated, the alternative would be redoing the negotiating. That's not the negotiated process, and if you want to negotiate a different process, then that will be a separate process, and the City can finish the other group. The City is at that point. She asked: Why hold up everybody else when SEIU is on board with it, and the management group seems to be on board with it? Mr. Johnson replied they were not. Ms. Bradford said by using the appeal process, she would pull those ones at issue.

Mr. Johnson said he felt she was clouding the issues. He explained he was talking strictly about the meet-and-confer process. Anything impacting wage, hours, and working conditions involves Meyers-Millias-Brown, and changing classification impacts those. He pointed out the City is supposed to confer with the bargaining group. He reminded the Board that they are not here to hold up the process. They want the process to be respected.

He explained the MOU that Ms. Bradford was talking about does not trump state law. He said she was confusing the agreement as he could read in concept what is in the agreement, but the issue is should they have a meet-and-confer process, and that's all.

Ms. Bradford said a meet-and-confer on each and every position has not been done. The appeal process is used to go over each provision. That is the appeal process. She read the Article Paragraph A: the City aims to compensate each employee consistent with his or her appropriate job classification. To that end the city will undertake a classification study of all classification units. The classification committee representation consists of a member and representative from the City Manager office which will make recommendations to the City Manager regarding a particular consultant and appeal process to be used. The classification study will be completed within 18 months after the memorandum.

Mr. Johnson said in terms of doing a classification study, a compensation study is not part of the MOU's bargaining process. City management and the bargaining

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group can get together anytime and say it's time to do a classification study. To imply the MOU is the only reason it came up, that's not correct.

Ms. Bradford said it was negotiated in this particular case and the process was discussed at the table differently. That is a different process, but the bargaining group wants to say this is the process. The City Manager can move forward. If the bargaining unit does not want this process, they will have to tell the City Manager they do not want this process. If they do not want this process, the parties need to go back to the table and negotiate something different.

Mr. Johnson said it would be shortsighted on the City's part to spend all this money on the classification study, do all these things for the different positions, and then they sit back down and talk about how to do it all over again. The issue, again, is to respect state law, meet-and-confer, hold it to Meyers-Milias-Brown. He said they are not here to impair or to slow up this process. Once again, he asked the process be respected.

Ms. Quinn thanked Mr. Johnson for coming forth and making the Board aware of his concerns. It is now part of the record. She said this is not the proper forum for this, and the scheduled hearing needs to proceed. She suggested Mr. Johnson arrange a meeting with Ms. Bradford where they could come to some kind of understanding.

BOARD COMMENTS:

Ms. Mitchell asked about the Parks and Recreation Project Manager position, which was pulled. Ms. Quinn said they were only handling the non-supervisory position with Administrative Analyst II.

Ms. Quinn put on the record that she wished Mr. Johnson and others had not left right after the audience participation. She said if Ms. Bradford was saying to change the process that means they would still have to negotiate a different process. If they don't want the process the City Manager put in place, they are saying the appeals process works for us, but they want a meet-and-confer on each issue.

The appeals process was with the confirmation of employee on each spec. The City Manager needs to know if they're saying this appeal process adequately reflects the changing working conditions. That's what they want to see. A new process would have to be negotiated still. We have to go back and reconfirm the process because they are saying that is the process they don't want. That's the confusion. They want a meet-and-confer, but you have to renegotiate. I want that on the record.

On motion by Mitchell, seconded by Banks, to close the Personnel public hearing was approved by the following vote on roll call:

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AYES: Board Members - Baker, Banks, Mitchell, Quinn

NOES: Board Members - None

ABSENT: Board Members - McReynolds

Ms. Mitchell made a statement before the On motion was made to approve. She noted there were minor grammatical or typographical errors in some of the descriptions, but rather than delay the process through these items, such as a comma here and add an "s" here, corrections were made on some of the copies. She asked just to use those if everything else was okay in terms of content.

On motion by Mitchell, seconded by Banks, to approve the proposed amendments to the Position Classification Plan for the following classifications:

Non-supervisory (proposed revised classification specifications): Administrative Analyst II (dividing classification), Building & Permit Technician, Case Manager, Housing Eligibility Specialist I, Housing Eligibility Specialist II, Housing Rehabilitation Specialist, Legal Secretary, Para-Transit Driver (dividing classification), Training & Services Assistant, Training & Services Coordinator. Was approved by the following vote on roll call:

AYES: Board Members - Baker, Banks, Mitchell, Quinn

NOES: Board Members - None

ABSENT: Board Members - McReynolds

ADJOURNMENT:

On motion by Baker, seconded by Mitchell, to adjourn meeting was approved by the following vote on roll call:

AYES: Board Members - Baker, Banks, Mitchell, Quinn

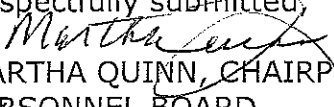
NOES: Board Members - None

ABSENT: Board Members - McReynolds

Meeting adjourned at 5:51 p.m.

The next regular meeting of the Personnel Board is scheduled for Thursday, August 20, 2009, at 5:00 p.m. in the Council Chambers of Compton City Hall.

Respectfully submitted,


 MARTHA QUINN, CHAIRPERSON
 PERSONNEL BOARD


 KAREEMAH BRADFORD
 HUMAN RESOURCES DIRECTOR
 CLERK TO THE PERSONNEL BOARD

CITY OF COMPTON
PERSONNEL BOARD
SPECIAL MEETING/APPEAL HEARING
MINUTES OF AUGUST 27, 2009 MEETING

CALL TO ORDER

The Personnel Board of the City of Compton held a special meeting on Thursday, August 27, 2009 in the Council Chambers – Compton City Hall, 205 S. Willowbrook Ave., Compton, CA 90220. The meeting was called to order by Chairperson Martha Quinn at 6:07 p. m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Willie McReynolds.

ROLL CALL

MEMBERS PRESENT: Ernest Baker, Willie McReynolds, Martha Quinn

MEMBERS ABSENT: Barbara Banks, Margaret Mitchell

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

Sheri D. Eaton, Personnel Analyst
Acting Clerk to the Personnel Board

Mary Grace-Hall, Labor Relations Analyst

APPEAL HEARING

The Personnel Board began the appeal hearing in the matter of George Mendoza, regarding his suspension. Representing the Appellant George Mendoza was Marcos E. Cardenas, Business Representative, AFSCME, District Council 36, 514 Shatto Place, 3rd Floor, Los Angeles, CA 90020 (213) 252-1328.

Representing the City were Roy A. Clarke and Toussaint S. Bailey, Attorneys-at-Law with Richards, Watson, Gershon Attorneys-at-Law, 355 South Grand Ave, 40th Floor, Los Angeles, CA 90071-3101 (213) 626-8484.

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The Proceedings were recorded by Marcia S. McEntee, Certified Shorthand Reporter with Demery Gillam & Associates, 3325 Wilshire Blvd., Suite 530, Los Angeles, CA 90010 (213) 380-6797.

The City presented the following four exhibits to the Board as evidence identified as follows:

- ◆ City Exhibit #1: Notice of Discipline: 14-Day Unpaid Suspension Dated: March 5, 2009.
- ◆ City Exhibit #2: Notice of Intent to Discipline: 30-Day Suspension Without Pay Dated: November 5, 2008.
- ◆ City Exhibit #3: Picture (via LA Life) - 1309 S. Castlegate Ave., Compton, CA 90221
- ◆ City Exhibit #4: Picture (via LA Life) - 1102 S. Temple Ave., Compton, CA 90221

The following witnesses testified on behalf of the City:

- ◆ Robert Montgomery, Acting Deputy Director of Public Works, City of Compton
- ◆ Leslie Alan Pyeatt, Acting Director of Public Works, City of Compton

Attorney Clarke stated that his third witness was not present and asked the Board to consider rescheduling the Albert Alexander appeal hearing that is scheduled for September 10 and 24, 2009 in order to finish this hearing.

Ruth Rugley, Legal Advisor to the Personnel Board, asked if they had an agreement with Alexander's representative to reschedule the meeting to which Clarke responded that he is awaiting a confirmation.

Mrs. Rugley advised Attorney Clarke that Alexander's hearing could not be rescheduled until there was an agreement in writing between the two parties. She further stated that once a written agreement is received, all parties should be notified in writing.

Board Member Quinn asked the attorneys to set an additional date to continue Mendoza's hearing until the written confirmation could be received. The Personnel Board and representatives set the date for October 1, 2009 at 6:00 p. m. Both representatives indicated that they should be able to wrap

Personnel Board Minutes
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up proceedings by the end of this scheduled hearing. No additional dates were set.

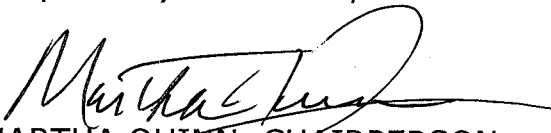
CLOSED SESSION

There was no closed session.

ADJOURNMENT

The appeal hearing for George Mendoza was adjourned at 8:03 p. m.

Respectfully submitted,


MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD


SHERI D. EATON, PERSONNEL ANALYST
ACTING CLERK TO THE PERSONNEL BOARD

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
SPECIAL MEETING
October 1, 2009
6:00 p.m. Special Meeting

CALL TO ORDER

The Personnel Board of the City of Compton held a special meeting on Thursday, October 1, 2009, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:03 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Willie McReynolds.

ROLL CALL

MEMBERS PRESENT: Ernest Baker, Willie McReynolds,
Martha Quinn

MEMBERS ABSENT: Barbara Banks, Margaret Mitchell

STAFF PRESENT: Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

NEW BUSINESS

1. Oral and Written Communications, Reports and Requests

- A. Request for Temporary Appointments
 - a. Community Center Director (Parks & Rec. – 2 positions)

Mr. Anthony Cartwright from Parks & Recreation told the Board the need for two positions to be filled and that the Eligibility List has already been exhausted.

On motion by McReynolds, seconded by Baker, the Request for Temporary Appointments for Community Center Director (Parks & Rec. – 2 positions) was approved by the following vote on roll call:

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

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Personnel Board Minutes
October 1, 2009
Page 2

- B. Approval of Proposed Eligible List
 - 1. Para-Transit Driver (open-competitive only)

On motion by McReynolds, seconded by Baker, the Proposed Eligible List for Para-Transit Driver (open-competitive only) was approved by the following vote on roll call:

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

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

- a. Director of Parks & Recreation
- b. Director of Public Works/City Engineer
- c. Emergency Management Coordinator
- d. Security Officer
- e. Parking Control Officer
- f. Fire Prevention Specialist I
- g. Fire Prevention Specialist II

On motion by McReynolds, seconded by Baker, the Request from the City Manager that the Personnel Board finds and declares that in its opinion, the best interest of the public service require the examination for the following positions be both promotional and open and competitive and not restricted to persons in the Classified Service: (Director of Parks & Recreation; Director of Public Works/City Engineer; Emergency Management Coordinator; Security Officer; Parking Control Officer; Fire Prevention Specialist I; Fire Prevention Specialist II) was approved by the following vote on roll call:

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

- D. Request to Reschedule Hearing Date

- a. George Mendoza, Public Works Department
Re: Suspension

Marcos Cardenas from AFSCME requested that the Hearing Date for George Mendoza, Public Works Department, Re: Suspension, be rescheduled to October 22, 2009, and the Board agreed to the proposed date.

PUBLIC HEARING

On motion by McReynolds, seconded by Baker, the Public Hearing was opened, pursuant to Sections 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan:

Supervisory (proposed new classification specification)

- ◆ Engineering Project Manager

Supervisory (proposed revised classification specifications)

- ◆ Accounting Supervisor
- ◆ Associate Civil Engineer
- ◆ Grants Coordinator
- ◆ Neighborhood Center Director (Neighborhood Center Manager)
- ◆ Recreation Supervisor
- ◆ Senior Civil Engineer
- ◆ Water Operations and Division Supervisor (Water Operations Division Supervisor)
- ◆ Workers' Compensation Claims Coordinator (Workers' Compensation Claims Administrator)

Maintenance and Trades (proposed revised classification specifications)

- ◆ Maintenance Worker (Facility Maintenance Worker)
- ◆ Assistant Electrician
- ◆ Custodian
- ◆ Custodian Leadworker
- ◆ Engineering Aide
- ◆ Engineering Clerk
- ◆ Mechanic
- ◆ Mechanic Assistant
- ◆ Mechanic Leadworker
- ◆ Fire Department Equipment Mechanic (Mechanic, Heavy Equipment)
- ◆ Public Works Inspector
- ◆ Senior Engineering Aide
- ◆ Small Engine Mechanic

Ms. Bradford told the Board that the Public Hearing is being held to bring forth to the Board the proposed amendment to the City's Classification Plan based on the Classification Study that the City embarked on about a year and a half ago. The employees in the positions were interviewed, and in most cases, a questionnaire was completed and a review was done, and proposals were made.

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Ms. Quinn pointed out whether a correction for Mechanic Leadworker should be made, and Ms. Bradford agreed that a correction should be made, that instead of "it does not have supervisor responsibilities," it should say "may exercise supervisor responsibilities."

Mr. McReynolds questioned whether the positions listed as Mechanic Lead Worker and Lead Mechanic are two different positions, and Ms. Bradford said that she will need to check on it.

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

AYES: Board Members - Baker, McReynolds, Quinn

NOES: Board Members - None

Mr. McReynolds expressed his concern that he felt that some positions, such as Custodian or Mechanic Assistant should not require a high school diploma or G.E.D. Ms. Bradford said that they still need to have a certain level of knowledge and experience in order to make sure that the public is safe.

Mr. Baker asked how the position of Neighborhood Center Manager differs from the position of Recreation Supervisor. Ms. Bradford states that the Neighborhood Center Manager manages the facility and its activities, and the Recreation Supervisor manages all the parks.

Mr. McReynolds questioned the minimal qualifications required for lower level positions and higher level positions. Ms. Bradford said that comparisons were made with the existing specs, the actual jobs, and what traditionally in the market place is the requirement in that particular discipline so the job specs are in alignment with the industry.

On motion by McReynolds, seconded by Baker, the proposed amendments to the Position Classification Plan, all the ones that are before the Board, were approved by the following roll call:

AYES: Board Members - Baker, McReynolds, Quinn

NOES: Board Members - None

AUDIENCE COMMENTS

Michael Harvey expressed his appreciation to the Board for going through the numerous job specifications in a very short period of time and that he is looking forward to giving their side on Mr. Mendoza's case.

PERSONNEL BOARD COMMENTS

Mr. McReynolds requested a more timely distribution of the agenda prior to meetings because lately he has been getting them late, and Mr. Baker agreed.

Ms. Bradford took responsibility for it happening last time because she had an emergency, and she apologized and said she'll make sure they are delivered promptly in the future.

CLOSED SESSION

There was no discussion for closed session.

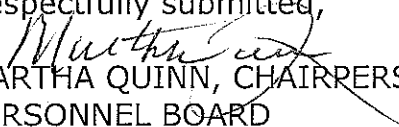
ADJOURNMENT

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

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

Meeting adjourned at 6:54 p.m.

Respectfully submitted,


MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD


KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

July 20, 2010

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING A PURCHASE ORDER WITH PATTEN ENERGY INC. TO PROVIDE DIESEL FUEL AND MOTOR OILS FOR THE COMPTON FIRE DEPARTMENT

SUMMARY

This resolution authorizes the City Manager to establish a purchase order for \$150,000.00 with Patten Energy Inc to purchase diesel fuel, motor oil, transmission fluids and radiator coolant.

BACKGROUND

Provision and replacement of diesel fuel, motor oils, transmission oils, and radiator coolant is essential to the everyday response of fire apparatus. The purchase will allow fire department personnel to perform their daily duties.

STATEMENT OF ISSUE

Patten Energy Inc, is the area's distributor of diesel fuel, radiator coolant and transmission fluid. The City's Public Works Department has determined that Patten Energy's prices and services are superior to other vendors who provide like products. Our current inventory of diesel fuel has been depleted; therefore, a new purchase order must be established for the purpose of replenishment.

FISCAL IMPACT

There is no further impact to the budget. Funds for this purchase are allocated in account 1001-690-000-4229 of the fiscal year's 2010/11 budget.

RECOMMENDATION

Staff recommends that Council approve the attached resolution.

**JON THOMPSON
FIRE CHIEF**

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON AUTHORIZING A PURCHASE ORDER WITH
PATTEN ENERGY INC. TO PROVIDE DIESEL FUEL AND
MOTOR OILS FOR THE COMPTON FIRE DEPARTMENT

WHEREAS, the Fire Department has a continuous need for gasoline and diesel fuel for daily operations of vehicles and equipment; and

WHEREAS, during the past several years this need has been met by Patten Energy Enterprises; and

WHEREAS, Patten has agreed to extend the previous fiscal year's pricing; and

WHEREAS, the funds have been allocated in the Fire Department Automotive Repair and Maintenance Account for the 2010/11 Fiscal Year budget for these purchases.

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

SECTION 1. That the City Manager is hereby authorized to issue a purchase order to Patten Energy Enterprises for an amount not to exceed **One Hundred Thousand Dollars and No Cents (\$150,000.00)** to provide gasoline and diesel fuel for Compton Fire Department vehicles.

SECTION 2. That funds are to be taken from Account No. 1001-690-000-4229.

SECTION 3. That a copy of this resolution shall be forwarded to the offices of the City Manager, City Controller and Public Works Department.

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

ADOPTED this _____ day of _____ 2010.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE 2

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2010.

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: Fire Department

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING A PURCHASE ORDER WITH PATTEN ENERGY INC. TO PROVIDE DIESEL FUEL AND MOTOR OILS FOR THE COMPTON FIRE DEPARTMENT

Jon Thompson
DEPARTMENT MANAGER’S SIGNATURE

7/13/2010 9:33:58 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/14/2010 12:09:20 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/14/2010 7:07:53 AM
DATE

Dave Hewitt
CITY MANAGER

7/13/2010 5:58:22 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.

July 20, 2010

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJ: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO THE CITY OF SANTA FE SPRINGS FOR WARRANTY, ROUTINE MAINTENANCE AND REPAIR ON CITY FIRE APPARATUS.

SUMMARY

This resolution authorizes the City Manager to enter an agreement with and establish a purchase order not to exceed \$90,000.00 with the City of Santa Fe Springs to provide warranty, routine maintenance and repair work for the fire departments fire apparatus.

BACKGROUND

Preventative maintenance, repairs and replacement of worn and inoperable parts is essential to everyday operations and response of fire apparatus. Presently the fire department has to drive 50 - 60 miles each way to have warranty and maintenance work and repairs done to their Pierce Apparatus. Since the purchase of our fire apparatus there was only one authorized service center to do warranty work. This oftentimes resulted in long wait times for the return of our apparatus due to a heavy workload.

STATEMENT OF ISSUE

The City of Santa Fe Springs Fire Department mechanic division is now a Pierce Mfg. authorized service center for warranty and other repairs for their vehicles. Logistically and financially this is great for the Compton Fire Department. The maintenance center is now only approximate 15 - 20 miles which saves time and money. It is also easier to physically go to the facility to monitor progress. Turn-around time should greatly decrease as well. Our current compliment of front line fire apparatus are of Pierce make and is in constant need of service and preventive maintenance. Two additional bids were obtained from California Seagrave and South Coast Pierce. All bids came in at the industry rate. The City of Santa Fe Springs is local and an authorized service center for warranty work. City Council approval is needed because the expenditure is in excess of \$ 25,000.00.

FISCAL IMPACT

There is no further impact to the budget. Funds for this purchase are allocated in account 10016900004229 of the fiscal year's 2010-11 budget.

#6.

RECOMMENDATION

Staff recommends that Council approve the attached resolution.

**JON THOMPSON
FIRE CHIEF**

**CHARLES EVANS
CITY MANAGER**

Attachments

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO THE CITY OF SANTA FE SPRINGS FOR WARRANTY, ROUTINE MAINTENANCE AND REPAIR ON CITY FIRE APPARATUS.

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

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

WHEREAS, the fire department currently has a service agreement with the City of Santa Fe Springs; and

WHEREAS, the Compton Fire Department's front line fleet consist of Pierce fire apparatus and the City of Santa Fe Springs Fire Department is an authorized local service center for Pierce Apparatus; and

WHEREAS, the estimated cost for annual service and repairs is \$90,000.

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

SECTION 1. That the City Manager is authorized to enter into an annual service agreement for fiscal year 2010-2011 with the City of Santa Fe Springs to provide routine and warranty maintenance for City fire apparatus.

SECTION 2. That the City Manager is authorized to issue a purchase order to the City of Santa Fe Springs in an amount not to exceed \$90,000.

SECTION 3. That the funds shall come from Account No. 10016900004229 of the fire department's 2010/11 fiscal year budget.

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

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

ADOPTED this _____ day of _____ 2010.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE 2

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2010.

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

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: Fire Department

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PREVENTIVE MAINTENANCE AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO THE CITY OF SANTA FE SPRINGS FOR WARRANTY, ROUTINE MAINTENANCE AND REPAIR ON CITY FIRE APPARATUS

Jon Thompson
DEPARTMENT MANAGER’S SIGNATURE

7/13/2010 9:57:29 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/15/2010 1:15:03 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/15/2010 1:57:46 PM
DATE

Dave Hewitt
CITY MANAGER

7/15/2010 12:18:18 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.

July 20, 2010

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: RESOLUTION AUTHORIZING A PURCHASE ORDER WITH LIFE ASSIST, INC. FOR THE PURCHASE OF PHARMACEUTICALS AND MEDICAL SUPPLIES FOR THE FIRE DEPARTMENT

SUMMARY

The attached resolution authorizes a purchase order with Life Assist, Inc. not to exceed eighty thousand dollars (\$80,000) to purchase needed pharmaceuticals and medical supplies for the fire department.

BACKGROUND

The Fire Department currently operates three Paramedic units, two Basic Life Support ambulances, four engine companies and one truck company. These units at all times must be stocked with medical supplies and equipment to levels that are determined by the Department of Health Services.

STATEMENT OF ISSUE

Life Assist Inc. is the department's main EMS medical supplies provider whom continues to offer reduced contract pricing. We have requested quotes from Progressive Medical International Inc. (PMI) and Boundtree Medical Supplies. The latter was more expensive and although PMI was competitive, we have not been satisfied with some of their products in the recent past. Life-Assist has proven superior to the other vendors and usually has our products to us in forty-eight (48) hours. The recent changes in Los Angeles County Prehospital Care Protocol, have deemed necessary the purchase and usage of additional medical supplies. The requested amount will allow the fire department to purchase basic medical supplies as well as the additional items mentioned above, needed to last until the end of the current Fiscal year.

FISCAL IMPACT

These cost were anticipated and funds are allocated in account 10016900004240 for fiscal year 2010-2011.

#7.

RECOMMENDATION

Staff recommends the adoption of the attached resolution.

**JON THOMPSON
FIRE CHIEF**

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COMPTON AUTHORIZING A PURCHASE ORDER WITH
LIFE ASSIST INC. FOR THE PURCHASE OF
PHARMACEUTICALS AND MEDICAL SUPPLIES FOR THE
FIRE DEPARTMENT**

WHEREAS, Pharmaceuticals and other medical supplies are needed
for Fire Department Operations; and

WHEREAS, Life Assist, Inc. has continuously provided the Fire
Department with said supplies at reduced contract prices that are competitive and in
the best interest of the City; and

WHEREAS, the Fire Department wishes to continue utilizing the
services of Life assist, Inc. during the 2010/2011 Fiscal year; and

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

SECTION 1. That the City Manager is authorized to issue a purchase
order to Life Assist, Inc. in an amount not to exceed \$80,000.00.

SECTION 2. That funds for this purchase shall be charged to account
10016900004240.

SECTION 3. That copies of this resolution shall be filed in the
offices of the City Manager, City Controller and the Fire Department.

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

ADOPTED this _____ day of _____, **2010.**

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

#7.

RESOLUTION NO. _____
PAGE 2

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON

I, Alita Godwin, City Clerk of the City of Compton, do hereby certify that the forgoing resolution was adopted by the City Council, signed by the Mayor, and attested to by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2010.

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

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

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: Fire Department

RESOLUTION TITLE: RESOLUTION AUTHORIZING A PURCHASE ORDER WITH LIFE ASSIST, INC. FOR THE PURCHASE OF PHARMACEUTICALS AND MEDICAL SUPPLIES FOR THE FIRE DEPARTMENT

Jon Thompson
DEPARTMENT MANAGER’S SIGNATURE

7/13/2010 9:39:32 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/14/2010 12:09:36 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/14/2010 7:09:04 AM
DATE

Dave Hewitt
CITY MANAGER

7/13/2010 6:01:43 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.

July 20, 2010

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT TO PROVIDE IN-KIND SUPPORT AND FINANCIAL STIPENDS TO THE COMPTON CHAMBER OF COMMERCE

SUMMARY

The City Council will consider a resolution authorizing the establishment of an agreement to provide financial stipends to the Compton Chamber of Commerce.

BACKGROUND

The City of Compton has various commissions to address the needs of the Compton community. The Compton Chamber of Commerce, although not a commission, is a private, voluntary, non profit 501(c)(6) business organization dedicated to improving the economic environment.

Through the dissemination of information and sponsorship of events, the Compton Chamber has historically collaborated with the City of Compton in fostering commercial and industrial development and growth in the City. In support of the Chamber's efforts, the City has funded the Chamber with \$4,000 per month financial stipend, which the City views as an investment in fostering business development that will result in solid benefits for Compton residents. The City of Compton's support of its Chamber organizations exemplifies the City's on-going desire and intention to strengthen its partnership with its key community economic development partners.

STATEMENT OF THE ISSUE

The City desires to continue the support of the Compton Chamber of Commerce. The proposed term of the agreement is for twelve (12) months, from July 1, 2010 to June 30, 2011.

FISCAL IMPACT

The financial impact of an agreement with the Chamber of Commerce shall not exceed \$48,000 for the contract period. Funding is available in account 1200-610-000-4262.

#8.

RECOMMENDATIONS

Staff recommends that the City Council approve the attached resolution authorizing an agreement with the Chamber of Commerce for fiscal year 2010-2011.

**CHARLES EVANS,
CITY MANAGER**

ATTACHMENT(S):

**COMPTON CHAMBER OF
COMMERCE ANNUAL REPORT AND
REQUEST FOR FUNDING**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT TO PROVIDE IN-KIND SUPPORT AND FINANCIAL STIPENDS TO THE COMPTON CHAMBER OF COMMERCE

WHEREAS, the Mayor and City Council of the City of Compton are authorized by the laws of the State of California to appropriate and expend funds of the City of Compton for the promotion of the intent and goodwill of the City of Compton; and

WHEREAS, the City desires to advertise and promote the advantages of the Compton Chamber of Commerce as a commercial and industrial information center, disseminate information relating to these advantages and provide assistance to established commercial and industrial enterprises as to their growth and expansion plans; and

WHEREAS, the commercial and industrial expansion of Compton will benefit the residents and taxpayers of the City by generating additional revenues for the City and by providing commercial and industrial growth; and

WHEREAS, the promotion of industrial and commercial growth will generate new jobs for Compton residents; and

WHEREAS, the Compton Chamber of Commerce has partnered with the City to foster commercial and industrial growth and disseminate information, solicit commercial and industrial prospects, services both established and prospective commercial and industrial enterprises and sponsor special events that promote the commercial areas of the City; and

WHEREAS, the City has previously authorized and paid to the Compton Chamber of Commerce monthly stipends for the purpose of funding Chamber related activities and operations, and the parties desire to set forth their understanding and agreement with regard to further funding from the City for the contract period.

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

SECTION 1. That the City Council hereby authorizes the City Manager to establish and enter into an agreement between the City of Compton and the Compton Chamber of Commerce.

SECTION 2. That the duration of the agreement between the Compton Chamber of Commerce and the City of Compton is from July 1, 2010 to June 30, 2011.

SECTION 3. That the City of Compton shall pay the Compton Chamber of Commerce the sum of Forty Eight Thousand Dollars (\$48,000.00) to be paid in monthly installment of \$4,000.00.

SECTION 4. That funds for the agreement shall be allocated in account 1200-610-000-4262.

SECTION 5. That copies of this Resolution shall be sent to and copies filed with the Offices of the City Clerk, City Manager, City Attorney, City Controller and the Compton Chamber of Commerce.

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

ADOPTED this _____ day of _____, 2010.

MAYOR OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE TWO

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2010.

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

AYES:	COUNCIL MEMBERS—
NOES:	COUNCIL MEMBERS—
ABSENT:	COUNCIL MEMBERS—
ABSTAINS:	COUNCIL MEMBERS—

CITY CLERK OF THE CITY OF COMPTON

COMPTON CHAMBER OF COMMERCE

ANNUAL REPORT
And
Request for
Funding

Lestean M. Johnson, President

2010



**Compton
Chamber of
Commerce**

Executive Board of Directors

Lestean M. Johnson
President

Creasie James
1st Vice President

Carl M. Johnson
2nd Vice President

Norma Padilla
3rd Vice President

Victoria Adams
Past President

Lorraine Cervantes
Secretary

Martin White
Treasurer

Mailing Address:

**P.O. Box 4638
Compton, CA 90224**

**Phone:
310-631-8611**

**Fax:
310-631-2066**

**E-mail:
cptchamber@aol.com**

Web site:

www.comptonchamberofcommerce.com

To: Charles Evans, City Manager
From: Lestean M. Johnson, President
Compton Chamber of Commerce
Subject: **Annual Report/Request for Continued Funding
2010/2011**
Date: June 30, 2010

The following summarizes activities of the Compton Chamber of Commerce from July 1, 2009, through June 30, 2010.

In an effort to increase chamber membership, the chamber aggressively mailed Information Packets and Membership Applications to licensed Compton business community. In addition our Marketing Director maintained the face-to-face contact with new businesses in the city. Moreover, applications were placed in the license department so that all new business licensees would be able to obtain an application at the onset of applying for a business license.

The Compton Chamber of Commerce collaborated with the Community United for Compton and Hart to Hart Foundation on identifying ways to be more effective in offering programs to the Latino community, thereby increasing the level of service of the Compton Chamber of Commerce.

The Compton Chamber of Commerce hosted various ribbon cutting and grand openings for all new members joining the Chamber during the 2009/2010 fiscal year.

The Compton Chamber of Commerce hosted several financial seminars/workshops (average 3 per month) in an effort to inform the business community of resource availability. The financial seminar/workshops were inclusive of, but not limited to: Loan Modification Programs; Credit Restoration; Real Estate Ills; Tax Incentives; and, Loan/Grant Programs for business.

Additionally, the Chamber partnered with City of Compton Planning and Economic Development Department on various endeavors to stimulate the financial climate of the City's business districts.

The Chamber hosted six business summits, whereby information was distributed to the business community relative to utilities incentives; business retention; and surviving during a recessionary period.

The Chamber hosted three legislative breakfasts; and, an installation luncheon where local, county, assembly, and congressional leaders were the keynote speakers presenting vital information to the community from all levels of government.

The Chamber initiated a scholarship program in an effort to encourage students to pursue higher learning. The chamber aggressively pursued businesses to encourage students in the Compton Unified School District by becoming a monetary sponsor of the Compton Unified School District students. One scholarship was given; and the chamber's expectation is to award three more scholarships 2009/2010 school year.

Additionally, the Chamber initiated a Youth Entrepreneur Program. The program is set to launch September 2010 (beginning of 2010/11 school year). The purpose of the Entrepreneur program is to connect business-oriented students to the business community, thus giving the students a hands-on experience of becoming an entrepreneur.

Because of the Compton Chamber of Commerce efforts and effective programming, over thirty (30) new members were added to the chamber. Although these members were small and/or non-profit business, it goes toward the Chamber's philosophy of having all businesses become members of the Compton Chamber of Commerce.

Economic Forum: The Chamber hosted an Economic Forum which offered a panel of businesses who presented information about their businesses and their views on the local economic forecast. The Chamber also partnered with the City of Compton Planning and Economic Development on various business endeavors. By partnering with the Planning and Economic Development Department, the Chamber is able to position itself to achieve the membership of the larger businesses.

Community Activities: The Chamber participated in many community activities and special events. These events included City sponsored events; School District sponsored events, NAEJA Crime Committee events, and Concerned Citizens events.

Spotlight on Business: In 2009, the Compton Chamber of Commerce initiated a "Spotlight on Business" to focus attention on chamber members. The recognition begins with a visit from chamber staff; and a write up listed on the chamber website. This is a new way to recognize and appreciate our business members. This program has proven successful; and is an avenue of attracting new memberships.

Website Update: The Chamber gave the website a brand new look in 2009. The Chamber has continued to update/upgrade the website as needed, ensuring the site is user-friendly. Consulting with Portfolio Lab, Dennis Atykin is responsible for our new look and Portfolio Lab also host our site.

Chamber E-Newsletter: The Chamber launched our e-Newsletter, “InSight”, October, 2008. The e-Newsletter is an additional means of keeping the business community abreast of activities, events, and governmental issues affecting the business community. The utility companies have used the eNewsletter as a source of keeping the community abreast of the new assistance programs.

Ribbon Cutting: Ribbon cutting events are a frequent activity of the Chamber. Ribbon Cutting Events are an excellent way to market a business. The Chamber offers this service free of charge.

Sister Cities International: In 2010, the Mayor and City Council voted to place the Sister Cities Project under the Compton Chamber of Commerce. In 2008, the Chamber began its research of which Sister City would be a good match for the City of Compton. The Chamber was given a directive to match Sister Cities that bear a resemblance to our community, e.g. African Americans, Latinos, and Samoans. The Chamber chose four Sister Cities to begin our partnership—Ikeja, Nigeria, Yanga, Mexico, Apia, Samoa, and Port of Spain, Trinidad & Tobago. As soon as the documents are returned from one country, the Chamber will notify Washington, DC, pay the fees; and, the City of Compton will be recognized as a Sister City.

Collaborations: The Compton Chamber of Commerce has collaborated with the City of Compton on various projects; and, the Chamber has enjoyed its participation and contribution with the City and staff.

The Chamber continues to work together with the City Community Redevelopment Agency (CRA) in the execution of changing the face of downtown Compton. The Chamber is actively involved with CRA and ICF Consultants in the downtown Compton project.

The Chamber continues to partner with the Planning and Economic Development Department in the retention of the businesses along the Artesia Corridor and Walnut Business Districts. The Chamber is working to establish a Business Association within the Artesia/Walnut Business Districts.

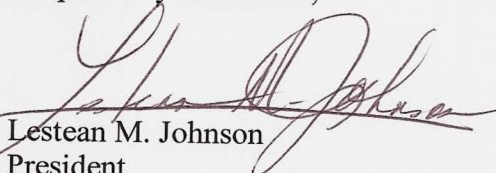
Overall, the Compton Chamber of Commerce 2009/2010 fiscal year has been demanding, yet rewarding. We have not only met, but exceeded several of our goals. We have also strengthened our relationship with the City and staff; as well as the surrounding business community.

In years past, the City funded the Chamber at \$48,000 yearly (4,000 monthly). Various circumstances dictated the City decrease from \$48,000 to \$30,000. This decrease has lasted for *over ten years*.

The Chamber is aware of the economic recessionary period experienced by all. However, because of the recessionary period, and the Chamber level of involvement with the community and the City, we are requesting the City Manager move the funding back to \$48,000 annually, (\$4,000 monthly) beginning with the July 1, 2010 fiscal year.

