



CITY OF HUNTINGTON PARK CIVIL SERVICE COMMISSION A G E N D A

City of Huntington Park
City Hall Council Chambers
6550 Miles Avenue
Huntington Park, CA 90255

Special Meeting

Wednesday, March 2, 2022

6:00 p.m.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Human Resources Department either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6227. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

NOTE: Any person who has a question concerning any agenda item may contact the Human Resources Department at (323) 584-6227. Materials related to an item on this agenda are available for inspection in the Human Resources office at 6550 Miles Ave., Huntington Park, California during the hours of 7 a.m. – 5:30 p.m. Monday through Thursday.

Assembly Bill No. 2674 amended several provisions of the Ralph M. Brown Act (Section 54950 et seq. of the Government Code) effective January 1, 1987. This bill prohibits the legislative body from taking any action on any item, which did not appear on the agenda, which was posted 24 hours prior to the Civil Service Commission meeting. If action is necessary on subject matter, which the public presents, the matter should be presented in writing to the Human Resources Department for placement on the agenda by Tuesday noon prior to the next Civil Service Commission meeting.

ORDER OF BUSINESS

I. ROLL CALL

Chair Manuel Morado
Vice Chair Guillermo Monterrosa
Commissioner Teresa Baltazar
Commissioner Lorena Valenzuela
Commissioner Vacant

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

For open session, each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another.

IV. PRESENTATION AND ANNOUNCEMENTS

1. Introduction of New Civil Service Commission Secretary Marisol Nieto, Human Resources Supervisor

V. NEW BUSINESS

- 1. Class Specifications** – New Class Specifications and/or Revisions/Modifications to the existing Class Specifications for the following positions:

- a. Risk Management Analyst – New
- b. Fleet/Street Manager – New
- c. Police Records Supervisor – New
- d. Police Captain – Revised

VI. OLD BUSINESS

1. Review the following eligibility lists as previously approved:

| | |
|----------------------------