We are requesting this increased funding from the City so the momentum we have generated will continue to move forward. The proclivity of the Chamber is to assist the City in changing the e and stigmas of our great community. We look forward to continued business growth that will stimulate the City of Compton's economy and business corridors. With the City's monetary support, as well as continued collaborative efforts, the Chamber can continue to make a difference.

Respectfully Submitted,



Lestean M. Johnson
President

Compton Chamber of Commerce

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Management

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT TO PROVIDE IN-KIND SUPPORT AND FINANCIAL STIPENDS TO THE COMPTON CHAMBER OF COMMERCE

Dave Hewitt
DEPARTMENT MANAGER’S SIGNATURE

7/1/2010 12:40:44 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/13/2010 12:36:27 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/14/2010 7:05:52 AM
DATE

Charles Evans
CITY MANAGER

7/8/2010 3:35:17 PM
DATE

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

July 20, 2010

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 A PROFESSIONAL SERVICES AGREEMENT WITH D'ANGELO'S PHOTOS FOR ON-CALL PHOTOGRAPHIC SERVICES

SUMMARY

The City Council will consider a resolution authorizing the City Manager to renew the agreement with D'Angelo's Photos for on-call photographic services.

BACKGROUND

The City of Compton sponsors a variety of community events which range in size from the Christmas parade to informal award ceremonies held during City Council meetings. Since 2005, D'Angelo's Photos has provided photographic services on an as needed basis for the City of Compton.

STATEMENT OF THE ISSUE

City Council authorization is required for the extension of an agreement with D'Angelo's Photos to continue as the City's photographic services provider.

FISCAL IMPACT

The total charge to extend a three year professional services contract with D'Angelo's Photos will be \$6,000 on a monthly basis.

RECOMMENDATION

Staff recommends that the Mayor and Council adopt the attached Resolution.

**CHARLES EVANS,
CITY MANAGER**

ATTACHMENTS: D' ANGELO'S PHOTOS' PROPOSAL

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON AUTHORIZING THE CITY MANAGER TO EXTEND
A PROFESSIONAL SERVICES AGREEMENT WITH
D'ANGELO'S PHOTOS FOR ON-CALL PHOTOGRAPHIC
SERVICES**

WHEREAS, the City of Compton sponsors a variety of community events that it wishes to memorialize through maintenance of photographic record; and

WHEREAS, D'Angelo's Photos currently provides on-call photographic services for the City of Compton; and

WHEREAS, D' Angelo's Photos has rendered photographic services to the City and has the technical expertise and familiarity with the needs of the City; and

WHEREAS, funds to accommodate the renewal of the agreement are available in the Fiscal Year 2010-2011 budget.

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

SECTION 1. That the City Manager is hereby authorized to execute a contract with D' Angelo's Photos to provide photographic services on an as needed basis for \$6,000 per month to be paid from Account Number 1001-510-000-4262.

SECTION 2. That funds to pay compensation for future fiscal years that the contract is in force will be allocated in future City budgets.

SECTION 3. That said services shall be on a three year basis, commencing July 1, 2010 and terminating June 30, 2013.

SECTION 4. That certified copies of this resolution shall be filed in the offices of the City Controller, City Clerk, City Manager, and the City Attorney.

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

ADOPTED this _____ day of _____, 2010.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON**

#9.

RESOLUTION NO. _____
PAGE TWO

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2010.

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

AYES: COUNCIL MEMBERS—
NOES: COUNCIL MEMBERS—
ABSENT: COUNCIL MEMBERS—
ABSTAINS: COUNCIL MEMBERS—

CITY CLERK OF THE CITY OF COMPTON

**Proposal
For
Photography Contract**

Respectfully submitted to:
The City of Compton

Submitted by:
Daphne Smith,
D'Angelo's Photos

310-404-4888

Table of Contents

#9.

Introduction Letter
Ledger
Proposal Summary
Rates and Fees
Terms and Conditions

May 5, 2010

#9.

City of Compton
Charles Evans
City Manager

Dear Mr. Evans,

Greetings. Thank you for your continuous support D'Angelo's Photos for your photography needs. We have proudly served the City of Compton and it's Elected Officials for over 6 years with the highest level of integrity and professionalism. We have consistently provided quality, dependable service. Our attendance record has proven that we are reliable and the quality of our work has proven to be exceptional.

As a property owner in the beautiful city of Compton, we take great pride in our city and hold the greatest level of respect and support for all of our Elected Officials, City Management and City representatives. We have proudly digitally photographed priceless historic events, Council Meetings, On-location Head shots and developments sites and we understand how important confidentiality is to the City and our past practice in the distribution of pictures of City Events and officials have supported the highest level of confidentiality.

We provide digital photography service 24-hours a day. Need to make an emergency Press Release at 5:00 a.m. just give us a call as soon as possible and we will be there. Your D.P. will have a direct telephone number to your personal photographer.

Once again, thank you for considering D'Angelo's Photos and we're looking forward to continuing a long productive business relationship with the beautiful City of Compton.

In His Service,

Daphne Smith, Owner
D'Angelo's Photos

Ledger

#9.

The City, C.O.C. or The Client = the City of Compton

The Photographer = D'Angelo's Photos

D.P. = D'Angelo's Photos

A.P. = Authorized Personnel

A.O.= Authorized Officials

CD = Compact Disc

D.C.P. = Designated Contact Person

PC = Print Cost

**PROPOSAL SUMMARY
D'ANGELO'S PHOTOS**

#9.

OVERVIEW:

D'Angelo's Photos shall be retained as the exclusive photographer for City of Compton events. Photographic services will be rendered on an "as needed" basis for a monthly fee of \$6,000. Services shall be provided as follows:

SCOPE OF WORK:

1. D'Angelo's Photos will provide comprehensive photographic services for all scheduled City sponsored events, including, but not limited to those listed in Attachment A to this agreement. Each event will be digitally photographed. D'Angelo's Photos will provide the City with the following items:
 - Digital copies of images uploaded to the City's External hard drive (provided by D.P.)
 - Upload events for viewing to
WWW.COMPTONPICTURES.PHOTOREFLECT.COM.
 - Sixty (60) 8x10 color or black and white prints matted and framed up to 11x14 picture. Five (5) per month. (as requested)
2. D'Angelo's Photos shall provide On-location Studio sessions (with full lights and background set-up) 12 per year. (as requested).
4. D'Angelo's Photos shall provide digital Development Site Progress Reports, as requested.
5. D'Angelo's Photos shall provide other related photographic services as may, from time to time, as requested.
6. Attend Media/Banner Meetings. (2-per month)

NOTICE & SCHEDULING:

#9 City of Compton will make a good faith effort to provide D'Angelo's Photos with a minimum of seven days notice prior to an event. D'Angelo's Photos will make a good faith effort to cover all events, irrespective of notice. However, failure to provide a seven day notice will absolve D'Angelo's Photos from any obligation to provide service. A \$100 fee shall be charged for services rendered with less than 24-hour notice.

D'Angelo's Photos may substitute another photographer to cover any event in the event of the Photographer's illness or of scheduling conflicts. In the event of such substitution, Photographer warrants that the photographer taking the photographs shall be a competent professional.

Service Rates and Fees

Print fees

All prints will be in color unless otherwise requested; Black and white and Sepia tone prints are available. All are borderless 4x6 prints with a satin matte finish which resist finger prints, fading and scratching.

4 x 6 print = \$ 1.00 each
5 x 7 enlargement = \$ 5.00 each
8 x 10 enlargement = \$ 8.00 each
8 x 12 enlargement = \$10.00 each
10 x 13 enlargement = \$ 20.00 each
10 x 15 enlargement = \$ 20.00 each
11 x 14 enlargement = \$ 14.00 each
16 x 20 enlargement = \$ 25.00 each
20 x 24 enlargement = \$ 40.00 each
24 x 30 enlargement = \$ 50.00 each
24 x 36 enlargement = \$ 55.00 each

*** Mounting, framing and matting are available.

*** Photos printed on Canvas available.

On-Location Printing

\$ 150.00 per set-up

This service provides a full printing studio of 4x6 and/or 5x7 color and/or black and white prints on-location ready to distribute. The rates for these prints will be \$ 3.00 for each 4x6 and \$5.00 for each 5x7. Standard folder frames can be provided. Custom folder frames must be provided by The City.

Traveling Photographer

\$ 100.00 per calendar day

Never miss another photo opportunity. We have photographers available to travel with City officials to digitally record any event they attend. Room accommodations and transportation must be provided by the City.

Terms and Conditions

This Contract is subject to all the terms and conditions below.

1. Contract Term. This contract will be for the term of three (3) consecutive years with a \$6000.00 per month service payment. A written ninety (90) day notice must be submitted upon cancellation of this contract.

2. Exclusive Photographer. D'Angelo's Photos shall be the exclusive photographer retained by the C.O.C. for photographing all events sponsored by C.O.C. In the event D.P. is unavailable to photograph the event, the C.O.C. may hire any substitute photographer of their choice.

3. Deposit and Payment. The Client shall make a monthly deposit of \$6000.00 to retain the Photographer to perform the services specified herein. This deposit will be billed the first of each month. An invoice will be submitted for any balances due which exceed the monthly deposit.

4. Cancellation. If the Client shall cancel this contract at any time before the expiration of the contract, the Client will be responsible for fulfilling the financial responsibility of this contract at the rate of \$6000.00 per month for every month remaining in this contract.

5. Photographic Materials. All photographic materials, including but not limited to negatives, transparencies, proofs, and previews, shall be the exclusive property of the Photographer. D'Angelo's Photos shall make copies of proofs on compact discs available to the C.O.C. upon request at the per event rate.

6. Copyright and Reproductions. The Photographer shall own the copyright in all images created. The Photographer shall have the exclusive right to make reproductions unless a digital copy of the images is purchased from the Photographer. The Photographer shall only make reproductions for the Client or for the Photographer's portfolio, samples, self-promotions, entry in photographic contests or art exhibitions, editorial use, or for display within or on the outside of the Photographer's studio. If the Photographer desires to make other uses, the Photographer shall not do so without first obtaining the written permission of the Client.

7. Client's Usage. The Client is obtaining prints for official city business use only, and shall not sell said prints or authorize any reproductions to sell thereof by parties other than the Photographer. The Photographer authorizes Client to reproduce any print for any reason other than for selling. All additional reproductions to be sold to clients, employees, family members : itizens, must be purchased directly through D.P.

7. Client's Usage continued. In such event, Client shall request that the newspaper r **#9** redit for the Photographer adjacent to the photograph, but shall have no liability; if the newspaper refuses or omits to do so. The Client shall run a credit for the Photographer adjacent to every photo used on Client's official web site. The credit should clearly read "taken by D'Angelo's Photos or Shon Smith"

8. Failure to Perform. If the Photographer cannot perform this Agreement due to a fire or other casualty, strike, act of God, other cause beyond the control of DP, or due to Photographer's illness, DP is not liable for any loses. This limitation on liability shall apply in the event that photographic materials are damaged in processing, lost through camera malfunction, lost in the mail, or otherwise lost or damaged without fault on the part of the Photographer. In the event the Photographer fails to perform for any other reason, the Photographer shall not be liable for any amount in excess of the retail value of the Client's order at the contractual agreement rate per event. This does not apply to missed events due to scheduling conflicts.

9. Photographer. DP may substitute another photographer to cover any event in the event of Photographer's illness or of scheduling conflicts. In the event of such substitution, Photographer warrants that the photographer taking the photographs shall be a competent professional.

10. Inherent Qualities. Client is aware that color dyes in photography may fade or discolor over time due to the inherent qualities of dyes, and Client releases Photographer from any liability for any claims whatsoever based upon fading or discoloration due to such inherent qualities.

11. Photographer's Standard Price List for reprints and enlargements. The charges in this Agreement are based on the Photographer's Standard Price List. This price list is adjusted periodically based on the current rates and future orders shall be charged at the prices in effect at the time when the order is placed. A current price list will be submitted to the Client when a change has taken place before the new rates will be applied.

12. Client's Originals. If the Client is providing original prints, negatives, or transparencies owned by the Client to the Photographer for duplication, framing, reference, or any other purpose, in the event of loss or damage the Photographer shall not be liable for an amount in excess of \$ _3.00_ per image.

13. Arbitration. All disputes arising under this Agreement shall be submitted to binding arbitration before _____ in the following location _____ and the arbitration award may be entered for judgment in any court having jurisdiction thereof. Notwithstanding the foregoing, either party may refuse to arb ; when the dispute is for a sum less than \$ 5,000.

14. Miscellany. This Contract incorporates the entire understanding of the parties. Any modifications of this Contract must be in writing and signed by both parties. Any waiver of a breach or default hereunder shall not be deemed a waiver of a subsequent breach or default of either the same provision or any other provision of this Contract. This Agreement shall be governed by the laws of the State of California.

15. Service Request and Event Confirmation. The Client shall submit a monthly calendar of events via e-mail by the first of the month prior to the month of the event; i.e. March events will be due by the first of February, April events will be due by the first of March. The Photographer will send a confirmation via e-mail for all calendars submitted via e-mail within 72-hours. The Client may reach the Photographer directly at 310-404-4888, when confirmation is needed immediately for a specific date. Any service request made with less than 24-hours prior notice will be subject to <24-hour service request fee. Annual calendars are welcomed, if available.

16. Events. Each event will be photographed entirely, unless otherwise stated. After each event, the DCP will receive an e-mail containing a digital proofs of the event.

17. Print Request. All print request must be made via e-mail at MSSHONSMITH@GMAIL.COM.

18. Credits. The Client is responsible for including the following credits next to or directly under any published photos taken by DP; **taken by Shon Smith of D'Angelo's Photos.**

19. Changes. Any changes to this contract must be in writing and agreed upon by both parties.

20. Web-site access. Your events may be displayed on our official website, WWW.DANGELOSPHOTOS.COM and WWW.COMPTONPICTURES.PHOTOREFLECT.COM and available for citizens to purchase pictures from the City's events.

21. Renewal. This agreement will be automatically renewed under the current terms unless a certified letter of cancellation is postma and received no later than 90 days before the expiration of this contract.

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Management

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXTEND A PROFESSIONAL SERVICES AGREEMENT WITH D'ANGELO'S PHOTOS FOR ON-CALL PHOTOGRAPHIC SERVICES

<ManagersName>
DEPARTMENT MANAGER’S SIGNATURE

<ManagersDate>
DATE

REVIEW / APPROVAL

<LegalName>
CITY ATTORNEY

<LegalDate>
DATE

<ControllerName>
CITY CONTROLLER

<ControllerDate>
DATE

<CityManager>
CITY MANAGER

<CityManagerDate>
DATE

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

July 20, 2010

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH POLSINELLI SHUGHART PC FOR FEDERAL LOBBYIST SERVICES FOR FISCAL YEAR 2010-2011

SUMMARY

The City Council will consider a resolution authorizing the City Manager to extend a professional services agreement with Polsinelli Shughart PC for fiscal year 2010-2011.

STATEMENT OF THE ISSUE

Since 2006, the City of Compton has authorized the City Manager to enter into an agreement with Polsinelli Shughart PC for federal legislative services and representation in Washington, D.C. Through the establishment of this agreement, the City maintained the professional services of Ms. Anita Estell as its government relations representative. In order to retain said federal legislative services for fiscal year 2010-2011, a professional services agreement must be authorized.

FISCAL IMPACT

The financial impact of a professional services agreement with Polsinelli Shughart PC for fiscal year 2010-2011 will not exceed \$9,000 per month plus expenses.

RECOMMENDATIONS

Staff recommends that the City Council approve the attached resolution authorizing the professional services agreement with Polsinelli Shughart PC for fiscal year 2010-2011.

**CHARLES EVANS,
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON AUTHORIZING THE CITY MANAGER TO ENTER
INTO A PROFESSIONAL SERVICES AGREEMENT WITH
POL SINELLI SHUGHART PC FOR FEDERAL LOBBYIST
SERVICES FOR FISCAL YEAR 2010-2011**

WHEREAS, the City of Compton has determined that legislative issues which significantly affect the City of Compton are considered and acted upon by Federal, State, regional and local legislative entities; and

WHEREAS, Polsinelli Shughart PC, formerly Polsinelli, Shalton, Flanigan, Suelthaus PC, has provided legislative advocacy services to the City for fiscal years 2006-2007, 2007-2008, 2008-2009 and 2009-2010; and

WHEREAS, the City desires to extend the services of said consultant to provide legislative advocacy services and to assist in promoting the interest of the City to legislative entities considering legislation and other regulations that significantly impact the City of Compton; and

WHEREAS, Polsinelli Shughart PC is one of the top 100 law firms in the country according to the National Law Journal and has strong Washington D.C. connections providing specific expertise in federal budget and appropriations policy; and

WHEREAS, Anita Estell, the first African American woman to become a principal at a major independent lobbying firm in 1993, has provided strategic lobbying representation for the City of Compton; and

WHEREAS, said consultant is willing to render such professional services for fiscal year 2010-2011 at the same rate from previous fiscal years, providing a cost savings to the City.

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

SECTION 1. That the City Manager is hereby authorized to enter into a professional services agreement with Polsinelli Shughart PC for legislative and legal services for the 2010-2011 fiscal year, commencing July 20, 2010 and terminating June 30, 2011 at a cost not to exceed \$9,000 per month plus expenses.

SECTION 2. That funds are available in the 2010-2011 fiscal year budget in account number 1001-610-000-4269.

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

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

ADOPTED this _____ day of _____, 2010.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON**

RESOLUTION NO. _____
PAGE TWO

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2010.

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

AYES:	COUNCIL MEMBERS—
NOES:	COUNCIL MEMBERS—
ABSENT:	COUNCIL MEMBERS—
ABSTAINS:	COUNCIL MEMBERS—

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Management

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON EXTENDING A PROFESSIONAL SERVICES AGREEMENT WITH POLSINELLI SHUGHART PC FOR FEDERAL LOBBYIST SERVICES FOR FISCAL YEAR 2010-2011

Dave Hewitt
DEPARTMENT MANAGER’S SIGNATURE

6/22/2010 11:14:43 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/15/2010 1:14:21 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/15/2010 1:55:04 PM
DATE

Dave Hewitt
CITY MANAGER

7/15/2010 12:50:25 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.

July 20, 2010

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 PROFESSIONAL SERVICES CONTRACT WITH STRATEGIC COUNSEL FOR STATE LEGISLATIVE AND LEGAL ADVOCACY SERVICES

SUMMARY

The City Council will consider a resolution authorizing the City Manager to enter into an agreement with Strategic Counsel for state legislative and legal advocacy services.

BACKGROUND

Strategic Counsel has extensive experience representing public and private organizations in a wide range of complex legal issues in the areas of public law, land use, environmental law, real estate transactions, administrative law, public-private partnerships, regulatory and legislative matters. Furthermore, Strategic Counsel has provided legislative advocacy for the City of Compton and possesses the experience to represent the City of Compton at the State level. Strategic Counsel has administered legal consultative services to the City of Compton, in addition to legislative advocacy, since July 2007.

STATEMENT OF THE ISSUE

City Council authorization is required for the extension of an agreement with Strategic Counsel to retain them as the City's legislative and legal advocacy services provider.

FISCAL IMPACT

The total cost for a professional services contract with Strategic Counsel will not exceed \$108,000 for Fiscal Year 2010-2011, commencing July 20, 2010 and terminating June 30, 2011. This annual rate has been consistent since 2007 when the City began contracting with Strategic Counsel

RECOMMENDATION

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

**CITY MANAGER
CHARLES EVANS**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH STRATEGIC COUNSEL FOR STATE LEGISLATIVE AND LEGAL ADVOCACY SERVICES

WHEREAS, the City Council has determined that it is necessary to retain legal consultative services designed to enhance the City of Compton’s ability to achieve its objectives and to help the City shape policies at the state level; and

WHEREAS, Strategic Counsel, a fully qualified legislative firm, currently provides legal advocacy assistance and evaluates legislative policy issues for the City of Compton; and

WHEREAS, funds to accommodate the renewal of the agreement are available in the Fiscal Year 2010-2011 budget.

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

SECTION 1. That the City Manager is hereby authorized to enter into a professional services contract with Strategic Counsel for legal consultative services during Fiscal Year 2010-2011 in the amount of \$108,000, commencing July 20, 2010 and terminating June 30, 2011.

SECTION 2. That funds are allocated to account 1001-610-000-4269.

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

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

ADOPTED this _____ day of _____, 2010.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON**

RESOLUTION NO. _____
PAGE TWO

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2010.

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

AYES: COUNCIL MEMBERS—
NOES: COUNCIL MEMBERS—
ABSENT: COUNCIL MEMBERS—
ABSTAINS: COUNCIL MEMBERS—

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION SIGN-OFF FORM

DEPARTMENT: City Management

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO EXTEND A PROFESSIONAL SERVICES CONTRACT WITH STRATEGIC COUNSEL FOR LEGISLATIVE AND LEGAL ADVOCACY SERVICES (STATE)

Dave Hewitt
DEPARTMENT MANAGER’S SIGNATURE

6/22/2010 11:12:59 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/15/2010 1:14:40 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/15/2010 1:56:37 PM
DATE

Dave Hewitt
CITY MANAGER

7/15/2010 12:50:41 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.

July 20, 2010

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) FOR THE PURCHASE OF PUBLIC TRANSIT PASSES

SUMMARY

The attached Resolution is for authorization to issue a purchase order to the Los Angeles County Metropolitan Transportation Authority (LACMTA) for monthly transit passes, senior citizen bus pass subsidies and rideshare incentive programs.

BACKGROUND

Federal and State statutes require cities to develop and implement mobile source air pollution reduction strategies consistent with regional air quality goals established by the California Clean Air Act of 1988.

The City's program promotes the use of alternative transportation methods (carpool, bike, walk and public transit) to reduce vehicular congestion and emission. Monthly transit passes are provided for commuting to and from work via LACMTA rail/bus transit systems. Additionally, in 1994, the City received LACMTA's approval to provide subsidized bus passes for senior citizens in the community.

Statutes requiring development and implementation of mobile source air pollution reduction strategies also require annual reporting to verify conformance with the requirements and qualifications for continued funding. Continuance of these programs demonstrates the City's commitment to meeting the goals of reducing congestion and air pollution.

#12.

MAYOR AND CITY COUNCIL MEMBERS
LACMTA
July 28, 2009 / Page 2

FISCAL IMPACT

Assembly Bill 2766 authorized an increase in annual vehicle registration fees. State law specifies that these funds be used to reduce mobile source emissions and to carry out related California Clean Air Act activities.

There will be no fiscal impact on the City's General Fund.

RECOMMENDATION

Staff recommends approval of the attached Resolution authorizing the City Manager to issue a purchase order as follows:

<u>Vendor</u>	<u>Amount</u>	<u>Account Number</u>	<u>Program</u>
LACMTA	\$140,000.00	2625-56-0000-4269	Public Transit

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR

CHARLES EVANS
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY FOR THE PURCHASE OF PUBLIC TRANSIT PASSES

WHEREAS, the Southern California Air Quality Management District has mandated through the Clean Air Act that employers provide ride sharing, alternative transportation and trip reduction programs; and

WHEREAS, the City of Compton received approval from the Metropolitan Transportation Authority (MTA) to provide transit services to its elderly; and

WHEREAS, the City of Compton, in order to comply with the program guidelines, purchases from the Metropolitan Transportation Authority public transit bus passes on a monthly basis to provide alternative transportation for employees to and from the work site and provide transit services for the elderly; and

WHEREAS, these passes are only available through the Los Angeles County Metropolitan Transportation Authority.

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

Section 1. That the City Manager is hereby authorized to issue a purchase order to the Los Angeles County Metropolitan Transportation Authority for the purchase of public transit bus passes and transit passes for the elderly in an amount of \$140,000.00.

Section 2. That projected expenditures shall not exceed \$140,000.00 and funds are allocated as follows:

<u>Account Number</u>	<u>Amount</u>
2625-56-0000-4269	\$140,000.00

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

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

ADOPTED this _____ day of _____, 2010.

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: ss

I, Alita L. 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 _____, 2010.

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: Human Resources

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) FOR THE PURCHASE OF PUBLIC TRANSIT PASSES

Kareemah Bradford
DEPARTMENT MANAGER’S SIGNATURE

7/14/2010 12:53:52 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/15/2010 12:28:42 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/15/2010 12:24:23 PM
DATE

Dave Hewitt
CITY MANAGER

7/15/2010 9:49:59 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.

July 20, 2010

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO THE SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA) FOR METROLINK TRAIN PASSES

SUMMARY

The attached Resolution is for authorization to issue a purchase order to the Southern California Regional Rail Authority (SCRRA) for monthly transit passes.

BACKGROUND

Federal and State statutes require cities to develop and implement mobile source air pollution reduction strategies consistent with regional air quality goals established by the California Clean Air Act of 1988.

The City's program promotes the use of alternative transportation methods (carpool, bike, walk and public transit) to reduce vehicular congestion and emission. Monthly transit passes are provided for commuting to and from work via SCRRA rail system.

Statutes requiring development and implementation of mobile source air pollution reduction strategies also require annual reporting to verify conformance with the requirements and qualifications for continued funding. Continuance of these programs demonstrates the City's commitment to meeting the goals of reducing congestion and air pollution.

FISCAL IMPACT

Assembly Bill 2766 authorized an increase in annual vehicle registration fees. State law specifies that these funds be used to reduce mobile source emissions and to carry out related California Clean Air Act activities.

There will be no fiscal impact on the City's General Fund.

#13.

MAYOR AND CITY COUNCIL MEMBERS
SCRRA
July 20, 2010/ Page 2

RECOMMENDATION

Staff recommends approval of the attached Resolution authorizing the City Manager to issue a purchase order as follows:

<u>Vendor</u>	<u>Amount</u>	<u>Account Number</u>	<u>Program</u>
SCRRA	\$57,500	2625-56-0000-4269	Public Transit

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR

CHARLES EVANS
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE
ORDER TO THE SOUTHERN CALIFORNIA REGIONAL RAIL
AUTHORITY (SCRRA) FOR METROLINK TRAIN PASSES

WHEREAS, Federal and State standards require cities to develop and implement mobile source air pollution reduction programs consistent with regional air quality goals established by the California Clean Air Act of 1988; and

WHEREAS, the City’s plan for reducing mobile source air pollution provides incentives for carpool, vanpool, bike, walk and public transit modes of travel; and

WHEREAS, the City provides monthly rail passes to program participants commuting to and from work on the Southern California Regional Rail Authority Metrolink Train; and

WHEREAS, these rail passes are only available through the Southern California Regional Rail Authority.

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

Section 1. That the City Manager is hereby authorized to issue a purchase order to the Southern California Regional Rail Authority for the purchase of Metrolink Train passes.

Section 2. That funds for the transit pass program are available through the provisions of AB2766 and are allocated in the Human Resources Department’s budget Account Number 2625-56-0000-4269 for \$57,500.00.

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

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

ADOPTED this _____ day of _____, 2010.

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: ss

I, Alita L. 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 _____, 2010.

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: Human Resources

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO THE SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA) FOR METROLINK TRAIN PASSES

Kareemah Bradford
DEPARTMENT MANAGER’S SIGNATURE

7/14/2010 12:52:35 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/15/2010 12:28:26 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/15/2010 12:25:38 PM
DATE

Dave Hewitt
CITY MANAGER

7/15/2010 9:50:11 AM
DATE

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

July 20, 2010

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, August 20, 2009, October 1, 2009, November 19, 2009, June 15, 2010 and July 1, 2010 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. The revised specifications are being updated to comply with the American with Disabilities Act by including physical demands and work environment. 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 2010 – 2011 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, August 20, 2009, October 1, 2009, November 19, 2009, June 15, 2010 and July 1, 2010 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>
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 & Econ. Development
Police Chief	Police Chief	
Director of Parks and Rec.	Director of Parks and Recreation	Parks & Recreation
Water Department General Manager	Water Department General Manager	Water

Resolution No. _____
Page Two

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
		Planning & Economic Development
Grants Manager	Grants Manager	
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
		City Manager/ Information Systems
Administrative Secretary	Help Desk Technician	
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

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
		Planning & Economic Development
Senior Planner	Senior Planner	Planning & Economic Development
Street Foreman	Street Foreman	Public Works
		City Manager/Information Systems
Systems Coordinator	Systems Coordinator	City Manager/Information Systems
Traffic & Lighting Foreman	Traffic & Lighting Foreman	Public Works
Deputy Housing Director	Deputy Housing Director	Housing

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Section 6. That the classification specifications in the Proposed Classification column below are hereby approved as attached hereto as Exhibit F.

<u>Current Classification</u>	<u>Proposed Classification</u>	<u>Department</u>
None	Engineering Project Manager	Public Works
Accounting Supervisor	Accounting Supervisor	City Controller
Associate Civil Engineer	Associate Civil Engineer	Public Works
Grants Coordinator	Grants Coordinator	Planning & Economic Development
Neighborhood Center Director	Neighborhood Center Manager	Recreation
Recreation Supervisor	Recreation Supervisor	Recreation
Senior Civil Engineer	Senior Civil Engineer	Public Works
Water Operations & Division Supervisor	Water Operations Division Supervisor	Water
Workers' Compensation Claims Coordinator	Workers' Compensation Claims Administrator	City Attorney
Maintenance Worker	Facility Maintenance Worker	General Services
Assistant Electrician	Assistant Electrician	General Services
Custodian	Custodian	General Services
Custodian Leadworker	Custodian Leadworker	General Services
Engineering Aide	Engineering Aide	Public Works
Engineering Clerk	Engineering Clerk	Public Works
Mechanic	Mechanic	Public Works
Mechanic Assistant	Mechanic Assistant	Public Works
Mechanic Leadworker	Mechanic Leadworker	Public Works
Fire Department Equipment Mechanic	Mechanic, Heavy Equipment	Public Works
Public Works Inspector	Public Works Inspector	Public Works
Senior Engineering Aide	Senior Engineering Aide	Public Works
Small Engine Mechanic	Small Engine Mechanic	Public Works

Section 6. That the classification specifications in the Proposed Classification column below are hereby approved as attached hereto as Exhibit G.

<u>Current Classification</u>	<u>Proposed Classification</u>	<u>Department</u>
Maintenance Supervisor	Parks Maintenance Supervisor	Recreation
Maintenance Supervisor	Street Maintenance Supervisor	Public Works
Accounting Technician	Accounting Specialist	Various
Administrative Technician	Administrative Specialist	Various
Administrative Analyst I	Administrative Analyst I	Various
Assistant Civil Engineer	Assistant Civil Engineer	Public Works
Building Inspector I	Building Inspector I	Building & Safety
Building Inspector II	Building Inspector II	Building & Safety
Family Self-Sufficiency Project Coordinator	Family Self-Sufficiency Project Coordinator	Housing
Junior Civil Engineer	Junior Civil Engineer	Public Works
Redevelopment Technician I	Redevelopment Technician I	CRA
Senior Accountant	Senior Accountant	City Controller
Air Conditioning Mechanic	Air Conditioning Mechanic	General Services
Carpenter	Carpenter	General Services
Electrician	Electrician	General Services
Plumber	Plumber	General Services
Pump Operator	Pump Operator	General Services
Senior Pump Operator	Senior Pump Operator	General Services

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Page Five

Section 8. That effective August 1, 2010, the Police Chief salary is adjusted as follows:

<u>Classification Title</u>	<u>Salary Range</u>
Police Chief	230

Section 9. That a duly certified copy of this Resolution shall be delivered to the Offices of the City Manager, City Controller and Human Resources.

Section 10. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2010.

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 _____, 2010.

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

AYES: Council Member(s) –
NOES: Council Member(s) –
ABSENT: Council Member(s) –
ABSTAIN: Council Member(s) –

CITY CLERK OF THE CITY OF COMPTON

EXHIBIT A



City of Compton

CHIEF BUILDING INSPECTOR

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

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

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Building and Safety Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate supervisory, technical and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Building and Safety Department personnel and activities including building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, permitting staff and operations; oversees the review of building plans and specifications, and supervises the effective enforcement of building and safety codes, laws, regulations, and standards.
- Manages the development and implementation of the Building and Safety Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Authorizes the issuance of commercial and residential building and construction permits and Certificates of Occupancy; reviews and approves code enforcement actions and reports.
- Confers with contractors and property owners regarding review of plans and interpretation of building codes; examines blueprints to assure plans conform to City codes and ordinances; inspects construction sites as needed to review and resolve technical issues; resolves problems that arise due to structural design or code issues.

#14 City of Compton

Chief Building inspector

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Responds to requests for information and complaints; provides technical information on interpretation of City codes; researches technical issues, and recommends solutions.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other boards or groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

CITY CONTROLLER

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

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

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Council, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City Controller's Office. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all City Controller's Office personnel and activities including accounting, auditing, payroll, revenues, accounts payable, internal controls and financial reporting according to generally accepted accounting principles.
- Manages the development and implementation of the City Controller's Office goals, objectives, policies and priorities for each assigned service area; established within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Provides feedback to other departments regarding their budget status related to revenue collection and expenditures.
- Manages and participates in the development and administration of the Department budget; identifies funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs the preparation of budgetary adjustments as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides staff assistance to the City Manager and City Council; prepares and presents monthly financial status, other staff reports and necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Assists with development of the City budget by forecasting revenues and reviewing departmental budget requests.
- Provides guidance and direction to senior management and other departments in a variety of financial matters.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Conducts financial and operational analyses to ensure the City's resources are effectively and efficiently utilized; assists in maintaining the long-term financial integrity of the City.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in Finance, Accounting, Business Administration or a related field; AND ten (10) years of responsible financial management experience in a large public sector organization; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Ensuring the necessary balance between revenue/expenditure and the City's financial integrity.
- Conducting financial and operational analyses in relation to resource utilization.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust and occasional sounds of office equipment running.



City of Compton		
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 Human Services, Public/Business Administration or a related field; AND seven (7) years progressively responsible experience in employment and training or other government funded social services programs or related field, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Practices, principles, procedures, regulations, and techniques of employment and job-readiness training programs.

- Current and proposed legislation and laws of the local, state, and federal governments that affect employment and training programs.
- Community involvement methods and practices.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



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

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

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's General Services Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, technical, labor and trades and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all General Services Department personnel and activities including the maintenance and repair of City facilities, property management, custodial services, facility rentals, emergency stand-by/repairs and special events.
- Manages the development and implementation of the General Services Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Plans, organizes and directs the scheduling of construction and facility projects, including space planning, renovations, and repairs using accurate time and cost estimates.
- Coordinates the development and administration of specifications and contracts for services for building maintenance and custodial services; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for City facilities, structures and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of facilities maintenance/management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Public Administration or a related field; AND seven (7) years progressively responsible management experience in building maintenance, construction and repair, property management and leasing; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of municipal services and public safety administration.
- Principles and practices of building construction, maintenance, repair and safety practices including custodial related maintenance
- Uniform Building Code, Cal OSHA regulations and Davis-Bacon regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton		
DIRECTOR OF MUNICIPAL LAW ENFORCEMENT SERVICES		
Department: Municipal Law Enforcement Services	Class Code:	8519
Revised Date: August 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Municipal Law Enforcement Services (MLES) Department; directs the implementation of the community policing programs, parking enforcement, city security, code enforcement, municipal code enforcement, business license and Sheriff operations; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Municipal Law Enforcement Services. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, technical and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all MLES Department personnel and activities including community-policing programs, parking enforcement, city security, code enforcement, municipal code enforcement, business license and Sheriff's operations.
- Manages the development and implementation of the MLES Department goals, objectives, policies and priorities for each assigned service area; establish within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Selects, trains, motivates and evaluates Department personnel, provides or coordinates staff training; counsels employees to correct deficiencies; implements discipline and termination procedures.
- Manages and participates in the development and administration of the Department budget; identifies funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs the preparation of budgetary adjustments as necessary.

#14 City of Compton

Director of Municipal Law Enforcement Services

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Participates in the negotiation and execution of certain contracts; provides direction in the administration of a variety of contracts, including Los Angeles County Sheriff's Department, Los Angeles County Animal Care and Control, and other agencies; reviews and approves contract expenditures. Researches new grant opportunities; assists with the preparation of new grant applications; process reporting requirements for existing grants.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Plans and/or attends various special civic events; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public safety and law enforcement.
- Participates in Officer Hearings relating to municipal enforcement activities; reviews reports from staff members and takes appropriate action.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, law enforcement, political science or a related field; AND ten (10) years of responsible management experience in law enforcement; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a valid PC 832 Certificate issued by the California Commission on Peace Officer Standards and Training.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of municipal services and public safety administration.
- Operational characteristics, services, and activities of a comprehensive public safety, law enforcement, and community policing programs.
- Pertinent Local, State and Federal laws, rules and regulations.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of code enforcement, parking enforcement, security services, and business license services.
- Principles of supervision, training and performance evaluation.
- Principles of community and public relations.

Required Skill in:

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

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment, and
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work may require lifting, carrying, climbing and may require the ability to pursue and apprehend suspects. Work will require gross body coordination and mobility.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

Department: Public Works	Class Code:	5119
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Public Works Department including oversight of the City's capital improvement program; planning, designing, constructing and maintaining public streets and City open spaces; utilities including sewer and storm drains; traffic engineering; maintenance of City vehicles; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Public Works Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical, labor and trades and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Public Works Department personnel and activities including planning, designing, constructing and maintaining public streets, parks and City open spaces; utilities including sewer and stormwater drains; traffic; City vehicles; oversight of the City's capital improvement program, controlling work and activity in City rights-of-way, and maintaining public works records.
- Manages the development and implementation of the Public Works Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Plans, organizes and directs the scheduling of capital improvement projects, including design and inspection of contractors' work to ensure compliance with specifications.
- Coordinates the development and administration of specifications and contracts for capital improvement projects; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.

#14 City of Compton

Director of Public Works/City Engineer

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for City facilities, structures, infrastructure, vehicles and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Civil Engineering or a related field; AND ten (10) years progressively responsible engineering and public works management experience, including five (5) years supervisory/ managerial experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Registration as a Professional Engineer (P.E.) in the state of California.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of civil engineering.
- Principles and practices of construction, maintenance, repair and safety practices including vehicle related maintenance.
- State and federal construction administration codes and regulations, Cal OSHA regulations and Davis-Bacon regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.

- Project and contract management and cost estimation.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

DIRECTOR OF REDEVELOPMENT

Department: Community Redevelopment Agency	Class Code:	2309
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

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

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Community Redevelopment Agency. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, professional, technical, and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Community Redevelopment Agency personnel and activities including land acquisition, development and implementation of a comprehensive strategic redevelopment plan, reviewing developers' proposals and related activities and projects.
- Manages the development and implementation of the Community Redevelopment Agency goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Provides technical support and policy advice to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure, developing recommendations regarding community redevelopment programs, projects and initiatives.
- Coordinates land acquisition, site assembly, land clearing, financing and construction activities in accordance with redevelopment law.
- Supervises analyses of costs, return on investment, financial feasibility of developments, and pro forma analyses for gap financing for specific developments.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on a variety of economic development projects.
- Oversees the development and execution of Exclusive Negotiation Agreements (ENA), Disposition of Development Agreements (DDA); oversees the development of project plans, schedules, land acquisition and performance schedules.
- Develops marketing and redevelopment implementation strategies; communicates with developers regarding program guidelines, policies and procedures.
- Develops and implements strategic plans that create mixed-use commercial, retail and housing development opportunities.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Participates as a member of the Chief Executive Group to provide input on City operations and communications.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Attends various special civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community redevelopment.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Urban Planning, Land Use Planning, Public/Business Administration or a related field; AND seven (7) years progressively responsible management experience in planning, redevelopment, economic development or related field, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of education and experience. Possession of a Master's Degree in Business/Public Administration, Planning or a related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Practices, principles, procedures, regulations, and techniques of City redevelopment including planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect redevelopment programs.
- Community involvement methods and practices.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, developers, community groups, local businesses, and the general public.
- Analyzing project pro forma and preparing comprehensive economic analyses.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

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



City of Compton		
FIRE CHIEF		
Department: Fire	Class Code:	7119
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Fire Department including prompt and efficient emergency services; fire suppression, EMS, effective fire prevention and environmental control; and community outreach and training in fire safety, and emergency management/disaster preparedness; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Fire Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical, labor and trades and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Fire Department personnel and activities including fire suppression, emergency services, EMS, effective fire prevention and environmental control; and community outreach and training in fire safety, and emergency management/disaster preparedness.
- Manages the development and implementation of the Fire Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Maintains discipline, and assures compliance to Fire Department policies and general orders; investigates, resolves and mediates administrative, inter-agency, and operational inquiries and complaints; negotiates and resolves sensitive, significant, and controversial issues.
- Directs coordination with Federal, state and local emergency services organizations, City departments, outside organizations and businesses; manages community relations and resolves community issues; prepares and presents reports for internal and external audiences.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for Fire Department facilities, vehicles and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of emergency services operations, and implements procedural improvements.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and techniques of fire department organization and administration.
- Methods of fire fighting, fire inspection and fire prevention.
- Geography, types of building construction, major fire hazards, water supply, fire and building laws and zoning regulations of the City.

- Appropriate safety precautions and procedures.
- Laws and regulation related to hazardous materials.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton		
DIRECTOR OF HOUSING		
Department: Compton Housing Authority	Class Code:	2213
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

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

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Housing Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate supervisory, professional and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Housing Department personnel and activities including the delivery of federally-funded Section 8 housing choice voucher, family self-sufficiency, portability and homeownership programs to meet community housing needs.
- Manages the development and implementation of the Housing Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Prepares the Public Housing Agency Annual (HAP) and Five-Year Plans and Agency Administrative Plan. Monitors effectiveness of HAP progress and ensures quality control in the program(s).
- Prepares and conducts Section 8 Management Assessment Program (SEMAP) in accordance with program regulations.
- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on program or grant-funded activities.
- Cultivates collaborative relationships with various agencies to furnish, develop, enhance and sustain program services.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity, as well as reports for compliance with federal requirements.
- Represents the Department to other City departments, elected officials, outside agencies and specialized audiences (landlords, fair housing and various non-profit organizations); explains, promotes and interprets departmental programs, policies and activities.
- Investigates and resolves sensitive, significant, and controversial issues including tenant complaints.
- Plans, develops and presents the departmental budget, funding applications for the Section 8 Housing Choice Voucher Program, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager, Department of Housing and Urban Development and other groups.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Attends various civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the public housing.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Public or Business Administration, Human Services or a related field; AND seven (7) years progressively responsible experience in public housing or other government funded social services programs or related field, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Public Housing Manager (PHM) or Section 8 Housing Manager (SHM) from a professional training organization recognized by the department of Housing and Urban Development.
- Possession of a Master's degree in Public or Business Administration, Human Services or a related field is preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Business and Professional Code of Ethics related to operation of Section 8 Rental Subsidy programs.
- Code of Federal Regulations relating to public housing programs including housing quality standards.

- Practices, principles, procedures, regulations, and techniques of public housing programs.
- Current and proposed legislation and laws of the local, state, and federal governments that affect public housing programs.
- Community involvement methods and practices.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

HUMAN RESOURCES DIRECTOR

Department: Human Resources	Class Code:	1509
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Human Resources Department and manages the City's human resource management operations relating to recruitment, fringe benefits, labor relations, payroll, classification and compensation, training and development, and regulatory compliance; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the Human Resources Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate professional, technical and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Human Resources Department personnel and activities including recruitment, fringe benefits, labor relations, payroll, classification and compensation, and training and development, and regulatory compliance; serves as Clerk to the Personnel Board and directs the preparation and maintenance of official minutes and other records relating to meetings and hearings.
- Manages the development and implementation of the Human Resources Department goals, objectives, policies and priorities for each assigned service area; established within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Manages and coordinates the City's employee relations efforts in relation to general employment practices, labor/management relations, EEO, diversity, complaint/grievance procedures, dispute resolution, disciplinary procedures, and award/recognition programs. Participates in labor negotiations, interprets Memoranda of Understanding and represents the City in the meet and confer process.
- Develops, recommends, updates, and coordinates the implementation of new and revised human resources policies, procedures, programs, and systems.
- Ensures compliance with the City's policies and applicable Federal/State laws, rules, and regulations governing human resources operations.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and oversees the City's recruitment and selection program for all positions.
- Supervises the collection and processing of human resources actions and information including record keeping, performance appraisal reporting, procedures and forms.
- Administers the City's classification plan including reclassifying existing positions and recommending classifications for new positions.
- Oversees and administers the City's compensation plan including establishing and reassigning position classes to pay grades.
- Directs and coordinates the administration of the City's employee benefits programs including health, dental, vacation, and other benefits or services including employee identification, education reimbursement, employee assistance program and other services.
- Provides staff assistance to the City Manager and City Council; prepares and presents monthly financial status, other staff reports and necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Provides guidance and direction to senior management and other departments in a variety of human resource management, disciplinary or labor relations matters.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in Human Resource Management, Business Administration or a related field; AND seven (7) years of progressively responsible human resource management experience in a large public sector organization including labor relations, AND three (3) years supervisory experience; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- Theory, principles and practices of contemporary human resource management including labor-management relations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and Memoranda of Understanding.
- Principles and practices of human resources management.

- Federal and State regulations governing human resources activities.
- Effective recruitment and selection strategies and practices.
- Staff training and development processes.
- Employee benefits programs and compensation strategies.
- Methods, procedures, and standards for maintaining human resources records.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles of supervision, training and performance evaluation.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Overseeing and coordinating employee/labor relations activities.
- Overseeing and coordinating human resources operations within a large municipality.
- Ensuring compliance with regulations governing human resources operations.
- Developing and implementing human resources strategic plans, objectives, policies, and procedures.
- Administering recruiting programs and ensuring the effective staffing of City positions.
- Managing classification/compensation plans and administering employee benefits programs.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

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



City of Compton

DIRECTOR OF INFORMATION SYSTEMS

Department: Information Systems	Class Code:	5535
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations plans, directs and manages the operations of the Information Systems Department including information technology operations and telecommunications services; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Information Systems Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional and technical personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Information Systems Department personnel and activities including information technology operations, hardware acquisition, system administration, telecommunications services, network operations, application development, system security and emergency stand-by/repairs.
- Manages the development and implementation of the Information Systems Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Works with department heads to determine information technology and telecommunications needs to ensure compliance with standards and compatibility with the City's infrastructure; develops, implements and supports appropriate programs based on systems analyses.
- Establishes standards and guidelines for the acquisition, installation and use of computers, local area networks, application systems, communication and telecommunications systems.
- Develops and implements long range information systems and telecommunications replacement schedules for network infrastructure, computers and peripheral equipment.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Represents the department and/or City and participates on internal and external committees, boards or task forces as appropriate, and attends various City Council, staff and community meetings as required.
- Composes, reviews, edits and approves a variety of correspondence and reports including requests for Council action and weekly or monthly reports of departmental activity.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information technology.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Business Administration or a related field; AND seven (7) years progressively responsible information systems management experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of municipal services and public safety administration.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of data processing systems, computer hardware, software, peripherals, and networks, and related maintenance, repair and safety practices.
- Identifying, analyzing and implementing practical solutions to complex problems.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.

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

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.
- Work requires lifting, carrying, driving and on occasion climbing (up to 12 feet).
- Moderate finger dexterity, near vision and color discrimination is required.
- May be exposed to minor amounts of dust and electrical hazards.



City of Compton		
DIRECTOR OF 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.

#14 City of Compton

Director of Planning and Economic Development

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on a variety of economic development projects;
- Develops and manages the department intergovernmental and citizen relations efforts; represents the City with outside agencies, citizen groups, the media, and others concerning economic development programs and plans
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Participates as a member of the Chief Executive Group to provide input on City operations and communications.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Attends various special civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning, community and economic development.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Urban Planning, Land Use Planning, Public/Business Administration or a related field; AND seven (7) years progressively responsible management experience in urban planning and economic development or related field, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a Master's Degree in Planning or a related field and/or membership in the American Institute of Certified Planners is preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.

- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Practices, principles, procedures, regulations, and techniques of City planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect community development programs.
- Community involvement methods and practices.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
POLICE CHIEF		
Department: Police	Class Code:	8101
Revised Date: July 2010	FLSA Status:	Exempt
Personnel Board Approved: 7/1/10	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction of the City Manager, plans, organizes, directs and administers the activities and operations of the Police Department, in the enforcement of law and the prevention of crime including field operations, investigations, technical services, and related functions; to coordinate assigned activities with other departments and outside agencies; to ensure a high level of customer service delivered by a professional and respected law enforcement staff; 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 Police Department. Exercise direct supervision over assigned management, supervisory, professional, technical, sworn and administrative 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.*

- Develops, plans and implements Police Department goals, objectives, policies, and procedures in support of the department's mission, vision and values; recommends and administers policies and procedures for providing effective law enforcement services, including patrol, traffic enforcement, crime prevention, investigations, communications/dispatch, records management, care and custody of persons and property, and related programs.
- 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 Police Department policies and general orders; investigates, resolves and mediates administrative, inter-agency, and operational inquiries and complaints; investigates, 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.
- Develops and implements long range maintenance and preventative maintenance schedules for Police 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.
- 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.
- 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 Bachelors degree from an accredited college or university in Business/Public Administration, Criminal Justice or a related field; Masters degree in a related field is highly desirable; AND eight (8) years increasingly responsible law enforcement experience in a municipal police agency. At least four years of administrative/management experience, in a developing and expanding crime prevention program; and police community relations dealing with community issues and concerns.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License or the ability to obtain one prior to hire within ninety days.
- Possession of, or the ability to obtain, a Peace Officer Standards and Training Management Certificate (P.O.S.T.) is highly desirable at time of appointment.

Required Knowledge and Abilities:

- 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 Police department organization and administration.
- Appropriate safety precautions and 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.
- Engage tactfully and courteously with the public and law enforcement personnel.
- Demonstrate a high ability to interact with the public courteously, with patience and a positive attitude.

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:

- Standard office setting, reactive emergency, natural or man-made disaster and routine peace keeping environments with travel to various locations.
- Respond to major crime scenes, disasters or critical incidents.
- May on a rare occasion work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases.
- Employee is occasionally exposed to outside weather conditions, fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearms training, etc.
- Essential functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting, restrain or subdue individuals.
- Walk, stand, sit, or run for prolonged periods of time.
- Occasionally stoop, bend, kneel, crouch, reach, and twist.
- Occasionally climb and balance.
- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents and operate equipment.
- Hear in the normal range with or without correction.
- Other physical requirements as provided in the P.O.S.T. Medical Screening Manual.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees) with exposure to environmental hazards associated with emergencies.
- Work requires light lifting, carrying, driving and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

DIRECTOR OF PARKS AND RECREATION

Department: Parks and Recreation	Class Code:	4009
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Parks and Recreation Department, assures the effective coordination of parks and recreation programs and strategies including business/financial operations, management, facilities maintenance, capital improvement programs, special events, and special services including substance abuse counseling; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Parks and Recreation Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, technical, labor and trades and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Parks and Recreation Department personnel and activities including the community recreation programs, parks, cultural, leisure time programs for all ages and interest groups; special events, community recreation facilities, and special services including substance abuse counseling.
- Manages the development and implementation of the Parks and Recreation Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Plans, organizes and directs the scheduling of park construction and facility projects, including space planning, renovations, and repairs using accurate time and cost estimates.
- Monitors trends in regional Parks and Recreation practices, and recommends operational and policy improvements; monitors Department operations to identify and resolve problems and priorities; evaluates programs, services, and activities to assure they are meeting community needs.

#14 City of Compton Director of Parks and Recreation

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for City parks, recreation facilities, structures and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budgets (both City and Los Angeles County), monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Plans, coordinates and/or attends various special events; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks and recreation.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Parks and Recreation, Landscape Architecture, Business or Public Administration or a related field; AND seven (7) years experience in parks and recreation program management, including three (3) years supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Professional certification from National Recreation and Park Association (NRPA) is preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Laws, ordinances, policies, rules and regulations governing the conduct and safety of municipal parks, and public recreational facilities and programs.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Legal liabilities and responsibilities for recreation services staff.
- Modern practices and trends in Parks and Recreation program planning and project management.

- Local community resources and regional community services programs.
- Principles and practices of administrative management, including personnel rules, budgeting, procurement, strategic planning and effective employee supervision.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Developing recommendations for improvements of recreation programs and facilities.
- Supervising and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

WATER DEPARTMENT GENERAL MANAGER

Department: Water	Class Code:	6405
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Water Department including oversight of the City's water utility maintenance, operations and customer service, capital improvement programs; planning, designing, constructing and maintaining water transmission and distribution systems; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Water Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical, labor and trades and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Water Department personnel and activities including planning, designing, constructing and maintaining water utility maintenance, operations and customer service, capital improvement programs; planning, designing, constructing and maintaining water transmission and distribution systems; and emergency repairs.
- Manages the development and implementation of the Water Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Plans, organizes and directs the scheduling of capital improvement projects, including design and inspection of contractors' work to ensure compliance with specifications.
- Coordinates the development and administration of specifications and contracts for capital improvement projects; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.
- Inspects field work, ongoing projects, contractor's work, well fields and reservoirs.
- Develops and implements long range maintenance and preventative maintenance schedules for water transmission and distribution facilities, infrastructure, vehicles and equipment.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Represents the Department to other City departments, elected officials and state or federal environmental protection agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget and grant applications, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission, City Council's objectives, and/or requirements of the grantor.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Civil Engineering or a related field; AND seven (7) years progressively responsible experience in the water distribution engineering and construction field, including five (5) years supervisory/ managerial experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of Water Distribution Grade IV Certification in the state of California at time of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of civil engineering.
- Principles and practices of water utility construction, operation, maintenance, repair and safety practices.
- State and federal construction administration and environmental protection codes and regulations, Health Department and Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.

- Utility economics and financing.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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

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.
- 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.



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.

#14 City of Compton

Assistant Director of Employment and Training Services

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with processing client files through CareerLink's service delivery system; completes Individual Employment Profiles (IEP's) and follows-up as needed.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Assists with development and administration of the departmental budget and contracts, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with subordinates to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the Director; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- As called upon, attends various civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of employment and training services.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Human Services, Public/Business Administration or a related field; AND five (5) years progressively responsible experience in employment and training or other government funded social services programs or related field, AND two (2) years of supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Practices, principles, procedures, regulations, and techniques of employment and job-readiness training programs.
- Current and proposed legislation and laws of the local, state, and federal governments that affect employment and training programs.
- Community involvement methods and practices.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.

- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton		
WATER DEPARTMENT ASSISTANT GENERAL MANAGER		
Department: Water	Class Code:	6402
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction of the Water Department General Manager assists the General Manager with planning, organizing, coordinating and evaluating the work of personnel engaged activities and operations of the Water Department including water utility maintenance, operations and customer service, capital improvement programs; planning, designing, constructing and maintaining water transmission and distribution systems; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Water Department General Manager, serves as Acting General Manager in his/her absence, and exercises supervision over subordinate professional, supervisory, technical, paraprofessional and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes command of the department in the absence of the General Manager with full management responsibility for all Water Department personnel and activities including planning, designing, constructing and maintaining water utility maintenance, operations and customer service, capital improvement programs; planning, designing, constructing and maintaining water transmission and distribution systems; and emergency repairs.
- Assists with development and implementation of the Water Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Reviews operations to ensure compliance with federal, state and county environmental guidelines; assists with regulatory compliance reporting as assigned.
- Assists with developing and presenting the departmental budget and grant applications, monitors expenditures; reviews and approves requisitions for supplies and materials; assists with developing and implementing long term plans, goals and objectives focused on supporting the City's mission, City Council's objectives, and/or requirements of the grantor.
- Coordinates the development and administration of specifications and contracts for capital improvement projects; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.

#14 City of Compton

Water Department Assistant General Manager

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with developing and implementing long range maintenance and preventative maintenance schedules for water transmission and distribution facilities, infrastructure, vehicles and equipment.
- Represents the Department to other City departments, elected officials and state or federal environmental protection agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues including customer service complaints.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- As called upon, attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Civil Engineering or a related field; AND five (5) years progressively responsible experience in the water distribution field operations including two (2) years supervisory/ managerial experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of Water Distribution Grade IV Certification in the state of California at time of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of civil engineering.
- Principles and practices of water utility construction, operation, maintenance, repair and safety practices.
- State and federal construction administration and environmental protection codes and regulations, Health Department and Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.

- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Utility economics and financing.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

CHIEF DEPUTY CITY ATTORNEY

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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes command of the department in the absence of the City Attorney, provides functional and technical direction to Deputy City Attorneys and exercises supervision over support staff.
- Manages the development and implementation of the City Attorney's Office goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Represents the City in reviewing, approving, and negotiating legal issues; assures that legal issues are resolved within City policy guidelines; reviews and evaluates pertinent decisions, policies, regulations and other legal matters.
- Confers with, and offers advice and counsel to City officials and employees; attends City Council meetings to provide legal advice and information, and present findings and recommendations.
- Negotiates agreements with opposing parties and counsel; anticipates problems and pursues solutions; establishes legal strategies, identifies policy and compliance issues, and proposes solutions.
- Represents the City in litigation, negotiations, settlements, prosecutions, and other municipal legal proceedings; provides legal assessments and recommendations; conducts factual and legal analysis to determine whether legal issues should be prosecuted or defended, based on the facts of law and evidence; conducts conferences with opposing parties concerning settlement of cases.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates records and other information; prepares and presents legal documents, analyses, and recommendations as required.
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Participates in the development and administration of the CAO budget; forecasts funds needed for staffing, equipment, materials, and supplies; assists with monitoring and approval of expenditures; prepares and presents to the City Attorney needed budgetary adjustments as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity, as well as reports for compliance with federal requirements.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Monitors trends in municipal law issues, and recommends operational, procedural and policy improvements; assures effective communication of issues and strategies with the City core management team.
- Attends various civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



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

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

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of the City Clerk, serves as Acting City Clerk in his/her absence, and exercises supervision over subordinate clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

#14 City of Compton

Chief Deputy City Clerk

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

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

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's Degree from an accredited college or university in Business Administration, Office Management or related field; AND five (5) years municipal government experience, including one (1) year working in a City Clerk's office; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, regulations, rules and codes regulating City government including the Brown Act, Public Records Act and Political Reform Act.
- Principles and practices of public sector records retention, record keeping and records management.
- Municipal election laws and procedures.
- City Charter, ordinances, codes, policies, resolutions, and agreements including Memoranda of Understanding.
- Principles, techniques, and objectives of public information programs.
- Legal, ethical and professional rules of conduct for public sector employees and elected officials.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Understanding and applying statutory standards and procedures, applicable state and Federal rules and regulations, and parliamentary procedures governing public meetings.
- Analyzing technical and statutory issues, evaluating alternatives, and making decisions based on findings.
- Developing and administering budgets and monitoring expenditures.
- Reviewing, correcting and maintaining complex and extensive records.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

DEPUTY CITY ATTORNEY I

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

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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



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

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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

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

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



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

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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

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

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes command of the department in the absence of the City Controller with full management responsibility for all City Controller's Office personnel and activities including accounting, auditing, payroll, revenues, accounts payable, internal controls and financial reporting according to generally accepted accounting principles.
- Assists with the development and implementation of the Department goals, objectives, policies and priorities for each assigned service area; establishes City policy, appropriate service and staffing levels; allocates resources accordingly.
- Directly supervises and oversees daily operations in the City Controller's Office, assigned personnel and activities including accounting, auditing, payroll, revenues, accounts payable and financial reporting according to generally accepted accounting principles.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Participates in the review, evaluation and in recommending citywide administrative and financial internal controls and procedures.
- Participates in the development and administration of the budget for the City Controller's Office; identifies funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs the preparation of budgetary adjustments as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides staff assistance to the City Controller; prepares and presents monthly financial status and other staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Provides assistance to senior management and other departments in a variety of financial matters.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Conducts financial and operational analyses to ensure the City's resources are effectively and efficiently utilized; assists in maintaining the long-term financial integrity of the City.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in Finance, Accounting, Business Administration or a related field; AND five (5) years of responsible financial management experience in a large public sector organization; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Ensuring the necessary balance between revenue/expenditure and the City's financial integrity.
- Conducting financial and operational analyses in relation to resource utilization.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust and occasional sounds of office equipment running.



City of Compton		
DEPUTY DIRECTOR OF GENERAL SERVICES		
Department: General Services	Class Code:	5533
Revised Date: March 2009	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

#14 City of Compton

Deputy Director of General Services

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- As called upon, attends various civic events as City representative; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of facilities maintenance/management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Public Administration or a related field; AND five (5) years progressively responsible management experience in building maintenance, construction and repair including journeyman level education and experience in one or more building trades, AND two (2) years of supervisory experience supervising subordinate supervisors/crew leaders; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of building construction, maintenance, repair and safety practices including custodial related maintenance.
- Uniform Building Code, Cal OSHA regulations and Davis-Bacon regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Project and contract management and cost estimation.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

Department: Public Works	Class Code:	5119
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Public Works Department including oversight of the City's capital improvement program; planning, designing, constructing and maintaining public streets and City open spaces; utilities including sewer and storm drains; traffic engineering; maintenance of City vehicles; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Public Works Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical, labor and trades and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Public Works Department personnel and activities including planning, designing, constructing and maintaining public streets, parks and City open spaces; utilities including sewer and stormwater drains; traffic; City vehicles; oversight of the City's capital improvement program, controlling work and activity in City rights-of-way, and maintaining public works records.
- Manages the development and implementation of the Public Works Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Plans, organizes and directs the scheduling of capital improvement projects, including design and inspection of contractors' work to ensure compliance with specifications.
- Coordinates the development and administration of specifications and contracts for capital improvement projects; reviews and approves the analysis of bids, recommends approval and develops procedures to monitor contract compliance.

#14 City of Compton

Director of Public Works/City Engineer

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Develops and implements long range maintenance and preventative maintenance schedules for City facilities, structures, infrastructure, vehicles and equipment.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering and public works.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Civil Engineering or a related field; AND ten (10) years progressively responsible engineering and public works management experience, including five (5) years supervisory/ managerial experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Registration as a Professional Engineer (P.E.) in the state of California.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of civil engineering.
- Principles and practices of construction, maintenance, repair and safety practices including vehicle related maintenance.
- State and federal construction administration codes and regulations, Cal OSHA regulations and Davis-Bacon regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.

- Project and contract management and cost estimation.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

DIRECTOR OF REDEVELOPMENT

Department: Community Redevelopment Agency	Class Code:	2309
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

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

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Community Redevelopment Agency. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, professional, technical, and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Community Redevelopment Agency personnel and activities including land acquisition, development and implementation of a comprehensive strategic redevelopment plan, reviewing developers' proposals and related activities and projects.
- Manages the development and implementation of the Community Redevelopment Agency goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Provides technical support and policy advice to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure, developing recommendations regarding community redevelopment programs, projects and initiatives.
- Coordinates land acquisition, site assembly, land clearing, financing and construction activities in accordance with redevelopment law.
- Supervises analyses of costs, return on investment, financial feasibility of developments, and pro forma analyses for gap financing for specific developments.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on a variety of economic development projects.
- Oversees the development and execution of Exclusive Negotiation Agreements (ENA), Disposition of Development Agreements (DDA); oversees the development of project plans, schedules, land acquisition and performance schedules.
- Develops marketing and redevelopment implementation strategies; communicates with developers regarding program guidelines, policies and procedures.
- Develops and implements strategic plans that create mixed-use commercial, retail and housing development opportunities.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Participates as a member of the Chief Executive Group to provide input on City operations and communications.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Attends various special civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community redevelopment.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Urban Planning, Land Use Planning, Public/Business Administration or a related field; AND seven (7) years progressively responsible management experience in planning, redevelopment, economic development or related field, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of education and experience. Possession of a Master's Degree in Business/Public Administration, Planning or a related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Practices, principles, procedures, regulations, and techniques of City redevelopment including planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect redevelopment programs.
- Community involvement methods and practices.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, developers, community groups, local businesses, and the general public.
- Analyzing project pro forma and preparing comprehensive economic analyses.
- Developing and administering budgets and monitoring expenditures.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

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



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

GENERAL PURPOSE: Under administrative direction of the Fire Chief, is second in the command structure of the Fire Department, assists the Fire Department Director, and assists the Chief in ensuring prompt and efficient emergency services; fire suppression, EMS, effective fire prevention and environmental control; and community outreach and training in fire safety, and emergency management/disaster preparedness; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Fire Chief; serves as Acting Fire Chief in his/her absence; and exercises supervision over subordinate supervisory, technical, firefighting and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Fire Department personnel and activities including fire suppression, emergency services, EMS, effective fire prevention and environmental control; and community outreach and training in fire safety, and emergency management/disaster preparedness.
- Assists with the development and implementation of the Fire Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- When called upon, represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; assists with monitoring and approval of expenditures; prepares and presents to the Fire Chief needed budgetary adjustments as necessary.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

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

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and techniques of fire department organization and administration.
- Methods of fire fighting, fire inspection and fire prevention.
- Geography, types of building construction, major fire hazards, water supply, fire and building laws and zoning regulations of the City.
- Appropriate safety precautions and procedures.
- Laws and regulation related to hazardous materials.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

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

Physical Demands / Work Environment:

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



City of Compton		
GRANTS MANAGER		
Department: Planning and Economic Development	Class Code:	2026
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, directs and coordinates the work of staff and/or contracted consultants engaged in researching and securing grant funding, writes grant proposals, monitors grant funded projects to ensure compliance with grant agreements, completes periodic grant status and related reports; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Planning and Economic Development; exercises supervision over subordinate professional, technical and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Plans, manages and reviews the work of City staff and/or contracted consultants engaged in securing and monitoring grant-funded activities, and preparation of the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) and periodic subgrantee performance reports; monitors grant performance to ensure conformance with Department goals, and compliance with local, state and Federal codes and regulations.
- Researches grant funding sources including State, Federal and local agencies, and drafts grant proposals and applications. Confers with funding agencies and monitors the status of submitted funding requests.
- Answers inquiries and assists City departments with grant funding/performance and technical issues; provides technical assistance to Community Development Block Grant (CDBG) funded agencies; explains the City's processes and requirements and provides guidance within scope of authority.
- Oversees the annual Request for Proposals process for requests for grants; evaluates requests for funding and recommends approval. Presents recommendations during workshops and/or public hearings.
- Prepares a variety of compliance-related reports for the funding agencies including progress reports, grant close-out reports, Minority Business Enterprise participation reports and the Bi-Annual Labor Standards report.
- Provides staff support to the Federal Grants Advisory Board (FGAB).
- Prepares various technical documents including public notices, press releases and contracts.
- Coordinates with City departments to ensure grant compliance; follows-up with departments to ensure projects are carried out in a timely and appropriate manner; requests status reports and troubleshoots grant issues or problems.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Composes, reviews, edits and approves a variety of reports including requests for Council action and weekly or monthly reports of departmental activity.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- As requested, attends various special civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development and grant-funded programs.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Public/Business Administration or a related field; AND five (5) years experience in grant/proposal writing, development and administration or related field including two (2) years supervisory experience; OR an equivalent combination of education and experience. Possession of a Master's degree in Planning, Public/Business Administration or a related field and/or certification by CFRE (Certified Fund Raising Executive) International organization for fund raising professionals, is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Grant writing; and the requirements and procedures for applying for State, federal and local grant program funding.
- Practices, principles, procedures, regulations, and techniques of grant/proposal writing and grants administration.
- Federal Department of Housing and Urban Development (HUD) rules and regulations.
- State and Federal environmental review processes; Minority Business Enterprise and labor compliance requirements including the Davis-Bacon Act.
- Current and proposed legislation and laws of the local, state, and federal governments that affect funding for community development programs.
- Principles and practices of organization, administration and personnel management.
- Principles of record keeping and records management.

Required Skill in:

- Conducting sound analysis and making recommendations.
- Researching and analyzing the factors affecting grant-funded community development projects.
- Program management including monitoring and reporting details of grant-funded projects.
- Collecting, organizing, analyzing and presenting data and information.
- Nonprofit organization capacity building.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.

- Effective verbal and written communication including technical writing.
- Writing clear, concise and compelling text.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

INTERNAL AUDITOR

Department: City Controller	Class Code:	1044
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME - 2325	
Council Approved:		

GENERAL PURPOSE: Under the general direction of the City Controller, performs professional financial and performance audits, prepares audit documents, and audits accounting and related records of City departments to determine the accuracy of departmental financial accounts and/or adequacy of internal controls; evaluates the effectiveness and efficiency of program operations; assists with the general accounting and annual external audit processes; and performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of the City Controller; does not have supervisory responsibilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Audits accounting systems and related records of City departments to determine compliance with stated goals and objectives; prepares task plan and specific audit procedures to cover each audit task; discusses audit plan with head of unit to be audited, executes audit based on audit procedures plan and writes report of findings and recommendations.
- Performs business/functional process reviews and recommends possible improvements in methods of operation, performance, accounting and/or record keeping.
- Performs fieldwork and interviews to obtain data relating to audits of organization programs and operations and prepares supporting documentation.
- Examines journals, ledgers, invoices, contracts, reports of independent external auditors and other related records.
- Prepares work papers and consolidates findings on prescribed forms for review by the supervisor, including source, purpose and conclusion.
- Prepares draft and final written narrative reports, and presents audit findings.
- Performs accounting duties including review of journal entries before posting to general ledger; reviews fixed asset schedules; reviews a variety of accounting transactions including accounts payable listings and general ledger balances.
- Reviews and codes accounts receivable transactions from various City departments.
- Assists with yearly audit process including assistance with Comprehensive Annual Financial Report reporting; investigation and clearance of findings and issues raised by the external auditors.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of a Bachelor's Degree from an accredited college or university in Accounting, Finance, Business Administration or related field; AND three (3) years governmental auditing experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- Public administration, organization and systems theory, practices of commercial and governmental accounting, budgeting concepts and practices, and Generally Accepted Accounting Principles (G.A.A.P.).
- Theory, principles and practices of auditing City/government organizations, including the methods and procedures used to examine, verify and analyze operational records, statements, and reports.
- Standards for the professional practices of Internal Auditing (Institute of Internal Auditors); Generally Accepted Auditing Standards (American Institute of Certified Public Accountants); and Information Systems Auditing standards.
- Rules and regulations governing accounting activities.
- Accounting software relative to local government operations.
- General research and analytical techniques.
- Report writing techniques.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Performing and coordinating a variety of professional accounting functions.
- Monitoring and ensuring compliance with accounting regulations, policies, and standards.
- Collecting, compiling, analyzing and interpreting data.
- Understanding and applying instructions, and legal and contractual requirements to audit work.
- Understanding, using and explaining complex legal provisions in conducting audits.
- Conducting necessary research, using a variety of research techniques.
- Documenting audit findings in a variety of work papers; identifying problems and solutions.
- Writing summaries in report format or for audit findings, and preparing detailed and complex draft and final reports.
- Reconciling general ledgers, bank accounts, and monthly benefits.
- Analyzing data and preparing financial statements and reports.
- Preparing standard accounting reports.

Physical Demands / Work Environment:

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



City of Compton		
HUMAN RESOURCES ANALYST		
Department: Human Resources	Class Code:	1505
Revised Date: July 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 7/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, participates in the full range of human resources programs ensuring compliance with City and federal employment related guidelines, with primary responsibility for overseeing employee development programs and initiatives, conducts research, investigates employee or applicant complaints; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Human Resources; supervises assigned administrative support personnel.

DISTINGUISHING CHARACTERISTICS: This is the journey level in the Human Resources Analyst job series. This class may be distinguished from the lower (Specialist) level by the complexity and difficulty of work performed.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Supervises daily operations and work flow within area of responsibility; assists with preparation of City Council and Personnel Board agenda items and ensures that all documents (resolutions, ordinances, contracts and correspondence) are timely and complete.
- Supervises training activities for the City including the development of training, project management, and the selection and training of trainers.
- Identifies staff training and continuing education requirements through the use of surveys and interaction with City employees and management personnel.
- Develops and implements a comprehensive master training program based on identified needs.
- Selects and secures external training providers and/or develops training in accordance with staff training requirements.
- Coordinates, implements, and monitors internal and external training opportunities for City personnel; manages, evaluates, and reports on project development in relation to training.
- Develops, coordinates, and/or delivers subject-specific in-house training modules; selects on-staff trainers and develops course content, training objectives, and lesson plans. May conduct, coordinate, or supervise new employee orientation.
- Researches and investigates a variety of complaints, grievances, and charges and prepares responses. May counsel employees concerning personnel problems and other areas of the City's personnel management program and services.
- Implements human resources policies and programs, audits human resources action requisitions and other human resources forms to ensure compliance with existing HR policies and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Interprets civil service regulations, union contracts, federal guidelines and regulations, and human resources policies and procedures.
- May participate or assist in negotiations with recognized bargaining units by serving as a member of the City's negotiating team; collecting and presenting data, conducting job audits, field inspections, and special investigations.
- Creates, maintains, and updates employment databases and files according to area of assignment.
- Prepares publications and procedure manuals.
- Investigates employee or applicant complaints or issues.
- Assists in the preparation and monitoring of the departmental budget.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; assigns and reviews work; works with employees to correct deficiencies; completes employee performance evaluations; implements discipline and termination procedures.
- May provide support and assistance in other human resources areas including recruiting, classification, compensation, benefits and labor relations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resource management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in Human Resource Management, Business Administration or a related field; AND three (3) years of human resources management experience with experience in employee development programs preferred; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- Theory, principles and practices of contemporary human resource management including adult learning principles.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and Memoranda of Understanding provisions.
- Instructional design and methods used to develop/present training programs.
- Processes for monitoring and evaluating staff training programs and activities.
- Methods for identifying and facilitating staff development opportunities.
- Processes for developing and administering budgets.
- Computer hardware, software and peripherals related to area of assignment.
- Record keeping and file maintenance methods, practices and procedures.
- Modern office practices and procedures, including business correspondence, record-keeping systems, and office equipment.

Required Skill in:

- Overseeing and coordinating staff training and development activities within a large library system.
- Identifying staff training, development, and continuing education requirements.

- Developing, coordinating, and delivering in-house training modules.
- Identifying, selecting, and securing external training providers.
- Utilizing online training calendars and training newsletters to communicate training opportunities.
- Exercising diplomacy, tact, and good judgment consistently; maintaining confidentiality.
- Meeting and communicating with the public in situations requiring tact and poise.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively in both verbal and written form.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, union officials, and the general public.

Physical Demands / Work Environment:

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



City of Compton		
RISK MANAGER		
Department: City Attorney	Class Code:	1555
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Risk Management Department including the overall coordination and management of the City's comprehensive Risk Management programs and activities, public liability, worker's compensation, safety and loss prevention, insurance procurement and cost containment programs; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Manager, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Risk Management Department. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate professional, technical and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes full management responsibility for all Risk Management personnel and activities including the City's Risk Management programs and activities, public liability, worker's compensation, safety and loss prevention, insurance procurement and cost containment programs.
- Manages the development and implementation of the Risk Management Department goals, objectives, policies and priorities for each assigned service area; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Provides guidance to all City departments on safety program development, effectiveness and implementation, and on identifying, evaluating, reducing or eliminating risks.
- Surveys all City facilities, programs and operations to determine hazards, potential liabilities and insurance risks; provides advice regarding such areas as City property preservation and Americans with Disabilities Act compliance.
- Reviews contracts, leases, licenses and permits for adequacy of insurance and indemnification provisions.
- Performs claims administration including investigating, analyzing and evaluating claims and litigation management; attends mandatory settlement conferences, mediations and small claims hearings as required; schedules and presents cases as needed to City Council and other bodies.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Monitors the City's insurance programs, evaluates costs and benefits of alternative coverage, and monitors and provides advice regarding legislation affecting liability coverage.
- Prepares insurance specifications, reviews bids, and recommends purchases; renegotiates or arranges for renegotiation of coverage as appropriate.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Plans, develops and presents the departmental budget, monitors expenditures; develops and implements long term plans, goals and objectives focused on supporting the City's mission and City Council's objectives.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of risk management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business Administration, Public Administration or a related field; AND five (5) years progressively responsible experience in risk management, AND three (3) years of management and/or supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of comprehensive risk management, including loss prevention and control, and the financing and insuring of risk.
- Insurance company policies and procedures relating to claims administration and reserve requirements.
- Implementation and administration of fully-insured and self-insured insurance programs.

- Contract and case law applicable general liability, bodily injury and claims adjustment.
- Claims investigation and adjustment procedures.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton		
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.

#14 City of Compton

Special Assistant to the City Manager

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Business or Public Administration or related field, AND three (3) years experience performing research, complex analysis, or executive-level administrative support; OR an equivalent combination of education and experience. Possession of a Master's degree in Business or Public Administration or related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, departmental policies and procedures.
- City Code, City Ordinances, Standard Operating Manual and applicable Memoranda of Understanding.
- Public administration, organization and systems theory.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Customer service protocol.

Required Skill in:

- Coordinating and performing a variety of professional administrative functions.
- Collecting, organizing, analyzing and presenting data and information.
- Researching and preparing correspondence, agendas, reports and various types of documents.
- Assessing and prioritizing multiple tasks, projects and demands.
- Coordinating special projects in support of departmental operations.
- Operating a personal computer utilizing standard and specialized software.
- Effective communication and presentation, both verbal and written.
- Establishing and maintaining cooperative working relationships with co-workers, the general public, elected officials and others encountered in the course of work.

Physical Demands / Work Environment:

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



City of Compton

SUPERINTENDENT OF PARKS

Department: Parks and Recreation	Class Code:	4109
Revised Date: April 2009	FLSA Status:	Exempt
Personnel Board Approved: 07/09/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the Parks Division including inspection, maintenance, planning, design and construction of City parks, open spaces, trails, playgrounds, landscaping, facilities and equipment; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Director of Parks and Recreation, and exercises supervision over subordinate supervisory, technical, labor and trades and clerical support personnel in the Parks Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Plans, coordinates and manages the operations of the Parks Division, including inspection, maintenance, management and improvement of City parks, playgrounds, landscaping and facilities including, but not limited to: sports fields, trails, pools, open spaces and equipment, in compliance with Department procedures and City policies.
- Provides leadership, direction, and guidance in technical processes and procedures; assures Parks staff and activities are in compliance with all laws, policies, regulations, timelines and goals; reviews and approves project plans, reports and procedures; sets priorities and assures project deadlines and performance standards are met; establishes appropriate service and staffing levels within City policy; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Plans, organizes and directs the scheduling of park construction, maintenance or improvement projects, including the work of City crews engaged in park facility repairs and/or improvements and daily maintenance using accurate time and cost estimates.
- Coordinates the development and administration of specifications and contracts for services for park improvement projects; reviews the analysis of bids, recommends approval and monitors contract compliance in the field.
- Manages the activities of parks and facilities maintenance crews; monitors Parks Division operations to identify and resolve problems; evaluates program issues, and recommends solutions; evaluates needs of City parks by conducting frequent inspections, and examining conditions and compliance to standards.
- Evaluates maintenance and repair issues, and implements solutions; assures that maintenance programs are in alignment with the Department's goals and within budget constraints.
- Manages contractor's construction projects for repair and improvement of parks and facilities.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Enforces work methods, procedures and standards, and assures that work activities are in compliance with City policies and safety standards.
- Maintains records and logs of services performed and project management information; reviews and writes reports, analyzes costs, and manages budgets and expenditures.
- Manages a variety of administrative activities including employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, equipment and tools are available.
- Reviews, investigates and responds to work requests and complaints.
- Develops cooperative professional relationships with local community agencies and citizen groups; provides advice and counsel to the Parks & Recreation Board, citizens' organizations, and other County departments; participates in meetings with government officials and community groups.
- Investigates public complaints, responds to citizen inquiries, and ensures excellent customer service.
- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; recommends the purchase of new equipment and supplies; assists with monitoring and approval of expenditures; prepares and presents to the Director needed budgetary adjustments as necessary.
- Provides staff assistance to the Director; prepares special and recurring reports; reviews and reports operational analyses of program services, costs and revenue, Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Seeks alternative funding sources for new park programs and/or projects through grants or other funding sources.
- Prepares and makes presentations to the Director, City management, Boards and Commissions, City Council and the general public as required; composes, reviews, edits and approves reports including requests for Council action and weekly or monthly reports of departmental activity.
- When called upon, attends various civic events as City representative; may participate on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks maintenance and improvement.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Parks and Recreation, Business Administration, Civil Engineering, Landscape Architecture or a related field; AND five (5) years progressively responsible parks management experience, including three (3) years supervisory/managerial experience involving supervision of the design, construction, maintenance or operation of a variety of parks construction activities; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of park and landscape construction and maintenance.
- Park grounds and landscaping maintenance principles and techniques, repair and safety practices including vehicle and equipment related maintenance.
- State and federal construction administration codes and regulations, Cal OSHA regulations and Davis-Bacon regulations.
- Methods, materials, tools and equipment used in the operation, construction, and maintenance of municipal parks; planning, design and development of recreation facilities and park spaces.
- Project and contract management and cost estimation.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Assessing community needs and developing solutions; collecting data, preparing special reports, and effectively presenting statistical information.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Assuming management level leadership responsibilities, making appropriate decisions, and delegating tasks and authority; setting priorities and goals; planning, assigning, training and supervising the work of others.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

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

EXHIBIT C



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.

#14 City of Compton Administrative Assistant

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

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.

#14 City of Compton Help Desk Technician

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma supplemented by technical training in Computer Science or a related field; AND two (2) years of computer support experience in a user-oriented environment; OR an equivalent combination of education and experience. Possession of an Associate's degree in Computer Science or a related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Information technology concepts, methods, policies, and procedures.
- Technical support principles, processes, and standards.
- Current Microsoft operating systems.
- HelpSTAR 8.0.
- Networked computer system environments, operating systems and peripheral device capabilities.
- Hardware, software and peripheral equipment troubleshooting techniques.

Required Skill in:

- Assessing customer support needs, and implementing effective solutions.
- Using basic tools, equipment and procedures for repairing computers and peripheral devices.
- Operating and maintaining a variety of standard office equipment including personal computers, printers, plotters, copiers, etc.
- Providing technical support and training to City departments and personnel.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with co-workers.

Physical Demands / Work Environment:

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



City of Compton		
SPECIAL EVENTS COORDINATOR		
Department: Parks and Recreation	Class Code:	4014
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, organizes and coordinates special events and holiday activities; assures that safe and appropriate events and recreation activities are provided for the community; performs a variety of difficult and specialized administrative support duties; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director and/or Deputy Director of Parks and Recreation; does not exercise supervisory responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Plans, organizes and coordinates special events and holiday activities; assures activities are in compliance with all laws, policies, regulations and goals.
- Prepares budget for each event, solicits sponsorships, coordinates vendor participation, coordinates staff assignments; solicits and secures event participants; coordinates vendor health code inspections with health inspector on day of event; coordinates and oversees activities on day of event.
- Performs a variety of administrative support activities for each event including preparing purchase requisitions, parking permits, and ordering plaques and trophies.
- Performs highly skilled secretarial support to the department director and deputy department director; receives and distributes correspondence; follows-up on projects, memos, check and appointments; composes and types letters, memoranda and reports; maintains filing systems; supports financial recordkeeping; collects fees and transmits receipts.
- Answers and directs incoming telephone calls; responds to public inquiries and requests for information.
- Coordinates activities with local community agencies and citizen groups to enhance City programs and facilitate community participation.
- Oversees program guests and activities; assures the effective enforcement of City rules and safety standards.
- Monitors and reviews trends in special event operations and programs, and recommends improvements in the City recreation programs.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree in Parks, Recreation, Leisure Studies or a related field; AND three (3) year's increasingly responsible clerical support experience, AND two (2) years of experience planning special

#14 City of Compton

Special Events Coordinator

events and/or recreation and community services programs; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- State and Federal laws, ordinances, policies, rules and regulations governing the conduct and safety of municipal recreational facilities, programs and equipment.
- Legal liabilities and responsibilities for recreation services staff.
- Local community resources and regional community services programs.
- General office practices and equipment.
- Records management principles.
- Departmental records, reports, and documentation.
- Standard computer software applications.

Required Skill in:

- Interpreting customer needs and solving customer service and public relations issues.
- Planning, organizing, and coordinating the work of staff and volunteers.
- Prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Monitoring operations and assuring recreation programs are operating properly and safely.
- Providing highly skilled secretarial support to senior-level personnel.
- Preparing correspondence, agendas, and various types of documents.
- Organizing and maintaining departmental records and filing systems.
- Establishing and maintaining cooperative working relationships with City employees, vendors and community organizations.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

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



City of Compton		
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.

#14 City of Compton Maintenance Worker I

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND one (1) year of related general construction or maintenance experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Must possess a valid Grade I Sewer Collection Systems Maintenance Certificate from the California Water Environmental Association within one (1) year of date of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of street, stormwater and sewer collection systems construction, maintenance, repair and safety practices including equipment related maintenance.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.

Required Skill in:

- Reading, interpreting, comprehending and following basic instructions.
- Working flexible hours or on-call schedule.
- Human relations and communicating effectively with customers.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet); working below ground and in confined spaces.
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery, infectious diseases and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton		
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.

#14 City of Compton Parks Maintenance Worker I

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND one (1) year of related general construction, maintenance or grounds maintenance experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Groundskeeping, landscaping and irrigation systems maintenance practices and procedures.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.
- Custodial practices and procedures.

Required Skill in:

- Reading, interpreting, comprehending and following basic instructions.
- Working flexible hours or on-call schedule.
- Human relations and communicating effectively with customers.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery, infectious diseases and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton		
MAINTENANCE WORKER II		
Department: Public Works	Class Code:	5314
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of journey level semi-skilled and manual labor tasks in the maintenance of streets, right-of-ways, stormwater and sanitary sewer systems; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Street Maintenance Supervisor or other management personnel; does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the journey level class in the Maintenance Worker series. Positions at this level perform more highly skilled maintenance duties than the entry level Maintenance Worker I. Work is performed under general supervision. This classification is distinguished from the higher level Maintenance Leadworker by the absence of supervisory responsibilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Determines type and quantities of materials required to perform and complete job assignments and arranges for timely delivery to job sites.
- Prepares road and applies asphalt when construction is complete. Sets road base to proper compacting and sets asphalt.
- Repairs and maintains stormwater and wastewater collection systems including catch basins, valves, sewer lines, manholes, air release valves and structures.
- Repairs sidewalks and driveways and finishes concrete as required.
- Operates trucks and heavy duty construction and maintenance equipment as necessary to complete work projects; checks equipment for proper servicing, operation and safety and reports defects to supervisor; maintains inventory of tools and equipment.
- Installs street barricades and cones prior to the performance of construction and repair activities.
- Maintains records related to particular area of assignment; may input and recall information into a computer terminal.
- Responds to questions from the public regarding status of repairs.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.
- Performs related duties and responsibilities as assigned.

#14 City of Compton Maintenance Worker II

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND two (2) years of streets, sanitary sewer or related general construction experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class B Driver's License.
- Must possess a valid Grade I Sewer Collection Systems Maintenance Certificate from the California Water Environmental Association at time of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures and standards governing area of responsibility.
- Principles and practices of stormwater and sewer collection systems construction, maintenance, repair and safety practices including equipment related maintenance.
- Principles and practices of street construction, maintenance, repair and safety practices including equipment related maintenance.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.

Required Skill in:

- Using and operating hand tools, mechanical equipment, and power tools and heavy duty construction equipment required to work in a safe and efficient manner.
- Performing basic carpentry, concrete and welding duties.
- Reading engineering drawings or blueprints.
- Safe shoring and trenching practices.
- Identifying unsafe conditions and taking corrective action.
- Troubleshooting and assessing problems and determining most effective method of repair.
- Communicating effectively with others.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet); working below ground and in confined spaces.
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery, infectious diseases and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton

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.

#14 City of Compton Parks Maintenance Worker II

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Responds to questions from the public regarding field or parks condition and status of repairs.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND two (2) years of grounds and irrigation systems maintenance experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures and standards.
- Groundskeeping, landscaping and irrigation systems maintenance practices and procedures.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.

Required Skill in:

- Using and operating hand tools, mechanical equipment, and power tools and heavy duty construction equipment required to work in a safe and efficient manner.
- Operating bobcats and five-gang mower.
- Performing basic carpentry, electrical and welding duties.
- Reading engineering drawings or blueprints.
- Identifying unsafe conditions and taking corrective action.
- Troubleshooting and assessing problems and determining most effective method of repair.
- Human relations and communicating effectively with customers.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton

MAINTENANCE LEADWORKER

Department: Public Works	Class Code:	5321
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 07/16/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, schedules and leads workers in the maintenance of the City's streets, right-of-ways, stormwater and sanitary sewer systems; performs a variety of journey level semi-skilled and manual labor tasks within area of assignment; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Street Maintenance Supervisor; as a working supervisor oversees workers at assigned work site and provides direction, training, guidance, and assistance to lower-level Maintenance Workers.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level class in the Maintenance Worker series. Positions at this level perform more highly skilled maintenance duties than the lower level Maintenance Worker II, and have lead-level responsibilities at the worksite, whereas the Maintenance Worker II does not exercise supervisory responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Provides direction, training, guidance, and assistance to lower-level Maintenance Workers; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; assists lower-level workers with questions/problems.
- Determines type and quantities of materials required to perform and complete job assignments and arranges for timely delivery to job sites.
- Prepares road and applies asphalt when construction is complete. Sets road base to proper compacting and sets asphalt; repairs sidewalks and driveways and finishes concrete as required.
- Repairs and maintains stormwater and wastewater collection systems including catch basins, valves, sewer lines, manholes, air release valves and structures.
- Operates trucks and heavy duty construction and maintenance equipment as necessary to complete work projects; checks equipment for proper servicing, operation and safety and reports defects to supervisor; maintains inventory of tools and equipment.
- Installs street barricades and cones prior to the performance of construction and repair activities.
- Locates, excavates and repairs or replaces damaged or malfunctioning equipment.
- Maintains maintenance and repair records; may input and recall information into a computer terminal.
- Responds to questions from the public regarding status of repairs.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.

#14 City of Compton

Maintenance Leadworker

- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND three (3) years of street, sanitary sewer maintenance or related general construction experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Must possess a valid Grade II Sewer Collection Systems Maintenance Certificate from the California Water Environmental Association at time of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures and standards.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of stormwater and sewer collection systems construction, maintenance, repair and safety practices including equipment related maintenance.
- Principles and practices of street construction, maintenance, repair and safety practices including equipment related maintenance.
- State and federal roadway construction administration and environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.
- Supervisory principles and practices.

Required Skill in:

- Troubleshooting and assessing problems and determining most effective method of repair.
- Interpreting and applying street construction and maintenance standards, safety codes, and City policies and procedures.
- Interpreting and applying of stormwater and sewer collection systems construction and maintenance standards, environmental and safety codes, and City policies and procedures.
- Using and operating hand tools, mechanical equipment, and power tools and heavy construction equipment required to work in a safe and efficient manner.
- Monitoring assigned operations and assuring City streets are properly and safely maintained.
- Reading engineering drawings or blueprints.
- Safe shoring and trenching practices.
- Identifying unsafe conditions and taking corrective action.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Dealing effectively with the general public.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.

- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet); working below ground and in confined spaces.
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery, infectious diseases and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.



City of Compton		
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.

#14 City of Compton Parks Maintenance Leadworker

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Operates trucks and construction and maintenance equipment as necessary to complete work projects; checks equipment for proper servicing, operation and safety and reports defects to supervisor; maintains inventory of tools and equipment.
- Delivers and sets up equipment for special events.
- Maintains maintenance and repair records; may input and recall information into a computer terminal.
- Responds to questions from the public regarding field or parks condition and status of repairs.
- Observes standard operating procedures and safety practices; supports and actively participates in the City's safety programs.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND three (3) years of related grounds and irrigation systems maintenance experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures and standards governing area of responsibility.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Groundskeeping, landscaping and irrigation systems maintenance practices and procedures.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Common hand and power tools.
- Supervisory principles and practices.

Required Skill in:

- Using and operating hand tools, mechanical equipment, and power tools and heavy construction equipment required to work in a safe and efficient manner.
- Monitoring assigned operations and assuring City parks are properly and safely maintained.
- Performing basic carpentry, electrical and welding duties.
- Reading engineering drawings or blueprints.
- Identifying unsafe conditions and taking corrective action.
- Troubleshooting and assessing problems and determining most effective method of repair.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Dealing effectively with the general public.
- Verbal and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is primarily performed in outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements including heavy rain.

- Work requires reaching, bending, lifting (up to 50 lbs.), driving, pushing, crawling, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic, dangerous machinery and hazardous chemicals.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.
- Sufficient body flexibility, mobility, stamina and balance, manual dexterity, and physical reflexes to permit employee to perform job responsibilities and operate a variety of power and hand tools safely.

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.
- 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.

#14 City of Compton

Administrative Analyst II

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

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

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, departmental policies and procedures.
- City Code, City Ordinances, Standard Operating Manual and applicable Memoranda of Understanding.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles, methods and practices of municipal finance, budgeting and accounting.
- Research techniques, methods and procedures and report presentation.
- Customer service protocol.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton		
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.

#14 City of Compton Benefits Coordinator

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Responds to inquiries and complaints regarding benefits programs and payroll problems. Analyzes and participates in resolving problems and issues, conducts research when necessary.
- Provides telephone and public counter relief for the office staff as needed.
- May provide support and assistance in recruiting, classification, compensation, training programs and labor relations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of benefits administration and human resource management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in Human Resource Management, Business Administration or a related field; AND two (2) years of benefits administration and/or human resources programs experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

MINIMUM QUALIFICATIONS:

Education and Experience:

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

#14 City of Compton

Building and Permit Technician

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust and occasional sounds of office equipment running.



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

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

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Training and Services Coordinator; does not exercise supervisory responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

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

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

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.

#14 City of Compton Housing Eligibility Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent, AND two (2) years administrative support and customer service experience, preferably in public and/or tenant based housing or other social services agency; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Section 8 Housing Choice Voucher Specialist (from a professional training organization recognized by the Department of Housing and Urban Development).

Required Knowledge of:

- Basic interviewing techniques.
- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Federal HUD regulations, guidelines and procedures, and the Section 8 Housing Choice Voucher Program.
- Social and economic problems related to housing needs for low income residents.
- Operation of personal computer and various software applications.
- Available community resources and services.
- Modern office practices and procedures.
- Departmental records, reports, and documentation.
- Customer service protocol.

Required Skill in:

- Reading, comprehending, and applying laws, rules and regulations in determining eligibility and assistance.
- Producing required reports for federal, state and local governmental agencies for the benefit of residents.
- Dealing with people of various socio-economic backgrounds.
- Explaining laws, rules and regulations to applicants.
- Making accurate arithmetic computations to obtain precise information for reports and published statistics.
- Making logical decisions to resolve problems or conflicts, and to enforce housing program rules and regulations.
- Operating a personal computer utilizing a variety of business and specialized software.
- Communicating orally and in writing with customers, clients or the public; face-to-face settings, using a telephone or in group settings.
- Establishing and maintaining cooperative working relationships with co-workers, clients, landlords, other housing agencies and the general public.

Physical Demands / Work Environment:

- Work is primarily performed indoors in an office setting, and off-site when performing inspections on the conditions of tenant housing; and home visits to determine continued housing eligibility.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust, mold, mildew, infectious disease and potential physical harm.
- Work requires ability to sit, stand, walk, kneel, squat, climb and lift (20-25 pounds); exposure to heat, outdoors, and electrical hazards; ability to travel to different sites and locations.



City of Compton

HOUSING 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.

#14 City of Compton Housing Services Supervisor

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Public or Business Administration, Human Services or a related field; AND three (3) years experience in tenant based and/or public housing or other government funded social services programs or related field; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Section 8 Housing Choice Voucher Specialist (from a professional training organization recognized by the Department of Housing and Urban Development).
- Certification as a Section 8 Housing Manager is desirable.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Business and Professional Code of Ethics related to operation of Section 8 Rental Subsidy programs.
- Code of Federal Regulations relating to public housing programs including housing quality standards.
- Practices, principles, procedures, regulations, and techniques of public housing programs.
- Operation of personal computer and various software applications.
- Available community resources and services.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Reading, comprehending, and applying laws, rules and regulations in determining eligibility and assistance.
- Producing required reports for federal, state and local governmental agencies for the benefits of residents.
- Dealing with people of various socio-economic backgrounds.
- Explaining laws, rules and regulations to applicants.
- Making logical decisions to resolve problems or conflicts, and to enforce housing program rules and regulations.
- Making accurate arithmetic computations to obtain precise information for reports and published statistics.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, clients, landlords and the general public.

Physical Demands / Work Environment:

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



City of Compton		
HOUSING REHABILITATION SPECIALIST		
Department: Community Redevelopment Agency	Class Code:	2232
Revised Date: July 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs building inspections to determine and enforce minimum housing standard codes and compliance; prepares rehabilitation work write-ups, specifications and cost estimates; oversees rehabilitation projects and inspects for satisfactory completion of work; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of a department director or other management personnel; does not exercise supervisory responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Performs home visits of prospective clients to inspect and evaluate conditions of structures to be rehabilitated.
- Prepares work reports and labor and material specifications for projects.
- Estimates project costs, reviews contractors' bids for accuracy and awards contracts.
- Coordinates loan closings and contracts with city, owner and contractor. Ensures loan is closed prior to rehabilitation.
- Monitors construction process to ensure compliance with proper construction methods, materials and specifications.
- Maintains accurate records of rehabilitation including contractor payments, purchase orders, etc.
- Performs minimum housing standards inspections for first time homebuyer homes.
- Reviews new materials and methods used in building construction; attends training courses to learn of new codes and other inspection regulations.
- Assures all inspections are scheduled, performed, and inputted in a timely manner.
- Provides information on other City agencies and departments when needed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Performs all work duties and activities in accordance with City policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

#14 City of Compton Housing Rehabilitation Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent, AND four (4) years of experience in building inspections or in a technical trade such as plumbing, electrical, or HVAC, including some public contact work; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Building, zoning, energy and rehabilitation codes and regulations affecting work.
- Knowledge of minimum housing standards.
- Knowledge of construction estimating, techniques, methods and standards.
- Building trades and construction methods.
- Departmental records, reports, and documentation.
- Customer service protocol.

Required Skill in:

- Reading, comprehending, and applying laws, rules and regulations in determining compliance.
- Preparing plans and drawings and in construction management.
- Detecting structural deficiencies.
- Dealing with people of various socio-economic backgrounds.
- Explaining laws, rules and regulations to tenants and landlords.
- Making accurate arithmetic computations to obtain precise information for reports and published statistics.
- Making logical decisions to resolve problems or conflicts, and to enforce rehabilitation program rules and regulations.
- Operating a personal computer utilizing a variety of business and specialized software.
- Communicating orally with customers, clients or the public in face-to-face settings, using a telephone or in group settings.
- Establishing and maintaining cooperative working relationships with co-workers, clients, landlords, other housing agencies and the general public.

Physical Demands / Work Environment:

- Work is primarily performed in the field when performing inspections on housing conditions.
- Work requires frequent light lifting, carrying and on occasion driving.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust, mold, mildew, infectious disease and potential physical harm.



City of Compton

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.

#14 City of Compton Legal Secretary

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.
- 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.

#14 City of Compton Para-Transit Driver

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND six (6) months of related experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class B Driver's License with passenger endorsement.
- First Aid and CPR.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Transit operations and area streets and highways.
- Safety practices including first aid.
- Telephone/radio etiquette and customer service protocol.

Required Skill in:

- Following established City policies and procedures regarding the transportation of elderly and/or passengers with physical disabilities.
- Safely driving/maneuvering small buses or vans for extended periods of time.
- Operating 2-way radio system and learning/using 10-codes.
- Promoting and enforcing safe work practices.
- Following oral and written instructions.
- Effective verbal and written communication including hearing normal conversation.
- Establishing and maintaining effective working relationships with staff, City departments, outside agencies, passengers and the general public.

Physical Demands / Work Environment:

- Majority of time is spent in vehicle that is heated in winter and cooled during the summer.
- Regularly exposed to unpleasant noise, fumes, drafts, etc. when vehicle is in operation; regular exposure to the elements such as rain, high or low temperatures.
- Work involves regular standing, sitting, walking and occasional crouching, crawling, stooping, kneeling, pushing, pulling, lifting and maneuvering objects such as wheelchair with passengers with a broad range of body weights.
- Work requires continuous use of hands arms, feet, and legs to push/pull or activate essential controls (pedals, levers and knobs) in recurring operational motions.
- Work requires the ability to extend hands and arms in any direction; right and left side body extremities are used in steering, opening and closing doors, assisting disabled and elderly passengers into and out of vehicle, carrying bags of groceries and related tasks.
- Work requires the capacity to exert up to 50 pounds of force frequently to move aforementioned controls and to push and assist disabled passengers weighing in excess of 200 pounds.
- Requires the capacity to seize, hold, grasp, turn or otherwise work with hands to turn steering wheel, shift gears and manipulate mechanical levers and controls and secure wheelchairs; use of legs and body torso to climb steps in bus, assist passengers in ongoing tasks and maintain body equilibrium to prevent falling when working on slippery surfaces.



City of Compton		
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.

#14 City of Compton Para-Transit Dispatcher

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Transit operations and area streets and highways.
- Safety practices including first aid.
- Standard office principles and procedures including recordkeeping.
- Telephone etiquette and customer service protocol.
- Personal computer usage and applicable software.

Required Skill in:

- Following established City policies and procedures regarding the transportation of elderly and/or passengers with physical disabilities.
- Operating 2-way radio system and learning/using 10-codes.
- Promoting and enforcing safe work practices.
- Following oral and written instructions.
- Operating standard office equipment and a personal computer utilizing standard and specialized software.
- Effective verbal and written communication including hearing normal conversation.
- Establishing and maintaining effective working relationships with staff, City departments, outside agencies, passengers and the general public.

Physical Demands / Work Environment:

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



City of Compton		
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.

#14 City of Compton Training and Services Assistant

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances and, Standard Operating Manual.
- Department of Labor (DOL) statutes and implementing regulations as amended; local policies and procedures governing DOL program administration and operations; legal regulatory, policy and procedural information relative to other non-DOL education, training and human services programs.
- General office operations, procedures and recordkeeping.
- Basic computer applications and operations including work processing, spreadsheets and database systems.
- Program terminology, forms and procedures.

Required Skill in:

- Carrying out management's directions and decisions regarding program planning, administration, operations and oversight.
- Reading, interpreting and applying codes, rules and regulations, policies and procedures.
- Conducting client interviews and obtaining client cooperation.
- Documenting, compiling and maintaining detailed and accurate client records.
- Preparing written correspondence on routine matters.
- Prioritizing tasks and work within established timeframes.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Driving vehicle to attend meetings, seminars, workshops, and related activities.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with applicants, clients, co-workers, and the general public.

Physical Demands / Work Environment:

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



City of Compton		
TRAINING SERVICES COORDINATOR		
Department: Employment and Training Services	Class Code:	1605
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/13/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, oversees, coordinates and provides direct support to one or more of the following major program activities and functions within the scope of the Department of Labor/Employment and Training Administration (DOLETA) or other employment and training programs for which the department may receive funding. Primary responsibilities include eligibility and intake; assessment; case management; basic skills training; vendor and/or subcontractor training; recordkeeping and management information systems, and employer outreach and recruitment and business development services; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Assistant Director of Employment and Training Services; exercises supervision over subordinate paraprofessional and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Oversees, coordinates and provides direct services in one or more of the major functional areas of the department's programs including, but not limited to: participant eligibility and intake, assessment, case management, basic skills, employer training, vendor and/or subcontractor training; recordkeeping, management information systems and job development and placement activities; provides information to the general public regarding the program's objectives, services and requirements.
- Develops and implements systems, programs and procedures for the daily maintenance and operation of programs and services.
- Coordinates and identifies community partner agencies and businesses to provide the appropriate service strategy for the customer to secure and retain employment.
- Conducts professional development workshops to enhance customer soft skills and reduce employment barriers.
- Oversees departmental staff ensuring that customers receive assistance with résumé preparation, interview techniques and professional development workshops; and that the development of jobs is pursued, and job orders match the skill sets of the customers served.
- Supervises departmental staff regarding job duties and responsibilities, center operational procedures, and state, federal and Los Angeles County directives and bulletins.
- Assists business customers with business planning, procurement opportunities, reference materials and resources.

#14 City of Compton Training Services Coordinator

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Coordinates major job recruitments for the Center; conducts business outreach recruitment activities, including business development services; conducts site visits to monitor business and training sites.
- Attends meetings at various locations to obtain up-to-date information and to network with community resources.
- Monitors assigned Department operations to identify and resolve problems and priorities; evaluates programs, services, and activities to assure they are meeting community needs.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Coordinates department activities with other departments, outside agencies and organizations.
- Plans, coordinates and/or attends various special events; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of employment/training services.
- Composes, reviews, edits and approves reports including weekly or monthly reports of departmental activity.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

- Carrying out management's directions and decisions regarding program planning, administration, operations and oversight.
- Coordinating activities within one or more functional areas of employment and training service delivery with other areas comprising the full complement of activities for which the department is responsible.
- Providing oversight to staff and activities within one or more functional areas of service delivery.
- Recording and tracking program information in accordance with guidelines established by statute, regulations, county policies and departmental policies and procedures.
- Supervising and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Operating a personal computer utilizing standard and specialized software.
- Driving vehicle to attend meetings, seminars, workshops, and related activities.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.

Physical Demands / Work Environment:

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

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.
- 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:

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.

#14 City of Compton

Community Development Specialist

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Researching and analyzing the factors affecting grant-funded community development projects.
- Program management including monitoring and reporting details of grant-funded projects.
- Collecting, organizing, analyzing and presenting data and information.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication, including technical writing.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
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.

#14 City of Compton

Cross-Connection Control Investigator

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



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

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

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Water Department General Manager or Assistant General Manager; supervises assigned support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

#14 City of Compton Customer Service Supervisor

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree from an accredited college in Business, Accounting or a related field; AND seven (7) years experience in utility billing/customer service, of which two (2) years must be supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- City utility billing ordinances, rules and procedures.
- Accounting and bookkeeping principles and methods, including cash collection and management.
- Principles of record keeping and records management.
- Techniques for dealing with the public, in person and over the telephone.
- Business and personal computers, and specialized accounting software applications.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton		
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.

#14 City of Compton Economic Development Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual, including Enterprise Zone regulations.
- City, state and Federal statutes, rules, codes and regulations relating to economic development.
- Principles and practices of economic development, business development and marketing.
- Financial and economic analysis related to business development.
- Principles of record keeping and records management.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Analyzing business development issues and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Developing and presenting economic development reports and information.
- Collecting, organizing, analyzing and presenting data and information.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing a variety of business software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

BUILDING MAINTENANCE SUPERVISOR

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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

#14 City of Compton

Building Maintenance Supervisor

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent supplemented by technical training in one or more building trades; AND five (5) years building maintenance experience, including two (2) years supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of building construction, maintenance, repair and safety practices.
- State and local building codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton		
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.

#14 City of Compton Information Systems Engineer/Administrator

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's Degree from an accredited college or university in Computer Science or a related field, AND four (4) years network administration experience, including local and wide-area networks; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- MCSE certification for support Microsoft products and CCNA for basic support of Cisco products are preferred.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Principles and practices of computer science.
- Network systems administration processes and procedures.
- Computer and telecommunications operating systems.
- Network administration tools and scripting languages.
- Computer security tools and virus filters.
- Email systems and wireless networking.
- Customer service standards and procedures.

Required Skill in:

- Performing and coordinating a variety of network administration functions.
- Ensuring the effective operation, accessibility, and security of technology networks.
- Designing/installing servers, networks, and computer hardware and software.
- Conducting network maintenance and troubleshooting technology issues.
- Responding to, investigating, and resolving internet security threats.
- Network administration tools and scripting languages.
- Computer security tools and virus filters.
- Project management.
- Establishing and maintaining effective working relationships with City and department staff and vendors.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent lifting, carrying, driving and on occasion climbing (up to 12 feet).
- Moderate finger dexterity, near vision and color discrimination is required to discern between different colored wires.
- May be exposed to minor amounts of dust and electrical hazards.



City of Compton		
PARALEGAL		
Department: City Attorney	Class Code:	1706
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a wide range and variety of general clerical and highly responsible complex legal secretarial duties for the Office of the City Attorney; and perform other related duties.

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Types correspondence and legal documents, including ordinances, resolutions, contracts, pleadings and other related documents.
- Processes and serves subpoenas.
- Researches and prepares legal correspondence and memoranda; responds to complaints.
- Performs advanced computerized legal research and compiles information, data and materials.
- Conducts phases of discovery, including investigation and photography; interviews witnesses.
- Attends and takes notes at client interviews.
- Performs secretarial services related to litigation.
- Composes letters and memoranda on behalf of the City Attorney's Office.
- Operates, and remains proficient in a variety of office equipment, including but not limited to, a personal computer and various computer applications.
- Inputs parking citations on State computer system; conducts parking hearings as parking hearing officer.
- Maintains Attorney's Office records and fining systems.
- Maintains the absolute confidentiality of all records and information; refers matters requiring policy interpretation to supervisor for resolution.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Possession of an Associate's Degree from an accredited college in Paralegal Studies or related field; AND five (5) years experience in a private law practice or government agency; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a Paralegal Certificate.

Required Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, regulations, rules and codes regulating City government.
- Court system rules of civil and criminal procedures; rules of evidence; general tort, contract and constitution laws as related to government.
- English usage, spelling, grammar and punctuation.
- Legal terminology, forms and documents used in legal secretarial work.
- Legal procedures and practices involved in composing, processing, calendaring and filing a variety of legal documents.
- Business letter writing and basic report preparation.
- Legal references and their contents.
- Components of ordinances, resolution, contracts and pleadings.
- Principles of record keeping.
- Personal computers and software applications.

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton

PAYROLL SERVICES SUPERVISOR

Department: City Controller	Class Code:	1037
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under the general supervision, supervises and participates in the maintenance of the Payroll System; prepares regular or special reports, and provides customer service as needed; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Deputy City Controller; supervises clerical support personnel assigned to Payroll functions.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Supervises, plans, assigns and reviews the work of subordinate payroll staff; sets work priorities and standards. Trains staff in proper and innovative ways to perform work.
- Prepares journal entries and corrections, balances accounts, and tracks funds.
- Maintains and updates records and files associated with payroll systems and related technical transactions; assures accuracy and timeliness of all payroll activities; verifies payroll register.
- Reviews source documents for compliance with rules and policies; determines proper handling of financial and technical transactions within designated limits; checks documents for validity and accuracy of information; records, files and distributes related paperwork.
- Coordinates the processing of the City's payroll including and the payment and reporting of taxes and benefits to governmental agencies and service providers.
- Utilizes the City's computerized payroll system to manage the flow of payroll information and documentation.
- Monitors individual employee work records, deductions, and benefits for accuracy.
- Processes payroll changes and wage attachments.
- Audits and makes adjustments of all fringe benefit requests for payment including health, life, vision and retirement; coordinates and provides for the City's payment of insurance/retirement premiums, taxes, and other deposits.
- Identifies and resolves financial discrepancies and other payroll related issues as required.
- Responds to inquiries and maintains communication with City employees, management personnel, governmental agencies, and service providers regarding payroll related matters.
- Assists with the selection, training, motivation and evaluation of Department personnel, assigns and reviews work; provides or coordinates staff training; completes employee performance evaluations; works with employees to correct deficiencies and recommends disciplinary action as required to correct behavior.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Prepares and maintains a variety of accounting, financial, payroll, and benefits reports, records, files, and documentation.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma or G.E.D. equivalent; AND five (5) years computerized payroll processing experience, including one (1) year supervisory experience, preferably in the public sector; OR an equivalent combination of education and experience. Possession of an Associate's Degree in Accounting, Finance, Business Administration or related field is preferred.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Public sector payroll, fund accounting and bookkeeping principles.
- Office practices and procedures, including filing, indexing, and cross-referencing, and principles of record keeping and records management.
- Time and payroll records keeping procedures, and electronic payroll processing.
- Commonly used office machines and devices.
- Supervisory principles and practices including: planning, delegating, and controlling the work of subordinates.
- Techniques of training, instructing, and evaluating subordinate's work performance.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, and the general public.
- Interpreting City payroll-related policies and Memoranda of Understanding.
- Analyzing tax laws related to payroll and deferred compensation.
- Maintaining and balancing financial records, ledgers and accounts.
- Performing mathematical calculations with speed and accuracy.
- Entering data and numerical information into a computer system with speed and accuracy to ensure that payroll deadlines are met.
- Correcting and updating financial information systems.
- Operating a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust and occasional sounds of office equipment running.



City of Compton

WATER PRODUCTION AND DISTRIBUTION SUPERVISOR

Department: Water	Class Code:	6205
Revised Date: September 2008	FLSA Status:	Non-Exempt
Council Approved:	Bargaining Unit: AFSCME 2325	
Personnel Board Approved:		

GENERAL PURPOSE: Under general supervision of the Water Department General Manager, supervises assigned personnel and operations in the Water Production and Distribution/Pumping Division including the maintenance of wells, pumps and water storage facilities; oversees backflow prevention activities; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Water Department General Manager or Assistant General Manager, and exercises supervision over subordinate skilled craft and labor and trades personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Supervises the maintenance of wells, pumps and water storage facilities, and backflow prevention activities in compliance with Department procedures and City policies.
- Schedules maintenance projects, including the work of City crews or contractors engaged in maintenance tasks using accurate time and cost estimates.
- Supervises the activities of maintenance staff; monitors operations to identify and resolve problems and priorities; determines equipment, material and personnel needs; prepares work orders, assigns staff; reviews the work of maintenance staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Enforces work methods, procedures and standards, and assures that maintenance programs are in alignment with the City policies and safety standards.
- Prepares a variety of monthly reports on water produced or imported, status of wells and reservoir; maintains records and logs of services performed; reconciles statements of water imported from Metropolitan Water District of Southern California; prepares quarterly environmental reports for EPA compliance.
- Performs a variety of administrative activities including employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, equipment and tools are available.
- Reviews, investigates and responds to work requests and complaints; responds to requests for maps and drawings from other entities.
- Schedules and oversees the work of contractors and vendors that provide services to the City.
- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.

#14 City of Compton

Water Production and Distribution Supervisor

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Stays abreast of new trends, innovations and emerging technologies in the field of water, water treatment, storage, disinfection, etc.
- Responds to emergency calls within specified time when participating in the emergency standby program.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND four (4) years water production and distribution experience, including one (1) year of supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of water production, well field maintenance, repair and safety practices including equipment related maintenance.
- Principles and practices of water distribution system construction, backflow prevention, maintenance, repair and safety practices, including safety practices related to working in confined spaces.
- State and federal construction administration codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Proper installation of backflow devices.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, local businesses, and the general public.
- Interpreting and applying construction and maintenance standards, safety codes, and City policies and procedures.
- Monitoring operations and assuring the City's water production facilities are properly and safely maintained.
- Reading and interpreting plans, schematics and specifications.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer, including word processing and spreadsheet software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

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



City of Compton		
SENIOR BUILDING INSPECTOR		
Department: Building and Safety	Class Code:	2106
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, organizes and supervises building inspection activities and operations plan review, building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, and permitting staff and operations; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Chief Building Inspector, and exercises supervision over subordinate technical and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Supervises daily building inspection activities and operations, including plan review, building inspection, inspection of construction, general rehabilitation or repair of commercial, residential and industrial properties, and permitting; administers the effective enforcement of building and safety codes, regulations, and standards.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, identifies opportunities for improvement and directs the implementation of changes.
- Authorizes the issuance of commercial and residential building and construction permits and Certificates of Occupancy; reviews and approves code enforcement actions and reports; may investigate code enforcement complaints; issues violation notices and initiates the abatement process.
- Reviews and approves, and performs field inspections of, residential, commercial and industrial building plans to assure compliance with building codes and municipal codes; inspects construction sites as needed to review and resolve technical issues; resolves problems that arise due to structural design or code issues.
- Responds to requests for information and complaints; provides technical information on interpretation of City codes; researches technical issues, and recommends solutions.
- Coordinates department activities with other departments, outside agencies and organizations; provides technical assistance as necessary.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.

#14 City of Compton

Senior Building Inspector

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training, including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; assists with monitoring and approval of expenditures; prepares and presents to the Chief Building Inspector needed budgetary adjustments as necessary.
- Performs a variety of administrative activities, including employee scheduling, payroll reporting, and work activity reports; oversees the permitting computer system, creates reports and forms; provides staff training in use of the computer system.
- Composes, reviews, edits and approves a variety of reports, including requests for Council action and weekly or monthly reports of departmental activity.
- Attends and participates in professional group meetings and continuing education to maintain certification; stays abreast of new trends and innovations in the field of building inspection and safety standards.
- May act as Chief Building Official in his/her absence.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Architecture, Engineering or a related field; AND five (5) years plan review and inspection experience, including two (2) years supervisory experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Combination Dwelling Inspector; additional technical training or certificates may be required.

Required Knowledge of:

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

Required Skill in:

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

Physical Demands / Work Environment:

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



City of Compton		
SENIOR ECONOMIC DEVELOPMENT SPECIALIST		
Department: Planning and Economic Development	Class Code:	2032
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, supervises and coordinates the work of staff engaged in economic development activities in the Business Services Division by creating and implementing business development strategies and programs designed to attract, retain and expand businesses; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Planning and Economic Development; exercises supervision over subordinate professional, technical and clerical support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Plans, supervises and reviews the work of City staff engaged in economic development programs and projects, including the City's Enterprise Zone Program, Commercial Revolving Loan Program, Business Technical Assistance Program, Commercial Façade Improvement Program and Business Incentive Program.
- Plans and develops new programs and projects – from needs assessment and conceptual development to implementation; continuously monitors and evaluates the efficiency and effectiveness of programs, projects and service delivery methods and procedures; assesses and monitors work load, administrative and support systems; identifies opportunities for improvement and directs the implementation of changes.
- Provides technical assistance and counseling to businesses, including financial, management, marketing and business development; performs business commercial loan analyses and makes recommendations to the City Loan Review Board and Council.
- Provides technical assistance to City staff and senior management regarding economic and financial impact of proposed economic development projects, including cost/benefit analyses, environmental compliance issues, program and/or project design, market demand, return on investment, financial feasibility, economic and demographic impact.
- Attends various civic events as a City representative; meets with business partners, economic development organizations and business owners; develops outreach plans, plans and conducts special events to promote economic development programs; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of economic redevelopment.

#14 City of Compton

Senior Economic Development Specialist

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training; counsels employees to correct deficiencies; implements discipline and termination procedures.
- Provides staff assistance to the Director; assists with budget preparation, prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Prepares a variety of technical or analytical documents including Requests for Proposals, legal contracts, commercial loan agreements and capital analyses.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Public/Business Administration or a related field; AND five (5) years experience in economic or community development, redevelopment, business development or related field, including two (2) years supervisory experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Practices, principles, procedures, regulations, and techniques of City economic development including enterprise zone requirements, planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect economic development programs.
- Organizational and management practices applicable to the analysis and evaluation of business proposals, programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
SENIOR PLANNER		
Department: Planning and Economic Development	Class Code:	2004
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs professional planning work for the Planning and Economic Development (PED) Department, and assists developers and the public in applying planning and zoning regulations and City guidelines to development projects, technical issues and land use plans; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of Planning and Economic Development; exercises supervisory responsibility for subordinate planners and support staff.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey-level classification for planners. Incumbents perform the most difficult and responsible types of duties requiring the frequent use of high degree of independent judgment. This class is distinguished from the journey-level class (Associate Planner) by the complexity of work and higher level of responsibility for planning issues.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Provides technical and professional planning services to achieve consistent and controlled growth in the City; assures project plans are in conformance with Department goals, and in compliance with local, state and federal codes and regulations.
- Answers inquiries and assists the public and developers with planning and technical review issues; provides ordinance, zoning, general plan, subdivision, plot, easement and development information within scope of authority.
- Conducts research and analysis on City ordinances, rules and regulations; assists in compiling, arranging, analyzing and interpreting land use and planning information.
- Works with and assists PED Director; researches issues and provides data on land use issues and related subjects; investigates complaints as assigned.
- Receives and processes a variety of planning applications, permits and technical documents; reviews applications for conformance with regulations, codes, project specifications, and regional protocols.
- Reviews and evaluates project designs, plans, technical documents, and permits for compliance with City standards, regulatory requirements and conditions of permit approval.
- Develops maps and other graphic presentations to illustrate land use plans and planning concepts; assists in maintaining land planning records; gathers data and conducts research on land ownership, land use and special studies as assigned.
- Researches and presents information to the Architectural Review Board and Development Review Committee, boards and commissions, and elected officials; compiles data and prepares reports.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assigns and reviews work, trains and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Coordinates with citizens' groups, advisory boards and commissions; develops cooperative professional relationships with local developers, realtors and contractors.
- Composes, reviews, edits and approves all reports, including requests for Council action and weekly or monthly reports of departmental activity.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- As called upon, attends various special civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning, community and economic development.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Planning, Urban Planning, Land Use Planning, Public/Business Administration or a related field; AND five (5) years experience in urban planning and economic development or related field; Possession of a Master's Degree in Planning or a related field and/or membership in the American Institute of Certified Planners is preferred; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, Personnel Rules and applicable Memoranda of Understanding
- Practices, principles, procedures, regulations, and techniques of City planning, zoning, and land use.
- Current and proposed legislation and laws of the local, state, and federal governments that affect community development programs.
- Principles of record keeping and records management.
- Supervisory practices and principles.

Required Skill in:

- Researching and analyzing the factors affecting planning projects.
- Checking designs, details, estimates, plans, and specifications of planning projects.
- Collecting, organizing, analyzing and presenting data and information.
- Supervising and leading staff, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton

STREET FOREMAN

Department: Public Works	Class Code:	5323
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 08/20/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the Street Construction and Maintenance Manager, supervises the asphalt crew in repairing and patching City streets; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Street Construction and Maintenance Manager, and exercises supervision over subordinate skilled craft and labor and trades personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

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

#14 City of Compton Street Foreman

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND five (5) years street maintenance/public works experience, including two years supervisory experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of street construction, maintenance, repair and safety practices, including equipment related maintenance.
- State and federal roadway construction administration codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

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

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), and exposure to the elements including heavy rain.
- Work requires reaching, bending, lifting, driving, pushing, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic in the field at work sites, heavy motorized equipment, wet surfaces, occasional loud noise and dust.



City of Compton		
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.

#14 City of Compton Systems Coordinator

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual and applicable Memoranda of Understanding.
- Information services methods, policies, and procedures.
- Technical support principles, processes, and standards including safety practices.
- Networked computer system environments, operating systems and peripheral device capabilities.
- Telecommunications system environments, operating systems and peripheral device capabilities.
- Hardware, software and peripheral equipment troubleshooting techniques.
- Supervisory principles and practices.
- MS Office computer applications and operating systems.

Required Skill in:

- Assessing customer support needs, and implementing effective solutions.
- Using basic tools, equipment and procedures for repairing computers and peripheral devices.
- Installing, repairing, and maintaining computer software, telecommunications systems, hardware, and peripherals in a multiple operating system environment.
- Providing technical support and training to City departments and personnel.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

- Work is performed indoors in an office setting.
- Work requires frequent lifting, carrying, driving and on occasion climbing (up to 12 feet).
- Moderate finger dexterity, near vision and color discrimination is required.
- May be exposed to minor amounts of dust and electrical hazards.



City of Compton		
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.

#14 City of Compton

Traffic and Lighting Foreman

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a High School diploma, G.E.D. or equivalent; AND four (4) years traffic signal and street light repair experience at the level of journeyman electrician, including two (2) years supervisory experience; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of traffic signal and street light installation, maintenance, repair and safety practices, including work zone safety and equipment related maintenance.
- National Electrical Code, Manual on Uniform Traffic Code Devices, California Department of Transportation Standard Plans and other applicable State and federal roadway traffic signal administration codes and regulations; Cal OSHA regulations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of electrical, electronic and solid state circuits.
- Electrical meters, amprobes, industrial analyzers and other electrical/electronic test devices.
- Personal computer operation, repair and configuration.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.
- Interpreting and applying traffic signal and street light maintenance standards, safety codes, and City policies and procedures.
- Monitoring assigned operations and assuring City traffic signals and street lights are properly and safely maintained.
- Reading and interpreting plans, blueprints, schematics and specifications.
- Troubleshooting electrical and electronic circuits and problems.
- Promoting and enforcing safe work practices.
- Supervising staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer including word processing, spreadsheet, presentation and AutoCAD software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), and exposure to the elements, including heavy rain.
- Work requires reaching, bending, lifting, driving, pushing, walking, climbing and working at elevations up to 50' in full body harness.
- Good near vision, far vision and color perception is required.
- May be exposed to wet or slippery surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic in the field at work sites, heavy motorized equipment, electrical hazards and hazardous chemicals.



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

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

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

PRIMARY DUTIES AND RESPONSIBILITIES:

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

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

- Assumes command of the department in the absence of the Director with full management responsibility for all Housing Authority personnel and activities including the delivery of federally-funded Section 8 housing choice voucher, family self-sufficiency, portability and homeownership programs to meet community housing needs.
- Assists with the development and implementation of Department goals, objectives, policies and priorities for each assigned service area; establishes City policy, appropriate service and staffing levels; allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Prepares year end financial statement and single audit reports for submission to Real Estate Assessment Center (REAC).
- Assists with preparing the Public Housing Agency Annual (PHA) and Five-Year Plans and Agency Administrative Plan. Monitors effectiveness of Housing Assistance Payments (HAP) progress and ensures quality control in the program(s).
- Participates in the preparation of and in conducting Section 8 Management Assessment Program (SEMAP) in accordance with program regulations.
- Oversees or performs the collection, interpretation, and preparation of data for studies, reports, and recommendations on program or grant-funded activities.
- Cultivates collaborative relationships with various agencies to furnish, develop, enhance and sustain program services.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with the selection, training, motivation and evaluation of Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; assists with monitoring and approval of expenditures; prepares and presents to the Director needed budgetary adjustments as necessary.
- Researches new grant opportunities; assists with the preparation of new grant applications; prepares reports to satisfy reporting requirements for grant programs.
- Composes, reviews, edits and approves all reports, including requests for Council action and weekly or monthly reports of departmental activity, as well as reports for compliance with federal requirements.
- Represents the Department to other City departments, elected officials, outside agencies and specialized audiences (landlords, fair housing and various non-profit organizations); explains, promotes and interprets departmental programs, policies and activities.
- Coordinates department activities with other departments, outside agencies and organizations; provides technical assistance as necessary.
- Provides staff assistance to the Director; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups as directed.
- Plans and/or attends various special civic events; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public housing.
- Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

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

Required Licenses or Certifications:

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

Required Knowledge of:

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

Required Knowledge of (Continued):

- Practices, principles, procedures, regulations, and techniques of public housing programs.
- Current and proposed legislation and laws of the local, state, and federal governments that affect public housing programs.
- Community involvement methods and practices.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

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

Physical Demands / Work Environment:

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

EXHIBIT F



City of Compton		
ENGINEERING PROJECT MANAGER		
Department: Public Works	Class Code:	5114
Revised Date: March 2009	FLSA Status:	Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general direction, performs professional civil engineering and project management work of considerable complexity; 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 assigned projects; prepares plans and specifications for capital improvement projects and serves as project manager for capital improvement 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.
- 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.
- 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.
- Uses AutoCAD, Microsoft Office products (Project, Excel and Visio) and other computer programs for in-house design of capital improvement projects.
- 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.
- 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; identifies opportunities for improvement and directs the implementation of changes.
- Responds to questions from citizens and agencies on engineering projects and plans; provides survey and engineering information to contractors and the public.
- Interprets and explains technical specifications, and Federal and State rules and regulations.

#14 City of Compton Engineering Project Manager

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.
- 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.
- Maintains records and files associated with engineering projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering and capital improvement project management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree 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.

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 civil engineering.
- Project and contract management and cost estimation.
- Principles and practices of construction, maintenance, repair and safety practices.
- State and federal construction administration codes and regulations, Cal OSHA regulations and Davis-Bacon regulations.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Microsoft Office products (Project, Excel, Word and Visio) and specialized engineering software including AutoCAD.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

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

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.



City of Compton		
ACCOUNTING SUPERVISOR		
Department: City Controller	Class Code:	1043
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under the general direction of the City Controller, plans, organizes and supervises professional and support staff responsible for a variety of complex and difficult accounting work involving the development and maintenance of Citywide accounting systems; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of the City Controller and/or Deputy City Controller; supervises professional accountants and accounting 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 assigned departmental operations including accounting, payroll, financial reporting, and/or accounts payable.
- 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.
- Provides technical support and guidance to management personnel and staff regarding financial matters.
- Reviews, compiles, analyzes, creates, and posts journal entries and/or other adjustments to the General Ledger.
- Reviews, reconciles, and prepares a variety of financial reports; produces monthly summary reports and conducts financial analyses for department heads.
- Utilizes computer software financial and spreadsheet programs on personal computer and mainframe platforms.
- Manages special projects as directed; interprets and explains City and state regulations.
- 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 Department personnel, provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Composes, reviews, edits and approves correspondence and periodic reports of departmental activity.
- Performs other duties as assigned or required.

#14 City of Compton Accounting Supervisor

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 four (4) years municipal government accounting experience including 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 accounting and fund accounting.
- Accounting policies, procedures, and standards.
- Rules and regulations governing governmental accounting activities.
- Principles and practices of finance and accounting.
- Regulations and standards governing departmental activities.
- Financial records, reports, and documentation.
- Supervisory principles, practices, and methods.
- Computers and Windows-based software including automated financial systems and software.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, outside agencies, vendors and the general public.
- Managing and coordinating finance and accounting operations.
- Performing and coordinating a variety of professional accounting functions.
- Monitoring and ensuring compliance with accounting regulations, policies, and standards.
- Reconciling general ledgers, bank accounts, and monthly benefits.
- Analyzing data and preparing financial statements and reports.
- Preparing a variety of financial reports, records, and documentation.
- Supervising, leading, coaching, and delegating tasks and authority.
- Communicating effectively verbally and in writing.

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		
ASSOCIATE CIVIL ENGINEER		
Department: Public Works	Class Code:	5107
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs technical engineering work in the design and completion of construction, engineering, drainage/flood control, and other civil engineering infrastructure; and performs other related duties.

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

DISTINGUISHING CHARACTERISTICS: This is the full journey level in the Civil Engineer job series. This class is distinguished from the lower level Assistant City Engineer class in that the latter performs less complex technical engineering functions and does not require registration as a Professional Engineer (P.E.).

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 the technical responsibility for coordinating/preparing/reviewing complete projects, including engineering reports, calculations, plans and special provisions in accordance with City standards and codes.
- Performs drafting and computing work; gathers, compiles, reviews and validates calculations and field data for the design, layout and construction of roadway, flood control, traffic control, infrastructure and related projects.
- Monitors assigned projects, resolves discrepancies between field conditions and design plans, and recommends methods of resolving complex problems.
- 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.
- Makes field tests and takes samples for laboratory test of materials; inspects jobsites to assure work quality and assure that jobsites and work activities are in compliance with all laws, regulations, policies and safety standards.
- Responds to questions from citizens and agencies on engineering projects and plans.
- Maintains records and files associated with engineering projects.
- Interprets and explains technical specifications, and federal and state rules and regulations.
- Writes technical and analytical reports, and makes technical estimates of a specialized nature in connection with civil engineering projects.
- Performs other duties as assigned or required.

#14 City of Compton

Associate Civil Engineer

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Civil Engineering, and three (3) years of experience in civil engineering projects or closely related 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.) by the California Board for Professional Engineers and Land Surveyors is required.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Fundamental principles, practices and techniques of civil engineering.
- Civil engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports.
- Principles of design, construction and maintenance of public works projects.
- Stages in the construction process when defects can be detected, and the types of tests performed on construction materials and components.
- Federal, state, city and county safety and zoning rules and regulations.
- Federal state and American Association of State Highway and Transportation Officials (AASHTO) standards, protocols, specifications and guidelines for public works construction.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Interpreting and applying engineering standards and procedures, federal and state rules and regulations, and city policies and procedures.
- Reading and interpreting engineering plans and specifications, plats and other related documents.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Reviewing and verifying mathematical calculations.
- Making accurate drawings and maps and keeping accurate field notes.
- Operating a personal computer utilizing complex engineering software applications, including AutoCAD.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.

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.



City of Compton		
GRANTS COORDINATOR		
Department: Planning and Economic Development	Class Code:	2025
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, prepares grant funding requests and monitors the progress and compliance of existing 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 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.
- Researches grant funding sources and prepares grant proposals and applications.
- Answers inquiries and assists City departments with grant funding/performance and technical issues; provides technical assistance to Community Development Block Grant funded agencies; explains the City's processes and requirements and provides guidance within scope of authority.
- Prepares various technical documents including public notices, resolutions, press releases and grant proposals/applications.
- 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.
- Composes, reviews, edits and approves a variety of 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 Planning, Public/Business Administration or a related field; AND four (4) years experience in grant/proposal writing and 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/proposal writing and grants administration.
- Federal Department of Housing and Urban Development (HUD) rules and regulations.
- State and Federal environmental review processes; Minority Business Enterprise and labor compliance requirements including the Davis-Bacon Act.
- Current and proposed legislation and laws of the local, state, and federal governments that affect funding for community development programs.
- Principles of record keeping and records management.

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Researching and analyzing the factors affecting grant-funded community development projects.
- Program management including monitoring and reporting details of grant-funded projects.
- Collecting, organizing, analyzing and presenting data and information.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication including technical writing.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work may involve exposure to wet surfaces, occasional loud noise and dust.



City of Compton		
NEIGHBORHOOD CENTER MANAGER		
Department: Parks and Recreation	Class Code:	4005
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, organizes, supervises and evaluates the work of personnel engaged in Parks and Recreation Department programs and operations, with primary responsibility for community recreation programs at the Dollarhide Neighborhood Center; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Deputy Director of Parks and Recreation, and exercises supervision over subordinate full and part-time professional, paraprofessional, 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.*

- Plans, organizes and supervises the development, implementation and administration of recreation programs for the Dollarhide Neighborhood Center including the para-transit program; prepares work schedules, attends weekly staff meetings, develops and implements programs as needed.
- Provides direct supervision of a Center by effectively managing the respective Center and related facilities, personnel (including volunteers and contractors), payroll, purchasing, materials and equipment.
- Interacts and communicates with individuals, community groups, and committees to promote interest and develop recreation program support, including fundraising.
- Monitors facilities and grounds for cleanliness and safety, assists with facility maintenance duties to prepare assigned facility for use; reports items to be repaired or replaced.
- Prepares written documents including correspondence, transportation and other reports as required.
- Investigates and resolves complaints and concerns as may be generated by others.
- Obtains sponsorships for various recreation needs.
- Coordinates department activities with those other departments, outside agencies and organizations.
- Assists with the selection, training, motivation and evaluation of assigned personnel, provides or coordinates staff training including safety training; completes quarterly employee performance reviews, works with employees to correct deficiencies and recommends disciplinary action as required to correct behavior.
- Performs a variety of administrative activities including employee scheduling, payroll reporting, and work activity reports; processes invoices for payment, orders office and program supplies, maintains inventories and assures that adequate materials and supplies are available.
- Plans, coordinates and/or participates in various special events; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks and recreation.
- Prepares budget and lease agreements and contracts for outside agencies.
- Performs related duties and responsibilities as assigned.

#14 City of Compton Neighborhood Center Manager

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Recreation, Physical Education, Leisure Services or a related field; AND three (3) years experience in parks and recreation program management; one (1) year of which must have been in a supervisory capacity; 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.
- Methods and techniques for recreation program planning, execution and facility maintenance.
- Recreation activities for children, adolescents, adults, and senior citizens.
- Methods, techniques, rules, and regulations in a variety of competitive games and sports.
- Principles, practices, and methods of recreation management.
- Principles and practices of organization, administration and personnel management.
- Personal computer usage and applicable software

Required Skill in:

- Developing and implementing program enhancements and corrections.
- 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.
- Establishing and maintaining effective working relationships with staff, City departments, 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 be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work may involve exposure to wet surfaces, infectious disease, occasional loud noise and dust.
- Work requires lifting up to 50 lbs., carrying and driving.
- Moderate finger dexterity and near vision is required.



City of Compton

RECREATION SUPERVISOR

Department: Parks and Recreation	Class Code:	4007
Revised Date: April 2009	FLSA Status:	Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, plans, organizes, supervises and evaluates the work of personnel engaged in Parks and Recreation Department programs and operations, with primary responsibility for community recreation centers/programs; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Deputy Director of Parks and Recreation, and exercises supervision over subordinate professional, 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.*

- Plans, organizes, supervises and evaluates the work of personnel engaged Parks and Recreation Department programs and activities including the community recreation programs, leisure time programs for all ages and interest groups; and community recreation facilities including seasonal swimming pool operations.
- Assists with 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; identifies opportunities for improvement and directs the implementation of changes.
- Plans, organizes and directs daily operation of the community recreation centers and programming including senior citizens' programs, clubs, activities and seasonal swimming pool operations.
- Monitors assigned Department operations to identify and resolve problems and priorities; evaluates programs, services, and activities to assure they are meeting community needs.
- 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 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 those other departments, outside agencies and organizations.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- 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 parks and recreation.
- Composes, reviews, edits and approves 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, Leisure Services, Business or Public Administration or a related field; AND four (4) years experience in parks and recreation program management, 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.
- Policies, rules and regulations governing the conduct and safety of public recreational facilities and programs.
- Legal liabilities and responsibilities for recreation services staff.
- Modern practices and trends in Parks and Recreation program planning and management.
- Local community resources and regional community services programs.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Developing recommendations for improvements of recreation programs.
- 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 software.
- 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 be performed outdoors with time spent in moderate to high temperatures (above 90 degrees).
- Work may involve exposure to wet surfaces, hazardous chemicals, occasional loud noise and dust.
- Work requires lifting up to 50 lbs., carrying and driving.
- Moderate finger dexterity and near vision is required.



City of Compton		
SENIOR CIVIL ENGINEER		
Department: Water	Class Code:	5108
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs complex technical engineering work in the design and completion of construction, engineering, drainage/flood control, and other Public Works infrastructure; manages large or complex engineering projects; and performs other related duties.

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

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level class within the Professional Engineering series. Employees within this class are distinguished from the lower level Associate Engineer by the performance of the full range of duties as assigned including managing large or complex engineering projects. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

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 assigned projects, resolves discrepancies between field conditions and design plans, and recommends methods of resolving complex problems.
- Assumes the technical responsibility for coordinating/preparing/reviewing complete projects, including engineering reports, calculations, plans and special provisions in accordance with City standards and codes.
- 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.
- Performs drafting and computing work; gathers, compiles, reviews and validates calculations and field data for the design, layout and construction of roadway, flood control, infrastructure and related projects.
- Makes field tests and takes samples for laboratory test of materials; inspects jobsites to assure work quality and assure that jobsites and work activities are in compliance with all laws, regulations, policies and safety standards.
- Responds to questions from citizens and agencies on engineering projects and plans.
- Maintains records and files associated with engineering projects.
- Interprets and explains technical specifications, and federal and state rules and regulations.
- Writes technical and analytical reports, and makes technical estimates of a specialized nature in connection with civil engineering projects.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Civil Engineering, and five (5) years of progressively responsible experience in civil engineering, preferably with a municipal or government agency, or closely related 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.) by the California Board for Professional Engineers and Land Surveyors is required.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Fundamental principles, practices and techniques of civil engineering.
- Civil engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports.
- Principles of design, construction and maintenance of public works projects.
- Stages in the construction process when defects can be detected, and the types of tests performed on construction materials and components.
- Federal, state, City and county safety and zoning rules and regulations.
- Federal state and American Association of State Highway and Transportation Officials (AASHTO) standards, protocols, specifications and guidelines for public works construction.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Interpreting and applying engineering standards and procedures, Federal and state rules and regulations, and City policies and procedures.
- Reading and interpreting engineering plans and specifications, plats and other related documents.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Reviewing and verifying mathematical calculations.
- Making accurate drawings and maps and keeping accurate field notes.
- Operating a personal computer utilizing complex engineering software applications, including AutoCAD.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.

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.



City of Compton		
WATER OPERATIONS DIVISION SUPERVISOR		
Department: Water	Class Code:	6401
Revised Date: July 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the Water Department General Manager, supervises assigned personnel and operations in the Water Operations Division; plans, organizes, coordinates and supervises the maintenance, repair and new construction of the City's water system and facilities, meter reading, meter repair, and warehousing operations; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Water Department 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, repair, and new construction of the City's water system and facilities, meter reading, meter repair, and warehousing operations 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. Plans work assignments insuring that requisite equipment and materials are available; meets with assigned staff to discuss work problems and make suggestions for improvement; inspects job sites to check on work progress, assures satisfactory completion and plans new assignments.
- 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.
- Performs a variety of administrative activities including employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, equipment and tools are available.
- Reviews, investigates and responds to work requests and complaints; responds to requests for maps and drawings from other entities.
- Schedules and oversees the work of contractors and vendors that provide services to the City.
- Assists with the selection, training, motivation and evaluation of Division personnel, provides or coordinates staff training including safety training; works with employees to correct deficiencies; implements discipline and termination procedures.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Attends seminars and workshops to maintain current knowledge of maintenance, construction, and repair activities. Stays abreast of new trends, innovations, and emerging technologies in the field of water, water distribution, etc.
- Develops and implements adequate inventory control policies and procedures.
- Establishes and maintains effective customer relations.
- 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 of increasingly responsible experience in water system operation, installations, repair and maintenance activities, including three (3) years in a lead or supervisory capacity; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Possession of a Grade III Water Distribution Certification issued by the State of California Department of Public Health at time of application. Possession of a Water Treatment I within one year of appointment. Incumbent must maintain both certificates while employed in this classification.

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 maintenance, repair and new construction of the City's water system and facilities, meter reading, meter repair, and warehousing operations and safety practices including equipment related maintenance and safety practices related to working in confined spaces.
- State and federal construction administration codes and regulations; Cal OSHA regulations.
- Purchasing principles and practices, material specification and terminology, local, state and federal laws, regulations, policies and practices governing purchasing, computerized inventory management and legally required methods of handling parts room equipment.
- Principles and practices of organization, administration and personnel management.

Required Skill in:

- Interpreting and applying construction and maintenance standards, safety codes, and City policies and procedures.
- Monitoring operations and assuring the City's water distribution 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.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, local businesses, and the general public.

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, moving traffic and hazardous chemicals.



City of Compton		
WORKERS' COMPENSATION CLAIMS ADMINISTRATOR		
Department: City Attorney	Class Code:	1553
Revised Date: March 2009	FLSA Status:	Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under the general direction of the Risk Manager, plans, organizes and directs the administration of the Workers' Compensation program providing continuing control, supervision and management of employee injury and illness cases; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of the Risk Manager, serves as Risk Manager in his/her absence, 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.*

- Plans, organizes, and directs the activities of staff involved in investigating, adjusting and processing of workers' compensation claims.
- Coordinates the investigation of difficult, sensitive and/or complex claims, determines extent of liability and estimates settlement value of claims; recommends the settlement or denial of claims; makes adjustments and settles claims within assigned monetary authority level; and assesses facts and determines necessity for reporting claims to excess insurance carrier.
- Secures reimbursement of costs where recovery rights exist.
- Conducts audits and inspections of workers' compensation claims.
- Assists in reviewing employee accident and injury reports to determine frequency and loss trends and recommends methods or procedures for mitigation.
- Reviews and evaluates the results of pre-employment, annual and return-to-work medical examinations and makes appropriate recommendations.
- Develops, establishes, updates and reviews medical examination policy standards; evaluates, interprets and applies laws regarding the physical examinations of potential employees in determining job suitability and fitness.
- Monitors rehabilitation services and consults with physicians, service providers and department representatives to resolve claims including return-to-work and vocational rehabilitation plans, and disability retirement.
- Prepares and administers the annual budget for the workers' compensation program.
- Ensures compliance with rules and regulations governing Workers' Compensation benefits and self-insurance administration; reviews, evaluates, interprets and applies established law to Workers' Compensation and Safety Disability Retirement programs.

#14 City of Compton

Workers' Compensation Claims Administrator

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Coordinates Workers' Compensation program activities and services with those of other departments and outside agencies and organizations; provides staff assistance to the Risk Manager; prepares and presents staff reports and other necessary correspondence.
- Keeps abreast of new trends and innovations in the fields of worker's compensation, disability retirement and pre-employment medical standards.
- 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.
- 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.
- Composes, reviews, edits and approves all reports including requests for Council action and weekly or monthly reports of departmental activity.
- 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 the administration of workers' compensation claims; OR an equivalent combination of training and experience. Public sector and/or self-insured employer workers' compensation claims experience and supervisory experience are preferred.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Self-Insurance Administrator'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.
- Federal, state and local laws, codes and regulations related to workers' compensation and disability retirement, including the State of California Labor and Government Codes and Cal-OSHA regulations.
- Jurisdiction, functions and procedures of the Workers' Compensation Appeals Board (WCAB).
- Medical and technical terminology used in industrial injury and illness cases.
- Research methods and resources, including use of the Internet and report writing.
- Personal computers and computer software packages related to database, spreadsheet and word-processing applications.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Researching, evaluating and recommending policies and programs to comply with state laws and regulations.
- Understanding, interpreting, applying and explaining laws, codes, regulations, policies and procedures related to the Workers' Compensation program.
- 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.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, and the general public.

Physical Demands / Work Environment:

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



City of Compton

FACILITY MAINTENANCE WORKER

Department: General Services	Class Code:	5312
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs general maintenance and repair of City facilities including routine plumbing and electrical maintenance; and performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Building Maintenance Supervisor; may act as a lead worker.

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.*

- Receives work orders or project assignment from supervisor.
- Assembles and prepares necessary materials to complete assignment.
- Establishes and maintains a safe work area.
- Performs a variety of building maintenance duties as assigned including demolition and/or construction of permanent or temporary interior walls, plaster patchwork, routine plumbing repairs, painting, and repair and installation of locks.
- Performs routine electrical maintenance; changes lights, fixtures, outlets, ballasts and switches.
- Performs routine air conditioning maintenance; troubleshoots air conditioning units, changes filters and recharges units.
- Repairs or replaces windows and doors damaged by vandalism.
- Performs preventative maintenance on existing structures.
- Moves furniture, computers, phones, file cabinets and other office equipment; delivers, sets-up and breaks down tables, chairs, tents and booths for City events.
- Strips and waxes floors.
- Completes and submits routine reports and other paperwork in a timely manner.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; and/or vocational training, AND three (3) years of experience performing semi-skilled work in construction, building, and maintenance trades as described above; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

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

#14 City of Compton

Facility Maintenance Worker

Required Knowledge of:

- City organization, operations, policies and procedures.
- Basic hand, power and technical tools utilized in building maintenance.
- Preventive maintenance on assigned equipment.
- Occupational hazards and safety precautions.
- Applicable regulations and procedures for the disposal of hazardous chemicals.

Required Skill in:

- Basic hand and power tools utilized in building maintenance.
- Safely using, maintaining, and repairing specialized equipment to complete assigned projects.
- Drywall installation and repair.
- Following safety practices and recognizing hazards.
- 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 performed primarily outdoors with considerable time spent in moderate to high temperatures (above 90 degrees).
- Work will require bending, stretching, twisting, balancing, climbing ladders and driving; lifting heavy objects (up to 50 lbs.).
- Work will requires body coordination, manual dexterity, near vision and moderate color perception.
- Work will consist of exposure to wet surfaces, pronounced vibration and dust, hazardous chemicals, and mechanical equipment.



City of Compton		
ASSISTANT ELECTRICIAN		
Department: Public Works	Class Code:	5402
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, installs or supports the installation, maintenance and repair of traffic signals, street lights, electrical power systems and circuits; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Traffic and Lighting Foreman; 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.*

- Receives work orders or project assignments from supervisor.
- Assembles and prepares necessary materials to complete assignment.
- Performs electrical work in the installation, maintenance and repair of traffic signals, including lamps, pedestrian modules and push button stations.
- Performs electrical work in the installation, maintenance and repair of street lights utilizing a boom truck.
- Installs traffic signal and lighting conduits, pulls wire, digs and pours concrete foundations, sets standards, heads, controller cabinets, and installs traffic signal detector loops.
- Assists in the removal and installation of traffic signal poles.
- Troubleshoots problems involving underground electrical wiring.
- Performs hardware and software installations and upgrades on computers used for diagnostic work on solid state traffic control devices.
- Responds to emergency call-outs for traffic signal or street light outages.
- Completes and submits routine reports and other paperwork in a timely manner.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND three (3) years of related experience in commercial electrical work, OR completion of a related apprenticeship program; OR an equivalent combination of training and experience.

Required Licenses or Certifications:

- Must possess a valid California Class B Driver's License with air brake endorsement.

#14 City of Compton Assistant Electrician

Required Knowledge of:

- City organization, operations, policies and procedures.
- National Electric Code; state and local building codes.
- High voltage electrical services and repairs to street lighting and other equipment.
- Electrical installations of 24 volt to 460-volt single phase and three phases.
- Machinery, equipment and tools necessary for the installation, maintenance and repair of street lighting and other equipment.
- Occupational hazards and necessary safety precautions applicable to maintenance and repair of electrical equipment and circuitry.

Required Skill in:

- Reading and interpreting schematics and blueprints.
- Installing, troubleshooting, repairing and operating electronic and electrical equipment and related circuitry, computers, and other related equipment.
- Safely utilizing a variety of hand and power tools utilized in the electrical trade.
- Utilizing health and safety precautions related to installation and repair of electrical systems.
- Analyzing technical data to determine appropriate repairs.
- Working flexible hours or on-call schedule.
- Operating a boom truck, following safety practices and recognizing hazards.
- Operating and working around traffic and moving equipment.
- 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 performed primarily outdoors with considerable time spent in moderate to high temperatures (above 90 degrees).
- Work will require bending, stretching, twisting, balancing, working at heights up to 35 ft., driving; lifting heavy objects (up to 50 lbs.).
- Work will require body coordination, manual dexterity, near vision and keen color perception.
- Work will consist of exposure to wet surfaces, pronounced vibration and dust, and electro-mechanical equipment.



City of Compton		
CUSTODIAN		
Department: General Services	Class Code:	5501
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under close supervision, cleans and maintains the interior and exterior of City buildings, sets up rooms or outdoor spaces for special events, may perform minor repairs; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Custodian Leadworker; 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.*

- Cleans, sanitizes and deodorizes rest rooms.
- Sweeps and vacuums carpeting and floors using manual and power equipment.
- Mops, scrubs, waxes, shampoos, and spot cleans carpeting and floors.
- Empties waste cans and ashtrays.
- Cleans woodwork, walls, and windows using common household equipment and cleaning products.
- Sets up and breaks down for meetings and special events.
- Sweeps sidewalks and entryways.
- Cleans and dusts offices.
- Performs minor maintenance work such as changing light bulbs, repair fixtures and furniture.
- Keeps equipment and supplies in order and requests more when needed.
- Maintains exterior of facility clean including trash pickup.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High School diploma or GED equivalent; AND six (6) months of custodial 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.
- Methods, materials and equipment used in custodial work.
- Safety practices applicable to custodial work.

Required Skill in:

- Operating machinery such as a vacuum sweeper, buffer, or other similarly sized equipment.
- Maintaining simple records and making oral and written reports.
- Following safety practices and recognizing safety hazards.
- Following written and oral instructions, particularly in handling chemicals.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments and on occasion will be exposed to high to moderate temperatures, slippery surfaces and dust.
- Work may require frequent twisting, pushing, pulling, bending and lifting up to 50 pounds.
- Work will also consist of frequent standing, walking and climbing.
- Rarely will there be opportunity for exposure to hazardous materials and fumes.



City of Compton		
CUSTODIAN LEADWORKER		
Department: General Services	Class Code:	5502
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, leads a team of custodians and performs custodial duties in maintaining the interior and exterior of City buildings, sets up rooms or outdoor spaces for special events; may perform minor repairs; and performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Director of General Services; as a Leadworker provides direction, training, guidance, and assistance to lower-level custodians.

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 custodians; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; assists lower-level custodians with questions/problems.
- Cleans, sanitizes and deodorizes restrooms.
- Sweeps and vacuums carpeting and floors using manual and power equipment.
- Mops, scrubs, waxes, shampoos, and spot cleans carpeting and floors.
- Empties waste cans and ashtrays.
- Cleans woodwork, walls, and windows using common household equipment and cleaning products.
- Sets up and breaks down for meetings and special events.
- Sweeps sidewalks and entryways.
- Cleans and dusts offices.
- Performs minor maintenance work such as changing light bulbs, repairing fixtures and furniture.
- Keeps equipment and supplies in order and requests more when needed.
- Maintains exterior of facility, including trash pickup.
- Performs other duties as assigned or required.

#14 City of Compton Custodian Leadworker

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND four (4) years of custodial 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.
- Methods, materials and equipment used in custodial work.
- Occupational safety and health policies and procedures related to custodial work.
- Supervisory principles and practices.

Required Skill in:

- Operating machinery such as a vacuum sweeper, buffer, or other similarly sized equipment.
- Maintaining records and making oral and written reports.
- Following safety practices and recognizing safety hazards.
- Following written and oral instructions, particularly in handling chemicals.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments and on occasion will be exposed to high to moderate temperatures, slippery surfaces and dust.
- Work may require frequent twisting, pushing, pulling, bending and lifting up to 50 pounds.
- Work will also consist of frequent standing, walking and climbing.
- Rarely will there be opportunity for exposure to hazardous materials and fumes.



City of Compton		
ENGINEERING AIDE		
Department: Public Works	Class Code:	5102
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under close supervision, performs a variety of routine technical civil engineering work, including drafting and computations, assists with inspections to assist in surveying and data collection; provides assistance to professional level engineering staff; and performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Assistant City Engineer; does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the entry level in the Engineering Aide job series. This class is distinguished from the Senior Engineering Aide class in that the latter performs more complex technical engineering functions, including preparing preliminary engineering designs and using the AutoCAD to modify or create maps.

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 drafting simple construction plans and diagrams; draws details from rough draft of sample drawing, computes areas and tabulates readings.
- Assists in performing field inspections and data collection to assess condition of streets, sidewalks, curbs, gutters, driveways and utility lines.
- Locates sewer lines, designs plans and other records for customers.
- Enters, reviews, and updates data in database; compiles and analyzes data; and prepares reports.
- Maintains records and files associated with engineering projects.
- Writes reports and produces exhibits of a specialized nature in connection with civil engineering projects.
- Provides responsible staff assistance to professional engineering staff on special projects, as assigned.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma, including standard courses in geometry, trigonometry and drafting, or GED equivalent; AND one (1) year of experience in a survey party or related engineering office work; OR an equivalent combination of training and experience. Completion of a recognized training program in Drafting or Civil Engineering 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.
- Basic civil engineering principles and practices.
- Modern office procedures, methods, and computer equipment.
- Fundamental principles, practices and techniques of civil engineering.
- Technical drafting principles and regulations regarding right-of-way, land splits and subdivision.
- Specialized engineering software and file management procedures.

Required Skill in:

- Making accurate drawings and maps and keeping accurate field notes.
- Making arithmetical computations with speed and accuracy.
- Following oral and written instructions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with employees, supervisors, contractors and the public.

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 field inspections.



City of Compton		
ENGINEERING CLERK		
Department: Public Works	Class Code:	5101
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under close supervision, provides administrative and clerical support to the Engineering Division; responds to requests for information from the public via mail, phone or in-person, provides assistance to professional level engineering staff; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Assistant City Engineer; 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.*

- Furnishes information to the public in person or by phone in response to inquiries regarding projects; accepts and records complaints regarding streets, trees, sidewalks or other City-related issues; refers or resolves issues within scope of authority.
- Responds to requests for information from the public via mail, phone or in-person; gathers appropriate forms and documents, searches for and copies documents from archived records and forwards to requestor.
- Processes applications for new and existing development projects; calculates fees or bills customer as appropriate; maintains payment records and inputs data for follow-up and cross-reference.
- Enters, reviews and updates data in database; compiles data, and prepares reports.
- Issues construction permits for work to be done in the public right-of-way; calculates fees or bills customer as appropriate.
- Maintains records and files associated with engineering projects.
- Provides responsible staff assistance to professional engineering staff on special projects, as assigned.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND two (2) years of clerical support experience in an engineering office or related engineering office work; OR an equivalent combination of training and experience. Completion of a recognized training program in Civil Engineering is preferred.

Required Licenses or Certifications:

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

#14 City of Compton Engineering Clerk

Required Knowledge of:

- City organization, operations, policies and procedures.
- 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:

- Organizing and maintaining departmental records and filing systems.
- Answering incoming calls and responding to public inquiries.
- Making arithmetical computations with speed and accuracy.
- Following oral and written instructions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with employees, supervisors, contractors and the public.

Physical Demands / Work Environment:

- Work is primarily performed in a standard office environment.
- Work requires light lifting (up to 25 pounds), 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 and moderate amounts of dust.



City of Compton		
MECHANIC		
Department: Public Works	Class Code:	5203
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a wide variety of mechanical work on light, medium and heavy duty vehicles and equipment; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Lead Mechanic; does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the full journey level in the Mechanic job series. This class may be distinguished from the higher level Lead Mechanic by the lack 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.*

- Performs routine maintenance and repair on assigned vehicles (e.g., engine, transmission, drive train and hydraulic system oil, checks and replaces brakes).
- Inspects all vehicles and related systems (e.g., air conditioning, electronic, electrical).
- Performs scheduled tune-ups.
- Performs routine maintenance and repair on heavy equipment and construction equipment, including transmissions, hydraulics, and water pumps.
- Road tests vehicles and equipment after performing repairs.
- Orders parts; calls vendors and picks up parts and supplies.
- Performs road service calls for vehicles disabled in the field.
- Documents all repair work on work order; logs all repairs and safety issues.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent supplemented by training in automotive repair, and/or diesel engine/heavy equipment repair; AND three (3) years experience in automotive, vehicle and equipment repair including diesel engines, hydraulic systems and/or heavy equipment; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Mechanical, electrical, electronic, hydraulic, compression and water pump repair, air brakes and maintenance of light and heavy-duty automotive and construction equipment.
- Electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment.
- Occupational safety and health policies and procedures related to vehicle maintenance and repair.
- Basic preventive maintenance on assigned equipment.
- Operation of a variety of heavy and light equipment and vehicles.

Required Skill in:

- Reading and interpreting manufacturers repair manuals.
- Working in the field at job sites to repair or tow vehicles or construction equipment.
- Safely repairing and testing vehicles and equipment.
- Using diagnostic equipment and hand tools used in the trade.
- Operating and working around moving equipment.
- Following safety practices and recognizing safety hazards.
- Following written and oral instructions.
- 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 performed in a primarily indoor maintenance shop setting and occasionally outdoors with exposure to the sun or the elements when performing services calls.
- Work will require frequent reaching, bending, stretching and lifting (up to 50 lbs.).
- Work will require frequent exposure to wet conditions, contact with oil, and on occasion, large amounts of dust.
- Must be physically capable of operating motor vehicles safely and have an acceptable driving history.



City of Compton		
MECHANIC ASSISTANT		
Department: Public Works	Class Code:	5201
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under close supervision, assists mechanics and performs routine maintenance and service on City equipment and vehicles; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Lead Mechanic; does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the entry level in the Mechanic job series. This class may be distinguished from the higher level Mechanic by the routine nature 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.*

- Performs routine service and preventative maintenance on City vehicles and equipment.
- Performs vehicle multi-point inspections according to maintenance schedules.
- Performs road service calls for vehicles disabled in the field.
- Uses diagnostic equipment and computers to properly diagnose maintenance issues.
- Changes vehicle fluids (e.g., oil, transmission, and coolant) according to schedule.
- Changes vehicle filters (e.g., fuel, oil, air, hydraulic) according to schedule.
- Replaces worn or leaking seals, gaskets, wiper blades; replaces light bulbs, lenses, headlights and minor repairs.
- Inspects, tests, and reports worn or damaged tires.
- Delivers and picks up vehicles for repairs.
- Orders parts; calls vendors and picks up parts and supplies.
- Documents all repair work on work order; logs all repairs and safety issues.
- 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 automotive and vehicle repair required; OR an equivalent combination of training and experience.

#14 City of Compton Mechanic Assistant

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Maintenance of light and heavy-duty automotive and construction equipment.
- Occupational hazards and safety precautions applicable to maintenance and repair work.
- Using common hand tools and diagnostic equipment.
- Computers including the internet and specialized software.

Required Skill in:

- Safely repairing and testing vehicles and equipment.
- Reading and interpreting manufacturers repair manuals.
- Using computerized testing devices and hand tools used in the trade.
- Following safety practices and recognizing safety hazards.
- Following written and oral instructions.
- 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 performed in a primarily indoor maintenance shop setting and occasionally outdoors with exposure to the sun or the elements when performing services calls.
- Work will require frequent reaching, bending, stretching and lifting.
- Work will require frequent exposure to wet conditions, contact with oil and on occasion large amounts of dust.
- Must be physically capable of operating motor vehicles safely and have an acceptable driving history.



City of Compton		
MECHANIC LEADWORKER		
Department: Public Works	Class Code:	5205
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, leads a team of mechanics and performs a wide variety of mechanical work on light, medium and heavy duty vehicles and equipment; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Lead Mechanic; does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the full journey level in the Mechanic job series. This class may be distinguished from the lower level Mechanic by its 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 direction, training, guidance, and assistance to lower-level mechanics; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; reviews completed work orders for accuracy; assists lower-level mechanics with questions/problems.
- Performs routine maintenance and repair on assigned vehicles (e.g., engine, transmission, drive train and hydraulic system oil, checks and replaces brakes).
- Inspects all vehicles and related systems (e.g., air conditioning, electronic, electrical).
- Performs scheduled tune-ups.
- Performs routine maintenance and repair on heavy equipment and construction equipment, including transmissions, hydraulics, and water pumps.
- Road tests vehicles and equipment after performing repairs.
- Orders parts; calls vendors and picks up parts and supplies.
- Performs road service calls for vehicles disabled in the field.
- Documents all repair work on work order; logs all repairs and safety issues, and ensures that mechanics maintain appropriate documentation of their work.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Exhibits a service orientation toward customers and maintains productive working relationships.
- Maintains a comprehensive, current knowledge of the trade; maintains an awareness of new methods, materials and trends in the trade; reads trade publications; maintains professional certifications; attends seminars, workshops, and training sessions as appropriate.
- Performs other duties as assigned or required.

#14 City of Compton Mechanic Leadworker

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, preferably supplemented by training in automotive repair and/or diesel engine/heavy equipment repair; AND five (5) years experience in automotive, vehicle and equipment repair including diesel engines, hydraulic systems and/or heavy equipment; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies and procedures.
- Mechanical, electrical, electronic, hydraulic, compression and water pump repair, air brakes and maintenance of light and heavy-duty automotive and construction equipment.
- Electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment.
- Occupational safety and health policies and procedures related to vehicle maintenance and repair.
- Basic preventive maintenance on assigned equipment.
- Operation of a variety of heavy and light equipment and vehicles.
- Supervisory principles and practices.

Required Skill in:

- Reading and interpreting manufacturers repair manuals.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working in the field at job sites to repair or tow vehicles or construction equipment.
- Safely repairing and testing vehicles and equipment.
- Using diagnostic equipment and hand tools used in the trade.
- Operating and working around moving equipment.
- Following safety practices and recognizing safety hazards.
- Following written and oral instructions.
- Operating a personal computer utilizing a variety of business software.
- 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 performed in a primarily indoor maintenance shop setting and occasionally outdoors with exposure to the sun or the elements when performing services calls.
- Work will require frequent reaching, bending, stretching and lifting (up to 50 lbs.).
- Work will require frequent exposure to wet conditions, contact with oil and on occasion large amounts of dust.
- Must be physically capable of operating motor vehicles safely and have an acceptable driving history.



City of Compton

HEAVY EQUIPMENT MECHANIC

Department: Public Works	Class Code:	5204
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a wide variety of mechanical work on heavy duty vehicles and equipment; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Lead Mechanic; does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level in the Mechanic job series. This class may be distinguished from the lower level Mechanic by its specialization in heavy equipment repair.

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 routine maintenance and repair on assigned vehicles and equipment (e.g., engine, transmission, drive train and hydraulic system oil, checks and replaces air brakes).
- Inspects all vehicles and related systems (e.g., air conditioning, electronic, electrical).
- Welds and fabricates all broken metal in the shop.
- Diagnoses and repairs electrical problems on all types of equipment.
- Performs routine maintenance and repair on heavy equipment and construction equipment, including transmissions, hydraulics, and water pumps.
- Road tests vehicles and equipment after performing repairs.
- Orders parts; calls vendors and picks up parts and supplies.
- Performs road service calls for vehicles and equipment disabled in the field.
- Documents all repair work on work order; logs all repairs and safety issues.
- Oversees the collection and disposal of all hazardous materials in the City yard.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent supplemented by training in diesel engine/heavy equipment repair; AND five (5) years experience in heavy equipment repair including diesel engines, hydraulic systems and/or other types of construction equipment; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

#14 City of Compton Heavy Equipment Mechanic

Required Knowledge of:

- City organization, operations, policies and procedures.
- Mechanical, electrical, electronic, hydraulic, compression and water pump repair, air brakes and maintenance of light and heavy-duty automotive and construction equipment.
- Electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment.
- Occupational safety and health policies and procedures related to vehicle maintenance and repair.
- Basic preventive maintenance on assigned equipment.
- Operation of a variety of heavy and light equipment and vehicles.

Required Skill in:

- Reading and interpreting manufacturers repair manuals.
- Working in the field at job sites to repair or tow vehicles or construction equipment.
- Safely repairing and testing vehicles and equipment.
- Using diagnostic equipment and hand tools used in the trade.
- Operating and working around moving equipment.
- Following safety practices and recognizing safety hazards.
- Following written and oral instructions.
- 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 performed in a primarily indoor maintenance shop setting and occasionally outdoors with exposure to the sun or the elements when performing services calls.
- Work will require frequent reaching, bending, stretching and lifting (up to 50 lbs.).
- Work will require frequent exposure to wet conditions, contact with oil and on occasion large amounts of dust.
- Must be physically capable of operating motor vehicles safely and have an acceptable driving history.



City of Compton

PUBLIC WORKS INSPECTOR

Department: Public Works	Class Code:	5112
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs inspections of public works construction projects to ensure compliance with specifications and to protect the health, safety, and welfare of the public; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Assistant City Engineer; 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.*

- Inspects public works construction projects and oversees work of contractors to ensure the project meets construction guidelines; conforms to city standards and specifications to protect the health, safety, and welfare of the public.
- Inspects all phases of public construction projects, including but not limited to, trenching, pipe installation, manholes, water or sewer services, fire lines and hydrants, pump stations, air release units and structures, roadways, sidewalks, landscapes, base installations, landscaping, etc.
- Maintains records of ongoing construction for as-built references, pay request approval and plan verification.
- Makes field adjustments and redesign decisions to resolve field problems or conflicts and requests authorization of change orders to resolve problems.
- Attends pre-construction meetings with City design engineers to review plans for public works construction projects.
- Conducts final walk-through of construction projects.
- Responds to questions, concerns and complaints regarding construction projects.
- Prepares or completes various forms, reports, correspondence, monitoring sheets, checklists, inspection reports, notices to comply, stop work orders or other documents.
- Prepares and maintains accurate records of inspection activities; enters inspection data into computer.
- Exhibits a service orientation toward customers and maintains productive working relationships.
- Operates a motor vehicle, personal computer, general office equipment, measuring devices, camera or other equipment as necessary to complete essential functions, including the use of word processing, database, e-mail, Internet or other computer programs.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

#14 City of Compton Public Works Inspector

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Coordinates inspection activities with other inspectors, other departments, property owners, contractors, utility companies or other individuals; communicates with supervisor, employees, other departments, property owners, contractors, engineers, utility companies, local or state agencies as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; maintains an awareness of new methods, materials and trends in the profession; attends seminars, workshops, and training sessions as appropriate.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent supplemented by vocational/technical training in the construction trades; AND five (5) years construction trades experience; OR one (1) year experience as a construction or building inspector; 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 the construction industry and building trades.
- Principles of project cost accounting.
- Construction inspection principles and techniques.
- Methods, materials, equipment, and safety hazards of construction projects.

Required Skill in:

- Interpreting and applying statutes, rules, ordinances, codes and regulations.
- Interpreting construction plans and comparing as-built with engineering drawings, plans, maps and specifications.
- Checking details, estimates, plans, and specifications of projects.
- Detecting deviations from plans, regulations, and standard construction practices.
- Assessing and prioritizing multiple tasks, projects and demands.
- Resolving problems related to construction projects, contractor compliance and project design.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with employees, contractors and the public.

Physical Demands / Work Environment:

- Work is performed primarily outdoors with considerable time spent in moderate temperatures (80 to 90 degrees) with exposure to the elements.
- Work will require frequent driving, walking, climbing uneven surfaces, stretching, bending, and crawling.
- Work will require excellent color discrimination and vision.
- On occasion exposure to wet surfaces, large amounts of dust and exposure to dangerous machinery, moving traffic and/or hazardous materials.



City of Compton		
SENIOR ENGINEERING AIDE		
Department: Public Works	Class Code:	5103
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of technical civil engineering work including drafting using Auto-CAD software and computations, performs field inspections and data collection; provides assistance to professional level engineering staff; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Assistant City Engineer; does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the full journey level in the Engineering Aide job series. This class is distinguished from the Engineering Aide class in that the latter performs more routine technical engineering office support 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.*

- Creates, updates and modifies topographical maps and engineering drawings of streets and right-of-ways using Auto-CAD and Geographic Information System (GIS) software.
- Reviews topographic plats and plans for conformity to local ordinances, standards, and state and Federal regulations.
- Reviews information on proposed changes, lot line adjustments and parcel and subdivision maps, and updates existing City maps as needed.
- Performs field inspections and data collection to assess condition of streets, sidewalks, curbs, gutters, driveways and utility lines.
- Locates sewer lines, design plans and other records for customers.
- Enters, reviews and updates data in database; compiles and analyzes data, and prepares reports.
- Maintains records and files associated with engineering projects.
- Writes reports, and produces exhibits of a specialized nature in connection with civil engineering projects.
- Provides responsible staff assistance to professional engineering staff on special projects, as assigned.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED and completion of a recognized training program in Drafting, Civil Engineering, Engineering Technology or a related field; AND two (2) years of survey party; and one (1) year of engineering drafting and construction inspection experience, or related work experience; OR an equivalent combination of education and experience.

#14 City of Compton Senior Engineering Aide

Required Licenses or Certifications:

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

Required Knowledge of:

- City organization, operations, policies, and procedures.
- Basic civil engineering principles and practices.
- Modern office procedures, methods, and computer equipment.
- Fundamental principles, practices, and techniques of civil engineering.
- Technical drafting principles and regulations regarding right-of-way, land splits and subdivision.
- Specialized engineering software and file management procedures

Required Skill in:

- Using computers and complex engineering software applications, including Auto-CAD and GIS.
- Reading and interpreting engineering plans, specifications, plats and technical documents.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Making accurate drawings and maps and keeping accurate field notes.
- Making arithmetical computations with speed and accuracy.
- Following oral and written instructions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with employees, supervisors, contractors and the public.

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 field inspections.



City of Compton		
SMALL ENGINE MECHANIC		
Department: Public Works	Class Code:	5202
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 10/01/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs maintenance and service on City equipment and vehicles, primarily small engine repairs including outdoor power equipment such as lawnmowers, garden tractors, edge trimmers, and chain saws; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Lead Mechanic; does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is a specialized level in the Mechanic job series. This class may be distinguished from the higher level Mechanic by the type of equipment repaired, whereas the Mechanic routinely repairs all types of motorized vehicles and equipment including diesel engines and heavy motorized equipment.

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 service and preventative maintenance on City vehicles and equipment, primarily small engine repairs including outdoor power equipment such as lawnmowers, garden tractors, edge trimmers, and chain saws.
- Uses diagnostic equipment including compression gauges, ammeters and voltmeters, and other testing devices to locate faulty parts and tune engines.
- Changes vehicle fluids and filters according to schedule.
- Inspects, tests, replaces or reports worn or damaged tires.
- Orders parts; calls vendors and picks up parts and supplies.
- Documents all repair work on work order; logs all repairs and safety issues.
- Performs maintenance and repair duties on other types of City vehicles and equipment as assigned.
- 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 automotive and vehicle repair required; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

#14 City of Compton Small Engine Mechanic

Required Knowledge of:

- City organization, operations, policies and procedures.
- Maintenance of light and heavy-duty automotive and construction equipment.
- Occupational hazards and safety precautions applicable to maintenance and repair work.
- Using common hand tools and diagnostic equipment.
- Computers including the internet and specialized software.

Required Skill in:

- Reading and interpreting manufacturers repair manuals.
- Safely repairing and testing vehicles and equipment.
- Using diagnostic equipment and hand tools used in the trade.
- Following safety practices and recognizing safety hazards.
- Following written and oral instructions.
- 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 performed in a primarily indoor maintenance shop setting and occasionally outdoors with exposure to the sun or the elements when performing service calls.
- Work will require frequent reaching, bending, stretching and lifting.
- Work will require frequent exposure to wet conditions, contact with oil and on occasion large amounts of dust.
- Must be physically capable of operating motor vehicles safely and have an acceptable driving history.

EXHIBIT G



City of Compton

PARKS MAINTENANCE SUPERVISOR

Department: Public Works

Class Code:

4108

Revised Date: April 2009

FLSA Status:

Non-Exempt

Personnel Board Approved: 11/19/09

Bargaining Unit:

AFSCME 2325

Council Approved:

GENERAL PURPOSE: Under general supervision, plans, directs, and coordinates the activities of field personnel in the Parks Division including the maintenance of City parks, facilities and the municipal golf course; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Superintendent of Parks, 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, repair and improvement of parks, facilities and the municipal golf course in compliance with Department procedures and City policies.
- Establishes policies and procedures relating to the preventative maintenance and repair of various facilities, buildings and surrounding grounds; 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.
- Schedules park maintenance or improvement projects, including the work of City crews engaged in parks, facility and golf course repairs and/or improvements using accurate time and cost estimates.
- Supervises the activities of park maintenance crews; monitors operations to identify and resolve problems and priorities; determines equipment, material and personnel needs; assigns staff, projects, vehicles and equipment; provides staff training in equipment operation; reviews the work of maintenance staff to assure the work quality and timely accomplishment of assigned duties and responsibilities.
- Evaluates maintenance and repair issues and implements solutions; enforces work methods, procedures and standards, and assures that maintenance programs are in alignment with the City policies and safety standards.
- Assists in the preparation and administration of the budget for the Parks Division of the Parks and Recreation Department.
- Maintains records and logs of services performed and project management information; reviews and writes reports, analyzes costs, and manages budgets and expenditures.
- Performs a variety of administrative activities including employee scheduling, payroll reporting, and work activity reports; determines products, materials, and equipment to be used in building and facility maintenance; may interact with sales representatives; prepares purchase orders; maintains inventories such that adequate materials, supplies, and tools are available.
- Oversees the work of contractors and vendors that provide services to the City.

#14 City of Compton Parks Maintenance Supervisor

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Responds to requests for information; provides information to other recreation program managers and organizations; researches issues, and recommends solutions.
- Receives, investigates and responds to work requests and complaints regarding the level of maintenance services; provides information to other recreation program managers and organizations; researches issues, and recommends solutions.
- Assists with the selection of department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; works with employees to correct deficiencies; reviews and evaluates employee performance; initiates disciplinary action.
- Composes, reviews, edits and approves correspondence and periodic reports of departmental activity.
- Coordinates department activities such as special events with those in other departments, outside agencies and organizations; interacts courteously with the public and participates at public gatherings such as tree plantings; provides technical assistance as necessary.
- Stays abreast of new trends and innovations in the field of landscaping and park maintenance.
- 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 landscape and park maintenance 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 Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and applicable Memoranda of Understanding.
- Principles and practices of park, recreation facility and golf course construction, maintenance, repair and safety practices including irrigation systems and equipment related maintenance.
- State and federal construction administration codes and regulations; Cal OSHA regulations.
- Tools, equipment, supplies and safe methods of maintenance and groundskeeping work, including swimming pool operations and maintenance, irrigation, pesticides, plant care, turf management; horticulture, soil types and safe application of pesticides.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

Required Skill in:

- Interpreting and applying park construction and maintenance standards, building and safety codes, and City policies and procedures.
- Establishing and maintaining standards of maintenance and repair; selecting and estimating quantities of supplies and equipment.
- Monitoring operations and assuring parks and recreation 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.

Required Skill in (Continued):

- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer including word processing and spreadsheet software.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments with considerable time spent in the field in moderate temperatures (above 80 degrees).
- Work requires reaching, bending, lifting, driving, pushing, walking and climbing (more than 12 feet).
- Good near vision, far vision and color perception is required.
- May be exposed to wet surfaces, minor amounts of dust and on occasion loud noises.
- Work may involve exposure to moving traffic in the field at work sites, heavy motorized equipment, wet surfaces, occasional loud noise and dust.



City of Compton

STREET MAINTENANCE SUPERVISOR

Department: Public Works	Class Code:	5323
Revised Date: September 2008	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: AFSCME 2325	
Council Approved:		

GENERAL PURPOSE: Under general supervision of the Street Construction and Maintenance Manager, supervises assigned personnel and operations in the Street Maintenance Division, including the maintenance of City streets, concrete repairs, tree trimming, street sweeping, and sewer maintenance; coordinates assigned activities with other City departments and outside agencies; 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 maintenance of City streets, including concrete repairs, tree trimming, street sweeping and sewer maintenance (waste water collection and stormwater systems) in compliance with Department procedures and City policies.
- 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.
- 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 street and/or sewer maintenance crews; monitors operations to identify and resolve problems and priorities; determines equipment, material and personnel needs; prepares work orders, assigns staff, projects, vehicles and equipment; provides staff training in equipment operation; 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.
- Maintains records and logs of services performed and project management information; reviews and writes reports, analyzes costs, and manages budgets and expenditures.
- 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.
- Schedules and oversees the work of contractors and vendors that provide services to the City.

#14 City of Compton Street Maintenance Supervisor

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- 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.
- Composes, reviews, edits, and approves correspondence and periodic reports of departmental activity.
- 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 street, stormwater and/or sewer collection system maintenance.
- 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 or sewer maintenance experience, including two 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.
- Depending upon area of assignment, possession of a Grade III Collection System Certification issued by the California Water Environment Association or a Grade II Collection System Certification issued by the California Water Environment Association, and the ability to obtain a Grade III Certification within three test cycles is required.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of street construction, maintenance, repair and safety practices, including equipment related maintenance.
- Principles and practices of stormwater and sewer collection system construction, 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.
- 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 operations and assuring City streets, storm water, and sewer collection facilities are properly and safely maintained.
- Reading and interpreting plans, schematics, and specifications.
- Promoting and enforcing safe work practices.
- Supervising staff and delegating tasks and authority.

- Assessing and prioritizing multiple tasks, projects, and demands.
- Operating a personal computer, including word processing and spreadsheet software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in indoor and outdoor environments with considerable time spent in moderate temperatures (above 80 degrees), with exposure to the elements, including heavy rain.
- Work requires reaching, bending, lifting, driving, pushing, walking, and climbing (more than 12 feet).
- Good near vision, 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.
- Sewer maintenance work may involve exposure to hazardous chemicals and infectious disease.



City of Compton		
ACCOUNTING SPECIALIST		
Department: Various	Class Code:	1035
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of technical accounting support functions including payroll, accounts payable and accounts receivable; enters data, processes technical and accounting documents, and provides customer service as needed; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general direction of assigned department supervisor or manager; does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS: This is the journey level in the Accounting Specialist job series. This class may be distinguished from the lower level Accounting Clerk by the degree of supervision received, and difficulty and complexity 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.*

- Performs accounting support duties in accordance with standard office procedures and City policy; receives, verifies and enters payments, invoices, purchase orders, special fund transactions, and other data into the computer tracking systems.
- 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.
- Maintains and updates records and files associated with accounts receivable; receives, reviews, processes, and posts details of accounts receivable transactions, such as utility payments, licensing and permit fees and fines and other customer payments; assures accuracy; scans checks for electronic deposit, and downloads lockbox payments; verifies cash for bank deposits.
- Maintains and updates records and files associated with accounts payable such as purchase requisitions, invoices, and payroll; answers vendor or staff inquiries.
- Refers uncollected debts to collection agency, meets with debtors to create partial payment agreements and schedules; maintains debtor payment records.
- Utilizes computer software financial and spreadsheet programs on personal computer and mainframe platforms.
- Works on special projects as assigned; may perform back-up duties for other positions within the work group to ensure continuity of operations.
- Maintains and enforces all aspects of security and confidentiality of records and information.
- Performs other duties as assigned or required.

#14 City of Compton Accounting Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND two (2) years bookkeeping and clerical accounting experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Possession of a valid California Class C Driver's License may be required depending upon area of assignment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Public sector fund accounting and bookkeeping principles.
- Principles of record keeping and records management.
- Payroll accounting rules and procedures.

Required Skill in:

- 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.
- Correcting and updating financial information systems.
- Using computer and software applications for accounting transactions.
- Mathematical computations used in accounting.
- Operating a personal computer utilizing a variety of business software.
- Following written and oral instructions.
- Effective verbal and written communication.
- Establishing and maintaining effective working relationships with staff, City departments, 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, 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

ADMINISTRATIVE SPECIALIST

Department: Various	Class Code:	1021
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs specialized administrative, secretarial and clerical work in support of assigned department or office; types and proofreads documents and correspondence; performs a variety of administrative and financial support functions; provides information and assistance to the public regarding departmental policies and procedures; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the departmental supervisor or other management personnel; may provide direction, training, guidance, and assistance to lower-level office support personnel.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level in the Office Support Specialist job series. This class may be distinguished from the lower-level (Office Support Specialist) by the greater complexity and difficulty of work performed, which requires knowledge of departmental operations and procedures. Work is performed under general supervision.

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 specialized account recordkeeping; prepares invoices for payment; resolves billing problems; updates and distributes bid specification packages; maintains contract files; processes annual and interim housing assistance payments to property owners and lease agreements.
- Records and monitors revenue and expenditures; prepares and tracks purchase requisitions for payment to vendors. Processes partial payment of special check requests.
- Maintains payroll information; processes time cards; records absence requests, vacation and overtime; tracks employee work schedules; updates personnel records; types employee evaluations; assists in orienting new employees to division practices and procedures.
- Prepares, types, and proofreads a variety of documents including general correspondence, agendas, minutes, public hearing notices, affidavits, reports, memoranda, and statistical charts from rough draft or verbal instruction.
- Responds to requests for information via mail, phone or in-person; gathers appropriate forms and documents, searches for and copies documents from archived records and forwards to requestor.
- Conducts a variety of general office duties including processing departmental mail, ordering office supplies; processes and coordinates travel arrangements and reimbursements.
- Maintains forms, records, reports, correspondence files, and related information in a systematic manner.
- Maintains inventory of supplies and prepares a list of supplies to be ordered.
- Copies, distributes and files paperwork, such as meeting minutes, contracts, performance review forms, timesheets, and general correspondence.

#14 City of Compton

ADMINISTRATIVE SPECIALIST

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Logs and tracks paperwork, such as permits, applications and plan checks; may issue permits.
- Depending upon area of assignment, may provide direction, training, guidance, and assistance to lower-level office support personnel; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; assists lower-level office support personnel with questions/problems.
- 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 three (3) years of general clerical, bookkeeping or administrative support experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- None.

Required Knowledge of:

- City and departmental organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Standard office principles and procedures.
- Public sector fund accounting and bookkeeping principles.
- Capabilities and functions of word processing applications software.
- Basic math principles.
- Principles of business English, grammar and punctuation.
- Telephone etiquette and customer service protocol.

Required Skill in:

- Using general office equipment, such as telephones multi-line telephone system, fax, duplicating machines, copiers, and computers.
- Recording and retrieving general information.
- Following oral and written instructions.
- Operating a personal computer utilizing a variety of business software.
- Performing mathematical calculations with speed and accuracy.
- Entering data and numerical information into a computer system with speed and accuracy.
- Correcting and updating financial information systems.
- Communicating effectively with others both orally and in writing.
- Dealing effectively with the general public.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Physical Demands / Work Environment:

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



City of Compton		
ADMINISTRATIVE ANALYST I		
Department: Various	Class Code:	1103
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	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; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the department director or deputy/assistant department director; may exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the entry level in the Administrative Analyst job series. This class may be distinguished from the higher (Administrative Analyst II) level by the complexity and difficulty of work performed. This class requires the frequent use of a high degree of independent judgment in decision making.

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; interprets and explains Personnel Rules and Regulations and Memoranda of Understanding.
- Develops and monitors control and reporting procedures.
- Assists in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation and computer operation and maintenance.
- Assists in preparation of grant proposals for various programs and projects of the department or division; interfaces with governmental agencies regarding requirements for obtaining funds and monitoring procedures; presents proposals as required.
- Reviews present and pending legislation to determine effect on organizational operations, and presents recommendations in verbal or written form.
- Performs customer service duties in maintaining customer or business solid waste accounts; analyzes and verifies monthly billing, and corrects inaccuracies in customer accounts.

#14 City of Compton

Administrative Analyst I

- Assists in preparation of requests for proposals and contract documents for various programs and projects of the department or division.
- 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.
- May supervise technical and administrative support staff.
- 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 six (6) months 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.
- Entering data and numerical information into a computer system with speed and accuracy.
- Correcting and updating financial information systems.
- Assessing and prioritizing multiple tasks, projects and demands.
- Coordinating special projects in support of departmental operations.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with co-workers, the general public and others encountered in the course of work.

Physical Demands / Work Environment:

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



City of Compton		
ASSISTANT CIVIL ENGINEER		
Department: Public Works	Class Code:	5106
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under close supervision, performs professional civil engineering and project management work of moderate complexity; performs a variety of engineering tasks involving public works improvement projects; prepares designs and specifications for assigned projects; collaborates and confers with developers, contractors, other engineers and the general public; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Assistant City Engineer; does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the entry level in the Professional Engineering job series. This class is distinguished from the higher level Associate Civil Engineer class in that the latter performs more complex technical engineering functions, and is required to be registered as a Professional Engineer (P.E.). An Assistant Civil Engineer is required to register as an Engineer in Training (E.I.T.) within one (1) year of appointment.

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.*

- Assists in reviewing development projects, including plans, maps and supporting documents.
- Conducts engineering studies on assigned projects; performs engineering cost analyses; prepares and/or reviews the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
- Assists at the front counter; conducts plan reviews, including grading, street, sewer, and storm drain projects; reviews applications and submittals; recommends modifications or approvals.
- Processes tract maps, parcel maps, abandonments, quit claims, lot line adjustments, lot merges, soil reports and related documents; ensures compliance with conditions of approval; prepares reports for finalizing documents; collects bonds, fees and deposits.
- Collaborates and confers with developers, engineers, architects and contractors; provides information on City policies and procedures related to engineering.
- Attends and participates in professional group meetings; stay abreast of trends and innovations in civil engineering.
- Conducts field inspections; ensures compliance with specifications.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree in Civil Engineering or a related field; AND one (1) year of civil engineering 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 an Engineer in Training (E.I.T.) by the California Board of Professional Engineers and Land Surveyors is required within one (1) year of appointment.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances and Standard Operating Manual.
- 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.
- 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:

- 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.
- Establishing and maintaining effective working relationships with staff, City departments, elected officials, regulatory agencies, contractors, community groups, local businesses, and the general public.

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.



City of Compton		
BUILDING INSPECTOR I		
Department: Building and Safety	Class Code:	2103
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs inspections of residential or commercial buildings and related systems to ensure compliance with applicable building codes and to ensure the health, safety, and welfare of the public; performs related work as assigned.

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

DISTINGUISHING CHARACTERISTICS: This is the entry level in the Building Inspector job series. This class may be distinguished from the higher (Building Inspector II) level by the complexity and difficulty of work performed and 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.*

- Interprets, applies, and ensures compliance with the provisions of standard building, electrical, plumbing and mechanical codes, handicapped accessibility codes, and other applicable federal, state and local codes, regulations and standards; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations.
- Follows daily inspection schedules and travel routes to achieve maximum efficiency and ensure completion of scheduled inspections; drives to construction/property sites to conduct inspections and related work activities.
- Reviews building plans, plan revisions, specifications, engineering reports, electrical diagrams, or other documents in association with inspection activities; reviews files to identify inactive, revoked, or expired building permits.
- Conducts site inspections of residential/commercial buildings/properties (including construction work, remodeling work, building systems, and premises) for compliance with applicable codes, specifications, and approved construction plans.
- Inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify structural strength, stability, solid waste, adequate lighting, ventilation, and safety to life/property from fire and other hazards; inspects electrical, plumbing, mechanical, gas, and related building systems.
- Inspects heating, ventilation, and air conditioning (HVAC) systems; inspects building foundations, slabs, masonry, footing, and framing; inspects quality of construction methods, materials, and workmanship; verifies contractor licensure and proper permitting of construction work.
- Determines whether buildings/systems pass or fail inspections; identifies code violations, deficiencies, hazardous conditions, structural failures, or improper uses; explains violations, recommends corrective actions, and advises of changes required for code compliance; issues notices to comply or stop work orders as appropriate; reports deficiencies, failed inspections, violations, and deviations from codes/plans to supervisor, contractors or other individuals as appropriate.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Performs joint inspections with Los Angeles County Health Department and other county or state agencies.
- Prepares and maintains accurate records of inspection activities; enters inspection data into computer.
- Prepares or completes various forms, reports, correspondence, mentoring sheets, checklists, inspection reports, utility release forms/tags, notices to comply, stop work orders, Certificates of Occupancy, drawings, or other documents.
- Receives various forms, reports, correspondence, routing sheets, building plans, architectural drawings, blueprints, engineer reports, schematics, specifications, plan revisions, photographs, product information, technical reports/articles, street maps, codes, reference materials or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a motor vehicle, personal computer, general office equipment, measuring devices, camera, ladder, or other equipment as necessary to complete essential functions, including the use of word processing, database, e-mail, Internet or other computer programs.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Exhibits a service orientation toward customers and maintains productive working relationships.
- Coordinates inspection activities with other inspectors, other departments, property owners, contractors, utility companies or other individuals; communicates with supervisor, employees, other departments, plan reviewers, property owners, contractors, architects, engineers, utility companies, local or state agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; maintains an awareness of new methods, materials and trends in the profession; reads professional literature; maintains professional certifications; attends seminars, workshops, and training sessions as appropriate.
- Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Proficiency in computer software.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent supplemented by vocational/technical training in general building construction, construction trades, and a variety of building inspection specialties; AND three (3) years building trades experience; OR one (1) year experience as a building inspector; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- One or more International Code Council (ICC) (or equivalent) certification(s) from the general inspection category such as Building Inspector, Plumbing Inspector, Mechanical Inspector, Electrical Inspector or any combination thereof including Residential Combination Inspector.

Required Knowledge of:

- City organization, operations, policies and procedures.
- ICC, state and local building and safety codes and regulations.
- Planning and zoning ordinances and regulations, and rules of civil procedure.
- Methods, procedures and techniques for evaluating technical compliance.
- Other government regulatory agencies and specialized sources of building safety information.
- Principles and practices of the construction industry and building trades.
- Occupational hazards and safety precautions.

Required Skill in:

- Interpreting and applying statutes, rules, ordinances, codes and regulations.
- Interpreting building, plumbing, electrical, mechanical, and zoning regulations, and comparing them with engineering drawings, plans, maps and specifications.
- Checking details, estimates, plans, and specifications of projects.
- Detecting deviations from plans, regulations, and standard construction practices.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with employees, contractors and the public.

Physical Demands / Work Environment:

- Work is performed primarily outdoors with considerable time spent in moderate temperatures (80 to 90 degrees).
- Work will require frequent stretching, bending, climbing ladders and crawling.
- Work will require excellent color discrimination and vision.
- On occasion exposure to wet surfaces, large amounts of dust and exposure to hazardous materials.



City of Compton		
BUILDING INSPECTOR II		
Department: Building and Safety	Class Code:	2104
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, leads a team of inspectors and performs inspections of residential/commercial buildings and related systems to ensure compliance with applicable building codes and to ensure the health, safety, and welfare of the public; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Senior Building Inspector; supervises subordinate Building Inspector I staff and clerical support staff.

DISTINGUISHING CHARACTERISTICS: This is the advanced journey level in the Building Inspector job series. This class may be distinguished from the lower (Building Inspector I) level by the complexity and difficulty of work performed and by the direct supervision of lower level inspectors 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.*

- Provides direction, training, guidance, and assistance to lower-level inspectors; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; reviews daily inspection sheets for accuracy; assists lower-level inspectors with questions/problems and accompanies inspectors to sites as needed.
- Interprets, applies, and ensures compliance with the provisions of standard building, electrical, plumbing and mechanical codes, handicapped accessibility codes, and other applicable federal, state and local codes, regulations and standards; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations or violations.
- Develops, assigns, and follows daily inspection schedules and travel routes to achieve maximum efficiency and ensure completion of scheduled inspections; drives to construction/property sites to conduct inspections and related work activities.
- Reviews building plans, plan revisions, specifications, engineering reports, electrical diagrams, or other documents in association with inspection activities; reviews files to identify inactive, revoked, or expired building permits.
- Conducts site inspections of residential/commercial buildings/properties (including construction work, remodeling work, building systems, and premises) for compliance with applicable codes, specifications, and approved construction plans.
- Inspects construction alteration, demolition, use, and occupancy of buildings and premises to verify structural strength, stability, solid waste, adequate lighting, ventilation, and safety to life/property from fire and other hazards; inspects electrical, plumbing, mechanical, gas, and related building systems.
- Inspects heating, ventilation, and air conditioning (HVAC) systems; inspects building foundations, slabs, masonry, footing, and framing; inspects quality of construction methods, materials, and workmanship; verifies contractor licensure and proper permitting of construction work.

#14 City of Compton

Building Inspector II

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Determines whether buildings/systems pass or fail inspections; identifies code violations, deficiencies, hazardous conditions, structural failures, or improper uses; explains violations, recommends corrective actions, and advises of changes required for code compliance; issues notices to comply or stop work orders as appropriate; reports deficiencies, failed inspections, violations, and deviations from codes/plans to supervisor, contractors or other individuals as appropriate.
- Performs joint inspections with Los Angeles County Health Department and other county or state agencies.
- Prepares and maintains accurate records of inspection activities; enters inspection data into computer.
- Prepares or completes various forms, reports, correspondence, mentoring sheets, checklists, inspection reports, utility release forms/tags, notices to comply, stop work orders, Certificates of Occupancy, drawings, or other documents.
- Receives various forms, reports, correspondence, routing sheets, building plans, architectural drawings, blueprints, engineer reports, schematics, specifications, plan revisions, photographs, product information, technical reports/articles, street maps, codes, reference materials or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a motor vehicle, personal computer, general office equipment, measuring devices, camera, ladder, or other equipment as necessary to complete essential functions, including the use of word processing, database, e-mail, Internet or other computer programs.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Exhibits a service orientation toward customers and maintains productive working relationships.
- Coordinates inspection activities with other inspectors, other departments, property owners, contractors, utility companies, or other individuals.
- Communicates with supervisor, employees, other departments, plan reviewers, property owners, contractors, architects, engineers, utility companies, local or state agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; maintains an awareness of new methods, materials and trends in the profession; reads professional literature; maintains professional certifications; attends seminars, workshops, and training sessions as appropriate.
- Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Proficiency in computer software.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent supplemented by vocational/technical training in general building construction, construction trades, and a variety of building inspection specialties; AND three (3) years building inspection experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- One or more International Code Council (ICC) (or equivalent) certification(s) from the general inspection category such as Building Inspector, Plumbing Inspector, Mechanical Inspector, Electrical Inspector or any combination thereof, including Residential Combination Inspector.

Required Knowledge of:

- City organization, operations, policies and procedures.
- ICC, state and local building and safety codes and regulations.
- Planning and zoning ordinances and regulations, and rules of civil procedure.
- Methods, procedures and techniques for evaluating technical compliance.
- Other government regulatory agencies and specialized sources of building safety information.
- Principles and practices of the construction industry and building trades.
- Occupational hazards and safety precautions.
- Supervisory principles and practices.

Required Skill in:

- Interpreting and applying statutes, rules, ordinances, codes and regulations.
- Interpreting building, plumbing, electrical, mechanical, and zoning regulations, and comparing them with engineering drawings, plans, maps and specifications.
- Checking details, estimates, plans, and specifications of projects.
- Detecting deviations from plans, regulations, and standard construction practices.
- Assessing and prioritizing multiple tasks, projects and demands.
- Organizing and managing technical records
- Operating a personal computer utilizing a variety of business software.
- Effective communication, both verbal and written.
- Establishing and maintaining cooperative working relationships with employees, contractors and the public.

Physical Demands / Work Environment:

- Work is performed primarily outdoors with considerable time spent in moderate temperatures (80 to 90 degrees).
- Work will require frequent stretching, bending, climbing ladders and crawling.
- Work will require excellent color discrimination and vision.
- On occasion exposure to wet surfaces, large amounts of dust and exposure to hazardous materials.



City of Compton

FAMILY SELF-SUFFICIENCY PROJECT COORDINATOR

Department: Housing	Class Code:	2209
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of administrative, technical and field tasks to oversee the Family Self-Sufficiency Program, Homeownership, and other specialty programs that provide support and resources for families residing in tenant based and or public housing to assist them in becoming economically self-sufficient. Work involves providing and identifying programs for assisting low-income tenants that will help to develop their educational, employment and economic opportunities; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the 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 as a case manager for the Homeownership, Family Self-Sufficiency and other specialty programs; meets regularly with eligible individuals and families, linking them with services needed to become economically independent.
- Develops specific career goals with clients, works closely with local education and training resources, housing and social services; maintains detailed case notes.
- Performs direct case management of families and individuals to provide services and counseling related to establishing economic independence; reviews and analyzes financial information, such as contracts and agreements, or criminal records to determine eligibility for program participation.
- Establishes a local network of employers; performs community outreach to increase program participation.
- Prepares reports as requested.
- Complies with HUD programs and regulations.
- Maintains and updates client information into computer database.
- Responds to requests for information about clients and/or the self-sufficiency program.
- 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 re-examinations, interim interview and verifies income to determine and maintain eligibility with federal guidelines and regulations.
- Maintains and updates client information into computer database.
- Performs other duties as assigned or required.

#14 City of Compton Family Self-Sufficiency Project Coordinator

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university in Social Work, Career Counseling, or related human services field; AND two (2) years experience in assisted housing and/or social work case management with low-income clients of diverse backgrounds; 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 Family Self-Sufficiency Coordinator (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.
- Section 8 housing, self-sufficiency strategies, career centers and HUD regulations.
- Social and economic problems related to housing needs for low income residents.
- Family issues, community resources, volunteers and advisory boards.
- 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 benefits of residents.
- Handling multiple cases simultaneously and using good judgment in prioritizing work assignments.
- 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 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, other agencies and the general public.

Physical Demands / Work Environment:

- Work is primarily performed indoors in an office setting and off-site to conduct home visits to determine continued housing eligibility.
- Work requires ability to stand, walk, knee, squat, climb and lift (20-25 pounds); exposure to heat/cold, outdoors, and electrical hazards; ability to drive to different sites and locations.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust, mold, mildew, infectious diseases and potential harm.



City of Compton

JUNIOR CIVIL ENGINEER

Department: Public Works	Class Code:	5105
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under close supervision, performs entry-level civil engineering and customer service work of moderate complexity; performs field inspections and data collection; provides assistance to professional level engineering staff; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Assistant Civil Engineer; does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the entry level in the Civil Engineering job series. This class is distinguished from the higher level Assistant Civil Engineer class in that the latter performs more complex technical engineering functions, and is required to be registered as Engineer in Training (E.I.T.) within one (1) year of appointment.

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.*

- Assists at the front counter; conducts plan reviews, including grading, street, sewer, and storm drain projects; reviews applications and submittals; recommends modifications or approvals.
- Assists in reviewing development projects, including plans, maps and supporting documents.
- Conducts engineering studies on assigned projects; performs engineering cost analyses; prepares and/or reviews the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
- Processes tract maps, parcel maps, abandonments, quit claims, lot line adjustments, lot merges, soil reports and related documents; ensures compliance with conditions of approval; prepares reports for finalizing documents; collects bonds, fees and deposits.
- Collaborates and confers with developers, engineers, architects and contractors; provides information on City policies and procedures related to engineering.
- Attends and participates in professional group meetings; keeps abreast of trends and innovations in civil engineering.
- Conducts field inspections; records information and ensures compliance with specifications.
- Performs related duties and responsibilities as assigned.

#14 City of Compton Junior Civil Engineer

MINIMUM QUALIFICATIONS:

Education and Experience:

Completion of course work toward a Bachelor's degree in Civil Engineering or a related field, with graduation expected within two (2) years of date of appointment; AND six (6) months of engineering or related experience; OR an equivalent combination of training and experience. Possession of a Bachelor's degree in Civil Engineering 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.
- Principles and practices of civil engineering.
- Learning terminology, methods, practices, and techniques used in technical civil engineering report preparation.
- Learning to interpret and apply pertinent Federal, state, and local laws, codes, and regulations related to civil engineering.
- Learning to perform technical research and solve engineering problems.

Required Skill in:

- Maintaining technical engineering records and preparing reports.
- Maintaining mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintaining effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Operating computer engineering systems.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

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.



City of Compton

REDEVELOPMENT TECHNICIAN I

Department: Community Redevelopment Agency	Class Code:	2304
Revised Date: April 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under close supervision, assists in processing applications for housing rehabilitation programs; explains program guidelines to prospective clients and lenders; performs field inspections and general administrative duties in support of the Community Redevelopment Agency; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the close supervision of the Director of Redevelopment; does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is the entry-level classification in the Redevelopment Technician series. Incumbents perform the routine duties as assigned and receive close supervision. This class is distinguished from the journey-level class (Redevelopment Technician II) by the routine nature of duties performed and close guidance received.

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.*

- Interacts with property owners, housing contractors and redevelopment developers to explain program guidelines.
- Assists property owners in soliciting and reviewing bids; assists property owners in the selection of contractors.
- Works with property owners and contractors to develop suitable contractors' agreements.
- Monitors rehabilitation work performed and progress payments.
- Prepares rehabilitation reports; maintains data for waiting list of homeowners and completed jobs.
- Performs field inspection of dwellings of potential applicants in the housing programs.
- Maintains accurate records according to established guidelines.
- Maintains required records of field inspections.
- Assists interested developers in identification of Agency owned parcels and disposition requirements.
- Performs general administrative duties in support of the Redevelopment Department; staffs the front counter; answers telephones; performs specialized clerical duties as required.
- Performs other duties as assigned or required.

#14 City of Compton Redevelopment Technician I

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of an Associate's degree from an accredited college in Urban Planning, Community Development, Real Estate or a closely related field; AND one (1) year of technical support experience in redevelopment, housing, community development 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.

Required Knowledge of:

- City organization, operations, policies and procedures.
- City Code, City Ordinances, and Standard Operating Manual.
- Principles and practices of redevelopment activities and programs.
- Legal housing documents, including deeds, liens and judgments.
- Standard office machines, computer hardware and software utilized in redevelopment.
- Customer service and public relations methods, practices and procedures.
- Record keeping and file maintenance.

Required Skill in:

- Interpreting provisions of applicable codes, ordinances, and regulations governing redevelopment and housing activity.
- Preparing requisite redevelopment and housing work documents in compliance with applicable programs.
- Utilizing customer service and public relations techniques in responding to inquiries and complaints.
- Project management including monitoring and reporting details of assigned projects.
- Collecting, organizing, analyzing and presenting data and information.
- Accurately establishing and maintaining case files.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.
- Working effectively with people from diverse socio-economic, cultural and racial backgrounds.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

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, occasional loud noise and dust when performing field inspections.



City of Compton		
ACCOUNTANT, SENIOR		
Department: City Controller	Class Code:	1042
Revised Date: November 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: LUMNSE	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a variety of complex and difficult accounting and financial analysis work involving the development and maintenance of accounting systems affecting Citywide and/or multi departments; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the City Controller and/or Deputy City Controller; provides guidance and direction to accountants but 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.*

- Collects/compiles necessary documents and information and prepares schedules and working papers to support the reconciliation of monthly reports.
- Oversees the receipt and reconciliation of revenues, including property taxes, accounts payable processing, general ledger maintenance, and preparation of financial documents for the City.
- Analyzes financial data and prepares adjusting journal entries if necessary.
- Reviews and reconciles the general ledger; prepares and disburses internal financial reports to various City departments.
- Reconciles and records payroll deductions to respective subsidiary ledgers; researches and responds to payroll inquiries and requests for verification.
- Coordinates the production of the accounts payable cycle; reviews accounts payables for authorization and correct account application.
- Provides guidance and technical assistance to accountants on transactions.
- Assists City departments in resolving accounting and financial issues; analyzes variances, deficiencies and other budget variances.
- Utilizes financial and spreadsheet programs on personal computer and mainframe platforms.
- Monitors federal, state and county-funded grant expenditures and capital improvement projects, prepares reports, requests drawdown of funds, and verifies that grant requirements are satisfied.
- Prepares bank reconciliations for Workers Compensation and Liability claims accounts; balances monthly transactions.
- Reconciles monthly benefits and makes payments to outside vendors.
- Coordinates the reconciliation of the bank accounts; reconciles and reports cash between funds.

#14 City of Compton

Accountant, Senior

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Monitors, reviews, and maintains departmental accounting software.
- Assists with yearly audit process.
- 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 a Bachelor's Degree from an accredited college or university in Accounting, Finance, Business Administration or related field; AND four (4) years municipal government accounting 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.
- Public sector accounting and budgeting systems and procedures.
- Accounting policies, procedures, and standards.
- City ordinances, codes, policies, resolutions, and agreements related to accounting activities.
- Generally Accepted Accounting Principles for public sector finance.
- Rules and regulations governing accounting activities.
- Accounting software relative to local government financial operations.

Required Skill in:

- Understanding and applying accounting standards and procedures, internal controls, and applicable Federal and state rules and regulations.
- Reviewing and verifying mathematical calculations, maintaining accurate accounting records, and identifying and reconciling errors.
- Performing and coordinating a variety of professional accounting functions.
- Monitoring and ensuring compliance with accounting regulations, policies, and standards.
- Reconciling general ledgers and bank accounts.
- Analyzing data and preparing financial statements and reports.
- Effective verbal and written communication.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers.

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		
AIR CONDITIONING MECHANIC		
Department: General Services	Class Code:	5517
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, installs or supports the installation, maintenance and repair of heating, ventilation and air conditioning, and refrigeration equipment; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Building Maintenance supervisor; 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.*

- Receives work orders or project assignment from supervisor.
- Assembles and prepares necessary materials to complete assignment.
- Performs routine inspections and preventative maintenance on refrigeration and air conditioning units.
- Inspects all wiring, controls and calibrations for heating, ventilation, and air conditioning (HVAC) equipment.
- Troubleshoots HVAC equipment and electrical circuits for air systems, ducts, and refrigerant units.
- Adjusts airflow and balance of air to meet employee and department needs.
- Installs window and wall air conditioning units, including the sealing and supports.
- Supports the installation of central air conditioning through the completion of wiring, ductwork, plumbing and carpentry.
- Adjusts refrigerants on ice machines; opens and closes chemical chill water loops; conducts pH readings; checks oil levels on all motors and gear boxes.
- Completes and submits routine reports and other paperwork in a timely manner.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND three (3) years of experience in commercial HVAC installation, maintenance and repair; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- U. S. Environmental Protection Agency Refrigerant Certification.

#14 City of Compton

Air Conditioning Mechanic

Required Knowledge of:

- City organization, operations, policies and procedures.
- HVAC systems installation, maintenance and repair.
- Electrical installations of 24 volt to 460-volt single phase and three phases.
- Water towers, refrigerant recovery systems, pneumatic and electrical controls.
- Environmental Protection Agency regulations and rules.
- Basic hand, power and technical tools utilized in plumbing and carpentry.
- Occupational hazards and safety precautions.
- Applicable regulations and procedures for the disposal of hazardous chemicals.

Required Skill in:

- Basic hand, power and technical tools utilized in plumbing and carpentry.
- Safely utilizing a variety of hand and power tools.
- Utilizing health and safety precautions related to installation and repair of HVAC systems.
- Utilizing the technical equipment for refrigerant delivery or recovery.
- Analyzing technical data to determine appropriate repairs.
- Working flexible hours or on-call schedule.
- Following safety practices and recognizing hazards.
- 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 performed primarily outdoors with considerable time spent in moderate to high temperatures (above 90 degrees).
- Work will require bending, stretching, twisting, balancing, climbing in high areas and on catwalks and driving; lifting heavy objects (up to 50 lbs.).
- Work will require body coordination, manual dexterity, near vision and moderate color perception.
- Work will consist of exposure to wet surfaces, pronounced vibration and dust, hazardous chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment.



City of Compton		
CARPENTER		
Department: General Services	Class Code:	5511
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs general carpentry maintenance and repair of City facilities, remodels offices and work areas; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Building Maintenance supervisor; 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.*

- Receives work orders or project assignment from supervisor.
- Assembles and prepares necessary materials to complete assignment.
- Establishes and maintains a safe work area.
- Reworks and remodels existing facilities; installs drywall.
- Repairs windows and doors damaged by vandalism.
- Performs preventative maintenance on existing structures.
- Constructs and installs cabinets, computer desks, shelving, boxes and counters.
- Completes and submits routine reports and other paperwork in a timely manner.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND or vocational training, and five (5) years of related experience or completion of a related apprenticeship program; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

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

#14 City of Compton Carpenter

Required Knowledge of:

- City organization, operations, policies and procedures.
- Basic hand, power and technical tools utilized in plumbing and carpentry.
- Preventive maintenance on assigned equipment.
- Occupational hazards and safety precautions.
- Applicable regulations and procedures for the disposal of hazardous chemicals.

Required Skill in:

- Woodworking design and repair.
- Preparing, installing and repairing laminated materials.
- Basic hand, power and technical tools utilized in carpentry.
- Safely using, maintaining, and repairing specialized equipment to complete assigned projects.
- Drywall installation and repair.
- Following safety practices and recognizing hazards.
- 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 performed primarily outdoors with considerable time spent in moderate to high temperatures (above 90 degrees).
- Work will require bending, stretching, twisting, balancing, climbing ladders and driving; lifting heavy objects (up to 50 lbs.).
- Work will require body coordination, manual dexterity, near vision and moderate color perception.
- Work will consist of exposure to wet surfaces, pronounced vibration and dust, hazardous chemicals, and mechanical equipment.



City of Compton		
ELECTRICIAN		
Department: General Services	Class Code:	5513
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, installs or supports the installation, maintenance and repair of heating, ventilation and air conditioning, and refrigeration equipment; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Building Maintenance supervisor; 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.*

- Receives work orders or project assignment from supervisor.
- Assembles and prepares necessary materials to complete assignment.
- Maintains and installs electrical systems; installs electrical panels; replaces damaged outlets or switches.
- Troubleshoots and repairs refrigeration and air conditioning units.
- Performs a variety of building maintenance duties as assigned including demolition and/or construction of permanent or temporary interior walls, plaster patchwork, plumbing repairs, painting, and repair and installation of locks.
- Completes and submits routine reports and other paperwork in a timely manner.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND three (3) years of experience in commercial electrical work, or completion of a related apprenticeship program; 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.
- National Electric Code; State and local building codes.
- Electrical circuits.
- Electrical installations of 24 volt to 460-volt single phase and three phases.
- Basic hand, power and technical tools utilized in the electrical and building maintenance trades.

#14 City of Compton Electrician

- Occupational hazards and necessary safety precautions applicable to maintenance and repair of electrical equipment and circuitry.

Required Skill in:

- Reading and interpreting schematics and blueprints.
- Installing, troubleshooting, repairing and operating electronic and electrical equipment and related circuitry, computers, and other related equipment.
- Basic hand, power and technical tools utilized in the electrical and building maintenance trades.
- Safely utilizing a variety of hand and power tools.
- Utilizing health and safety precautions related to installation and repair of electrical systems.
- Analyzing technical data to determine appropriate repairs.
- Working flexible hours or on-call schedule.
- Following safety practices and recognizing hazards.
- 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 performed primarily outdoors with considerable time spent in moderate to high temperatures (above 90 degrees).
- Work will require bending, stretching, twisting, balancing, climbing in high areas and on catwalks and driving; lifting heavy objects (up to 50 lbs.).
- Work will require body coordination, manual dexterity, near vision and moderate color perception.
- Work will consist of exposure to wet surfaces, pronounced vibration and dust, hazardous chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment.



City of Compton		
PLUMBER		
Department: General Services	Class Code:	5512
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: SEIU – Maintenance & Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, installs, maintains and repairs plumbing fixtures and equipment in City facilities; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Building Maintenance supervisor; 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.*

- Receives work orders or project assignment from supervisor.
- Assembles and prepares necessary materials to complete assignment.
- Establishes safe work area and coordinates activities with the general public as necessary.
- Installs, maintains and repairs plumbing fixtures and equipment in City facilities.
- Threads piping, bends piping by hand or machine, and connects pipe joints by means of welding, brazing, soldering, gluing, caulking, or threading, depending on how the pipes are to be used.
- Performs a variety of building maintenance duties as assigned, including demolition and/or construction of permanent or temporary interior walls, plaster patchwork, roof maintenance and repair and installation of floor coverings.
- Completes and submits routine reports and other paperwork in a timely manner.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent; AND five (5) years of related experience or completion of a related apprenticeship program; 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.
- Building and uniform plumbing codes.
- Common hand and power tools.
- Basic preventive maintenance on assigned equipment.
- Occupational hazards and safety precautions.
- Applicable regulations and procedures for the disposal of hazardous chemicals.

Required Skill in:

- Welding, soldering, applied mathematics, physics, and chemistry applicable to the plumbing trade.
- Safely using, maintaining and repairing specialized equipment to complete assigned projects.
- Following oral and written instructions.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Using hand and power tools.
- Following safety practices and recognizing hazards.
- 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 performed primarily outdoors with considerable time spent in moderate to high temperatures (above 90 degrees).
- Work will require bending, stretching, twisting, digging, climbing and driving; lifting (up to 75 lbs.); kneeling, squatting, and stooping, often in cramped quarters; climbing ladders and working on scaffolding.
- Work will require body coordination, manual dexterity, near vision and moderate color perception.
- Work will consist of exposure to wet surfaces, pronounced vibration and dust, hazardous chemicals and infectious disease.



City of Compton		
PUMP OPERATOR		
Department: Water	Class Code:	6201
Revised Date: March 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, operates and maintains water wells, water storage tanks, various control valves, pressure reducing valves, vacuum valves, and related equipment and appurtenances; maintains operational and repair records; 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.

DISTINGUISHING CHARACTERISTICS: This is the entry level in the Pump Operator job series. This class may be distinguished from the higher (Senior Pump Operator) level by the complexity and difficulty of work performed and 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.*

- Performs regular visual inspections and/or tests of all water pump station machinery, controls, and equipment.
- Takes periodic readings of gauges, meters and charts, and records results in operating log book.
- Performs scheduled routine preventative maintenance on pumps and electrical equipment, measures well levels, and performs minor electrical and plumbing repairs, including changing oil and lubricating well motors.
- Collects water and well samples for analysis; checks valves, gates and water mains.
- Flushes water mains and fire hydrants; locates water main leaks and assists with repairs.
- Maintains records and logs of quantity of water produced from wells, and water that is purchased and consumed.
- Maintains and cleans pump houses and grounds.
- Reviews, investigates and responds to work requests and complaints.
- Ensures compliance with state regulations by adding chemicals to domestic water, and takes samples as required.
- 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 two (2) years of experience in pump operations of a water utility; OR an equivalent combination of training 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.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of water distribution system 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.
- Basic preventive maintenance on assigned equipment.

Required Skill in:

- Maintaining maintenance and inspection records.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Working flexible hours or on-call schedule.
- Operating a personal computer, including Supervisory Control and Data Acquisition (SCADA) software.
- 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 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, crawling, walking and climbing (more than 12 feet); working at heights above ground, 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 dangerous machinery, hazardous chemicals, high voltage control panels and motors.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.



City of Compton		
SENIOR PUMP OPERATOR		
Department: Water	Class Code:	6202
Revised Date: June 2009	FLSA Status:	Non-Exempt
Personnel Board Approved: 11/19/09	Bargaining Unit: SEIU – Maintenance and Trades	
Council Approved:		

GENERAL PURPOSE: Under general supervision, performs a wide variety of skilled, journey-level duties in the installation, maintenance, repair and servicing of mechanical, electrical and electronic equipment, devices and machinery used in the operation of the City's water storage and distribution system; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Water Production and Distribution Supervisor; relieves the supervisor during his absence.

DISTINGUISHING CHARACTERISTICS: This is the journey level in the Pump Operator job series. This class may be distinguished from the lower (Pump Operator) level by the skill level required in all of the classes' craft areas, and the complexity of assigned projects based on knowledge of the City's equipment, systems, standards and procedures.

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.*

- Inspects, maintains and repairs pumps, valves, motors and other equipment located in pumping stations and at water storage facilities.
- Performs regular visual inspections and/or tests of all water pump station machinery, controls, and equipment.
- Takes periodic readings of gauges, meters and charts, and records results in operating log book.
- Performs scheduled routine preventative maintenance on pumps and electrical equipment, measures well levels, and performs minor electrical and plumbing repairs, including changing oil and lubricating well motors.
- Collects water and well samples for analysis; checks valves, gates and water mains.
- Flushes water mains and fire hydrants; locates water main leaks and assists with repairs.
- Tests, troubleshoots, calibrates and performs preventive maintenance on a variety of complex electronic instruments and devices; tests solid state circuitry to locate defective parts in analog and digital equipment; replaces defective parts.
- Maintains records and logs of quantity of water produced from wells, and water that is purchased and consumed.
- Maintains and cleans pump houses and grounds.
- Reviews, investigates and responds to work requests and complaints.
- Ensures compliance with state regulations by adding chemicals to domestic water, and takes samples as required.
- Responds to emergency calls within specified time when participating in the emergency standby program.
- Performs related duties and responsibilities as assigned.

#14 City of Compton Senior Pump Operator

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 training 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 II Water Distribution Certification issued by the State of California Department of Public Health.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles and practices of water distribution system construction, maintenance, repair and safety practices including equipment related maintenance.
- State and federal environmental protection codes and regulations; Cal OSHA regulations.
- Mechanical maintenance and repair of industrial equipment, components and machinery; plumbing and pipe fitting; welding; industrial electrical systems, maintenance and repair; and the installation, trouble-shooting and repair of electronic control systems.
- Common hand and power tools.
- Basic preventive maintenance on assigned equipment.

Required Skill in:

- Mechanical maintenance and repair of industrial equipment, components and machinery; plumbing and pipe fitting; welding; industrial electrical systems, maintenance and repair; and the installation, trouble-shooting and repair of electronic control systems.
- Maintaining maintenance and inspection records.
- Utilizing public relations techniques in responding to inquiries and complaints.
- Working flexible hours or on-call schedule.
- Operating a personal computer, including Supervisory Control and Data Acquisition (SCADA) software.
- 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 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, crawling, walking and climbing (more than 12 feet); working at heights above ground, 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 dangerous machinery, hazardous chemicals, high voltage control panels and motors.
- Must be able to work during weekdays, weekends, and holidays on any assigned shift.

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

12/28/2009 11:08:32 AM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

12/30/2009 3:37:37 PM
DATE

Willie Norfleet
CITY CONTROLLER

12/31/2009 7:31:12 AM
DATE

Charles Evans
CITY MANAGER

12/30/2009 8:00:09 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.

July 13, 2010

TO: MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO RESOLUTION NO. 22,815 REGARDING THE FY 2009-2010 ANNUAL ACTION PLAN TO INCREASE THE CDBG ALLOCATION FOR CAMP FIRE USA OF GREATER COMPTON FROM \$6,000 TO \$8,915.

SUMMARY

Staff would like for the City Council to approve an amendment to Resolution No. 22,815 regarding the FY 2009-2010 Annual Action Plan of the Consolidated Plan to increase the CDBG Allocation for Camp Fire USA of Greater Compton \$6,000 to \$8,915 due to a numerical error contained in Resolution No. 22,815.

BACKGROUND

On April 28, 2009, the City Council was presented a staff report and resolution to adopt the HUD-Mandated FY 2009-2010 Annual Action Plan of the Consolidated Plan and authorizing the submission of the plan to the United States Department of Housing and Urban Development (HUD). As a part of the Action Plan, selected non-profit agencies are listed with their recommended allocations. Camp Fire USA of Greater Compton was among the list of the non-profits agencies awarded funding. The staff report and resolution reflected an allocation of \$6,000 for the Camp Fire organization. The resolution was approved and signed as Resolution No. 22,815.

However, the final Action Plan submitted to HUD, indicated that Camp Fire would receive \$8,915. Since HUD approved the amount of \$8,915, the City set up a reimbursement package of \$8,915 on the IDIS System for HUD funded programs. In addition, the Controller's Office encumbered a total of \$8,915. At this time, Camp Fire has processed their initial \$6,000; however, they need the remaining \$2,915 to close out activities for FY 09 -10.

#15.

STATEMENT OF ISSUE

In order for Camp Fire USA of Greater Compton to receive the correct allocation, the City Council will need to approve the corrected amount \$8,915 for the FY 2009-2010 Annual Action Plan. Upon approval from City Council, Staff will prepare the documents to process the remaining amount of \$2,915.

FISCAL IMPACT

Upon City Council approval, Staff will coordinate with the Controller's Office to ensure that the remaining funds will be processed to Camp Fire USA of Greater Compton. Since the correct amount of \$8,915 was encumbered, no budget changes will need to be made. There is no adverse impact on the General Fund; the funds will be provided through the City's CDBG program.

RECOMMENDATIONS

Staff recommends that the City Council approves an amendment to Resolution No. 22,815 regarding the FY 2009-2010 Annual Action Plan to increase the CDBG Allocation for Camp Fire USA of Greater Compton from \$6,000 to \$8,915 due to a numerical error contained in Resolution No. 22,815.

**DEREK HULL, DIRECTOR
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

**CHARLES EVANS
CITY MANAGER**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO RESOLUTION NO. 22,815 REGARDING THE FY 2009-2010 ANNUAL ACTION PLAN TO INCREASE THE CDBG ALLOCATION FOR CAMP FIRE USA OF GREATER COMPTON FROM \$6,000 TO \$8,915.

WHEREAS, the City of Compton is proposing to amend Resolution No. 22,815 regarding the FY 2009-2010 Annual Action Plan of the Consolidated Plan; and

WHEREAS, the City's FY 2009-2010 Annual Action Plan of the Consolidated Plan outlines the City's planned uses of HUD funding allocation; and

WHEREAS, the staff report regarding Resolution No. 22,815 noted that Camp Fire would receive \$6,000, which was a numerical error in the staff report and resolution; and

WHEREAS, the correct amount as reflected in the HUD approved Annual Action Plan was \$8,915; and

WHEREAS, to correct this error the City Council would need to amend the previously approved Resolution No. 22,815; and

WHEREAS, the correct amount has been accounted for in the Planning and Economic Development Department FY 09-10 budget.

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

Section 1: That the City Council approved Resolution No. 22,815 on April 28, 2009 regarding FY 09-10 Annual Action Plan of Consolidated Plan which contained a numerical error in regards to the proper CDBG allocation for Camp Fire USA of Greater Compton.

Section 2: That the HUD Annual Action Plan was approved for the correct allocation amount of \$8,915 to Camp Fire USA of Greater Compton.

Section 3: That the City Council hereby approves and adopts an amendment to Resolution No. 22, 815 regarding the FY 2009-2010 Annual Action Plan to increase the CDBG allocation for Camp Fire USA of Greater Compton from \$6,000 to \$8,915 due to numerical error contained in Resolution No. 22,815.

Section 4: That the City had encumbered the correct amount of \$8,915 in Account # 2800780W524289 in the Planning and Economic Development Department FY 2009-2010 budget.

Section 5: That the City Manager is authorized to execute the amendment to the FY 09-10 Annual Action Plan of the Consolidated Plan in accordance with HUD regulations.

RESOLUTION NO. _____
Page 2

Section 6: That a copy of this resolution shall be filed in the office of the City Manager, City Controller, City Clerk, and Planning and Economic Development Department.

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

ADOPTED this _____ day of _____, 2010

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 to by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2010.

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: Planning

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO RESOLUTION NO. 22,815 REGARDING THE FY 2009-2010 ANNUAL ACTION PLAN FOR CAMP FIRE USA OF GREATER COMPTON CDBG ALLOCATION FROM \$6,000 TO \$8,915 DUE TO A NUMERICAL ERROR IN THE STAFF REPORT

Derek Hull
DEPARTMENT MANAGER’S SIGNATURE

6/30/2010 12:06:37 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/8/2010 1:46:07 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/8/2010 2:08:53 PM
DATE

Dave Hewitt
CITY MANAGER

7/1/2010 12:53:31 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.

July 20, 2010

SMD10-021

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 5-YEAR LEASE AGREEMENT WITH ENTERPRISE FLEET SERVICES FOR THE ACQUISITION OF EIGHT (8) REPLACEMENT VEHICLES

SUMMARY

This resolution authorizes the City Manager to enter into a 5-year lease agreement with Enterprise Fleet Services for the acquisition of eight (8) replacement vehicles.

BACKGROUND

Resolution No. 22,545 authorized payments of up to \$742,822.19 per year to Enterprise Fleet Services for a five-year agreement providing for the replacement, maintenance, and management of the City's fleet vehicles.

STATEMENT OF THE ISSUE

There exists a need to replace eight (8) units of the City's fleet. The General Services Department needs to replace two (2) vans and two (2) trucks from their existing stock due to high mileage and overall wear and tear. In fact, they are currently borrowing older vehicles from other departments in order to continue carrying out the duties of the department.

Additionally, the Public Works/Street Maintenance Department needs to replace four (4) trucks in their stock due to the older utility trucks that were auctioned by the City. These older vehicles were unsightly, had excessive mileage and maintenance cost, not fuel efficient, and were unsafe.

The City currently has a master agreement with Enterprise Fleet Services. Staff therefore contacted Enterprise to receive a quote to lease an additional eight (8) vehicles. Details are on the attached list. The total amount to lease the eight vehicles for a five year period would be \$223,123.89. The initial down payment is \$68,234.83 and the monthly payment of the said vehicles would be \$4,059.09 over a period of five years. Funds are allocated in the Public Works Department 2010/2011 fiscal year budget.

FINANCIAL IMPACT

The funds shall come from the Fleet Maintenance Fund, Account No. 6000-720-000-4297. This debt service account will have an available balance of \$556,292.90 that can be used towards the initial down payment and the first 12 months of regular payments, totaling \$116,943.91.

#16.

Acquisition of Vehicles Staff Report
July 20, 2010
Page 2

SMD10-021

RECOMMENDATION

Staff recommends the adoption of the attached resolution.

WENDELL JOHNSON, P.E.
PUBLIC WORKS DIRECTOR/CITY ENGINEER

CHARLES EVANS
CITY MANAGER

AB/CE/SDZ

VEHICLES TO BE REPLACED

Department	Vehicle #	Year	Make & Model
General Services	429	1984	Chevy Van
General Services	587	1979	Chevy Cargo C60 Van
General Services	327	1988	Chevy Pick Up Utility Truck
General Services	874	1995	Ford LT Utility Truck
Street Maintenance	157	1994	Ford F250 Pick Up
Street Maintenance	647	1988	Chevy Pick Up w/Utility Body
Street Maintenance	322	1994	GMC Pick Up Truck
Street Maintenance	430	1985	GMC S-15

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
AUTHORIZING THE CITY MANAGER TO ENTER INTO A 5-YEAR LEASE
AGREEMENT WITH ENTERPRISE FLEET SERVICES FOR THE
ACQUISITION OF EIGHT (8) REPLACEMENT VEHICLES**

WHEREAS, Resolution No. 22,545 authorized entrance into a five-year agreement with Enterprise Fleet Services for the replacement, maintenance, and management of the City’s light and medium duty vehicles; and

WHEREAS, the authorized annual amount of \$742,822.19, did not include a number of vehicles that needed replacement; and

WHEREAS, staff has obtained a quote from Enterprise for the lease of eight (8) replacement vehicles; and

WHEREAS, funds are available in the FY 2010-2011 Annual Budget.

**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 5-year lease agreement with Enterprise Fleet Services for the replacement of eight (8) vehicles for the price of Two Hundred Twenty Three Thousand One Hundred Twenty Three Dollars and Eighty-Nine Cents (\$223,123.89), also finance charges with an initial down payment of Sixty Eight Thousand Two Hundred Thirty Four Dollars and Eighty Three Cents (\$68,234.83).

SECTION 2. That purchase orders shall be issued in an amount not-to-exceed Forty Eight Thousand Seven Hundred Nine Dollars and Eight Cents (\$48,709.08) for five (5) consecutive fiscal years, commencing in FY 2010-2011.

SECTION 3. That the funds shall come from Account No. 6000-720-000-4297.

SECTION 4. That copies of this resolution shall be forwarded to the office of the City Manager, City Controller, City Clerk, and the Public Works Department.

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

ADOPTED this _____ day of _____ 2010.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

RESOLUTION NO. _____
PAGE TWO

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council of the City of Council, signed by the Mayor, and attested by the City Clerk as a regular meeting thereof held on this _____ day of _____ 2010.

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

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

CITY CLERK OF THE CITY OF COMPTON

City of Compton Additional Vehicle Lease Detail
May 17th, 2010

Dept.	Year	Make	Model	Description	AME	Term	Cost New ¹	Money Down ²	Monthly PMT ³
1 General Services	2010	Ford	E150	Cargo Van	N/A	60	\$19,599.22	\$3,292.50	\$429.72
2 General Services	2010	Ford	E150	Cargo Van	N/A	60	\$19,821.70	\$3,292.50	\$435.00
3 Public Works	2009	Chevy	3500	Reg Cab Stake Bed	12ft stakebed w/ 2000lbs liftgate and mini light bar	60	\$29,057.58	\$13,592.54	\$454.97
4 Public Works	2010	Ford	F250	Reg Cab Service Body	8ft service body w/ ladder rack and full lightbar package	60	\$29,571.32	\$7,015.66	\$564.20
5 General Services	2010	Chevy	2500	Crew Cab Service Body	8ft service body w/ ladder rack and full lightbar package	60	\$34,197.48	\$13,186.88	\$554.35
6 General Services	2010	Chevy	2500	Crew Cab Service Body	8ft service body w/ ladder rack and full lightbar package	60	\$34,197.48	\$13,186.88	\$554.35
7 Public Works	2010	Ford	F250	Reg Cab Service Body	8ft service body w/ ladder rack and full lightbar package	60	\$29,571.32	\$7,015.66	\$564.20
8 Public Works	2010	Ford	F250	Crew Cab Pickup	mini lightbar	60	\$27,107.79	\$7,652.21	\$502.30
							\$223,123.89	\$68,234.83	\$4,059.09

¹Inclusive of cost on listed AME

²Exclusive of registration, inclusive of tax

³Inclusive of Full Maintenance, Physical Damage Insurance, and Use Tax

Enterprise FM Trust will be the owner of the vehicles covered by this quote. Enterprise FM Trust will be the Lessor of such vehicles under Master Open-End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open-End (Equity) Lease Agreement with respect to such vehicles.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event that the Lessee fails or refuses to take delivery of the ordered vehicles.

LESSEE	City of Compton	TITLE	Date
BY			

RESOLUTION SIGN-OFF FORM

DEPARTMENT: Public Works-Engineering

RESOLUTION TITLE: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A 5-YEAR LEASE AGREEMENT WITH ENTERPRISE FLEET SERVICES FOR THE ACQUISITION OF EIGHT (8) PEPLACEMENT VEHICLES

Wendell Johnson
DEPARTMENT MANAGER’S SIGNATURE

6/24/2010 5:47:02 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

7/7/2010 4:15:18 PM
DATE

Willie Norfleet
CITY CONTROLLER

7/15/2010 2:04:15 PM
DATE

Dave Hewitt
CITY MANAGER

7/1/2010 12:52:10 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.

July 20, 2010

TO: MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

SUBJECT: REQUEST TO SCHEDULE A JOINT PUBLIC HEARING BETWEEN THE CITY COUNCIL AND THE URBAN COMMUNITY DEVELOPMENT COMMISSION ADOPTING AN AMENDMENT TO THE EXISTING COMPTON REDEVELOPMENT PROJECT AREA; AUTHORIZING THE BASE YEAR OF THE LAST EQUALIZED ASSESSMENT ROLE; DESIGNATING THE LEAD AGENCY FOR THE ENVIRONMENTAL IMPACT REPORT; FINDING A PROJECT AREA COMMITTEE IS REQUIRED FOR THE AMENDMENT; AND SETTING THE PUBLIC HEARING DATE FOR THE PROJECT AREA COMMITTEE HEARING.

SUMMARY

Staff respectfully requests that the City Council (City) schedule a joint public hearing with the Urban Community Development Commission ("Commission") on **Tuesday, July 27, 2010, at 3:30 p.m.** pursuant to the California Community Redevelopment Law (Health and Safety Code, Section 33000 et. seq.) ("CRL") for the purpose of (i) adopting the Amendment to the Compton Redevelopment Project Area ("Amendment") (ii) authorizing the base year of the last equalized assessment role for the use of allocating taxes (iii) finding that a Project Area Committee ("PAC") is required to complete the Amendment, and (iv) setting the public hearing date for the PAC Formation Election to explain the election and purpose of the PAC.

BACKGROUND:

The Preliminary Plan Amendment and boundaries have been adopted and approved by the Compton Planning Commission and all requirements of law for, and precedent to, the adoption and approval of said plan have been duly complied with. Pursuant to California Community Redevelopment Law (Health and Safety Code Sections 33327, 33328, 33385 (a), 33385 (b) (1)-(7)), to advance the Amendment process the Council is required to approve the Preliminary Plan for the proposed Amendment and adopt the above summarized items.

**DR. KOFI SEFA-BOAKYE
DIRECTOR OF REDEVELOPMENT**

**CHARLES EVANS
CITY MANAGER**

July 20, 2010

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

RE: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER II OF THE COMPTON MUNICIPAL CODE BY AMENDING SECTIONS 2-1.7 (Order of Business), 2-1.8 (Audience Comments at Council Meetings) and 2-1.13 (Rules of Decorum of Meetings) and 2-1.15 (Council Time Limits).

SUMMARY

The City Council will consider adopting an Ordinance that will amend Sections of Chapter II of the Compton Municipal Code so as to authorize the City Council to "convene in joint session" with other City of Compton governing bodies meeting on the same date for purposes of considering agenda items and/or receiving "Public Comments on All Agenda Items and Non-Agenda Matters." Additionally, this Ordinance, if adopted, will revise the Rules of Decorum for meetings enhancing enforcement powers in an effort to reduce recurrent disruptive behavior by members of the public during the meetings.

BACKGROUND

On July 28, 2009, the City Council adopted Ordinance No. 2,195, which revised the order of business of Council meetings and rules of conduct for said meetings.

STATEMENT OF ISSUE

In an effort to better serve the citizens of the City of Compton when conducting the business of the City's governing bodies so as to provide for productive meetings and to give attending members of the public who wish to conduct their business and voice their opinions on matters within the jurisdiction of all of the governing bodies that are meeting, it is proposed that Chapter II of the Compton Municipal Code be amended so as to authorize the City Council to "convene in joint session" with other City of Compton governing bodies meeting on the same date for purposes of considering agenda items and/or receiving "Public Comments on All Agenda Items and Non-Agenda Matters." Additionally, that the enforcement powers within the Rules of Decorum be enhanced so as to reduce the reoccurrence of disruptive behavior, allowing for a more productive meeting and involvement from peaceful members of the public in attendance at the meetings who wish to participate without continued disruption from members of the public whose behavior indicates a routine attendance in the spirit of disruption.

#19.

Staff Report Re Ordinance of the City Council
Amending Sections 2-1.7, 2-1.8 and 2-1.13 of the CMC

The attached Ordinance will amend Sections 2-1.7 and 2-1.8 to provide that the City Council “may be convened in joint session with other governing bodies” for purposes of receiving public comments on agenda items and non-agenda matters and Section 2-1.13 will be amended to allow for the exclusion from future Council meetings (for up to 4 consecutive meetings) those individuals who persist in disturbing, disrupting or otherwise impeding the conduct of Council meetings, even though they have been ordered to leave or have been removed from prior Council meetings.

RECOMMENDATION

It is the recommendation of this office that the Council adopt the attached Ordinance.

CHARLES EVANS
CITY MANAGER

Attachmnts: Proposed Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING CHAPTER II OF THE COMPTON MUNICIPAL CODE BY AMENDING SECTIONS 2-1.7 (Order of Business), 2-1.8 (Audience Comments at Council Meetings) and 2-1.13 (Rules of Decorum for Meetings), and 2-1.15 (Council Time Limits).

WHEREAS, on July 28, 2009, the City Council of the City of Compton adopted Ordinance No. 2,195, which revised the order of business of City Council meetings and rules of conduct for said meetings; and

WHEREAS, in an effort to better serve the citizens of the City of Compton when conducting the business of the City’s governing bodies so as to provide for productive meetings and to give attending members of the public who wish to conduct their business and voice their opinions on matters within the jurisdiction of all of the governing bodies that are meeting, there is a need to amend Sections 2-1.7 and 2-1.8 of Chapter II of the Compton Municipal Code so as to authorize, at the discretion of the Presiding Officer, that the City Council may “convene in joint session” with other City of Compton governing bodies meeting on the same date for purposes of considering agenda items and/or receiving “Public Comments on All Agenda Items and Non-Agenda Matters;” and

WHEREAS, furthermore, there is a need to amend Section 2-1.13 of Chapter II of the Compton Municipal Code to enhance the enforcement powers of the Council so as to reduce the reoccurrence of disruptive behavior, allowing for a more productive meeting and involvement from peaceful members of the public in attendance at the meetings who wish to participate without continued disruption from members of the public whose behavior indicates a routine attendance in the spirit of disruption; and

WHEREAS, the changes stated below will provide better service in conducting the business of the citizens of Compton.

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

Section 1. That Section 2-1.7 (Order of Business) of Chapter II of the Compton Municipal Code is hereby amended in its entirety to read as follows:

- 2-1.7**

be as follows:
- Order of Business.** The order of business of City Council meetings shall

 - a. Workshops;
 - b. Call to Order (may be convened in joint session with other governing bodies);
 - c. Moment of Silence (when first meeting);
 - d. Pledge of Allegiance (when first meeting);
 - e. Roll Call;
 - f. Introduction of Special Guests;
 - g. Commendatory Resolutions/Presentations;
 - h. Public Comments (may be convened in joint session with other governing bodies) on Agenda Items and Non-Agenda Matters (except public hearings);
 - i. Hearings;
 - j. Consent Agenda
 - 1. Approval of Minutes of Previous Meetings;
 - 2. Reports of Officers and Councils
 - 3. City Manager/City Attorney Reports

- 4. Resolutions
- 5. Approval of Warrants;
- k. Items Withdrawn From Consent Agenda;
- l. Reports of Officers, Boards, Commissions, Committees and City Council;
- m. City Manager Reports;
- n. City Attorney Reports;
- o. City Treasurer Reports;
- p. Unfinished Business;
- q. New Business;
- r. Council Comments;
- s. Adjournment.

Section 2. That Section 2-1.8 (Audience Comments at Council Meetings) of Chapter II of the Compton Municipal Code is amended in its entirety to read as follows:

2-1.8 Public Comments at Meetings. All citizens are encouraged to appear before the Council to present grievances, to offer suggestions for the betterment of municipal affairs or comment on agenda items.

a. *Agenda Items and Non-Agenda Matters.* In order that meetings may proceed in an efficient manner for the conduct of the peoples’ business, the governing bodies of the City of Compton meeting may convene in joint session to receive public comments on any agenda items and/or matters within the jurisdiction of such governing bodies. Unless otherwise waived by the governing bodies meeting, the total amount of time allocated to each person wishing to address the governing bodies for public comments shall not exceed five (5) minutes. The presiding officer may limit the length of time allotted for comments due to the number of persons wishing to speak or if comments become repetitious or irrelevant.

b. *Public Hearings.* Each person (other than an applicant, owner or appellant) shall be allotted two (2) minutes in which to address the City Council during a public hearing.

Section 3. That Section 2-1.13 of Chapter II of the Compton Municipal Code is amended to revise and replace Sections 2-1.13 (c) and 2-1.13 (d) in their entirety to read as follows:

c. *Addressing the Council.* A person wishing to address the Council regarding any item on the agenda (except for public hearings) and matters not appearing on the agenda, but within the subject matter jurisdiction of the Council, shall submit a request on the form provided, or at the discretion of the presiding officer, seek recognition by the presiding officer. No person shall address the Council without first being recognized by the presiding officer. The following procedure shall be observed by persons addressing the Council:

1. Each person shall step up to the podium provided for the use of the public and, if the speaker desires to have his or her comments recorded for public record, state his or her name and organization, if any, the speaker represents, and the agenda item(s) and/or subject matter within the jurisdiction of the City Council he or she wishes to discuss.

2. All comments shall be addressed to the Council as a whole and not to any single member, unless in response to a question from said member.

3. No question may be asked of a member of the Council or of the City staff without permission of the presiding officer.

d. *Enforcement of Decorum.* The rules of decorum set forth above shall be enforced in the following manner:

1. *Warning.* Any person who disturbs, disrupts or otherwise impedes the conduct of the meeting is out of order and the presiding officer shall request that such person be orderly and comply with the applicable rules. If, after receiving a warning from

the presiding officer, a person persists in disturbing, disrupting or otherwise impeding the meeting, the presiding officer shall order that person to leave the meeting and not return for the duration of the meeting. If such person does not remove himself or herself, the presiding officer may order any law enforcement officer or City Security Officer who is on duty at said meeting to remove that person from the chambers.

2. Exclusion. If any person has been ordered to leave or has been removed from two (2) meetings within the thirty (30) days prior to a Commission meeting, and such person thereafter disturbs, disrupts or otherwise impedes the conduct of that meeting, the presiding officer may order such person to leave that meeting and to not return to any subsequent four (4) consecutive meetings. If such person does not remove himself or herself, or if such person returns to a subsequent meeting during the next thirty (30) days, the presiding officer may order any law enforcement officer or City Security Officer who is on duty at the meeting to remove such person from chambers.

3. Removal. Any law enforcement officer or City Security Officer who is on duty at said meeting shall carry out all lawful orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the meeting. Upon instruction of the presiding officer, it shall be the duty of the law enforcement officer or the City Security Officer to remove from the meeting any person who is disturbing, disrupting or otherwise impeding the proceedings of the meeting.

4. Resisting Removal. Any person who resists removal may be charged with a violation of any applicable state and/or City laws.

5. Penalty. Any person, who violates any provision of this section, shall be guilty of a misdemeanor or subject to the administrative enforcement proceedings of Section 1-7 of this Code.

6. Motion to Enforce. If the presiding officer fails to enforce the rules set forth above, any member of the Council may move to require him or her to do so, and an affirmative vote of a majority of the Council shall require him or her to do so. If the presiding officer fails to carry out the will of a majority of the Council, the majority may designate another member of the Council to act as presiding officer for the limited purpose of enforcing any rule of this section which it wishes to enforce.

7. Adjournment. If a meeting of the Council is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the meeting may be adjourned or continued by the presiding officer or a majority of the Council, and the remaining Council business may be considered at the next meeting.

Section 4. That Section 2-1.15 of Chapter II of the Compton Municipal Code is amended in its entirety to read as follows:

2-1.15 **Council Time Limits.** The City Council members shall limit their comments to three (3) minutes per council member per agenda item and ten (10) minutes per council member for any matters not appearing on the agenda (except for public hearings).

Section 5. That if any provision of this Ordinance is determined by any court of competent jurisdiction to be unconstitutional or otherwise invalid, such invalidity shall not affect the remaining provision of this Ordinance which can be implemented without the invalid provisions, and, to this end, the provisions of this Ordinance are declared to be severable.

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

Section 7. That this Ordinance shall take effect thirty (30) days after its adoption.

Ordinance No. _____

Section 8. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Ordinance and shall cause the same to be published as required by law.

ADOPTED this _____ day of _____, 2010.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

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

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Ordinance was adopted by the City Council, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on _____ day of _____, 2010.

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 II OF THE COMPTON MUNICIPAL CODE BY AMENDING SECTIONS 2-1.7 (Order of Business), 2-1.8 (Audience Comments at Council Meetings) and 2-1.13 (Rules of Decorum of Meetings) (First Reading).

Ruth Rugley
DEPARTMENT MANAGER’S SIGNATURE

6/2/2010 6:47:57 PM
DATE

REVIEW / APPROVAL

Ruth Rugley
CITY ATTORNEY

6/3/2010 1:07:44 PM
DATE

Willie Norfleet
CITY CONTROLLER

6/3/2010 3:14:08 PM
DATE

Dave Hewitt
CITY MANAGER

6/3/2010 8:40:20 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.
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Asst. City Manager/OAS:	All personnel actions.

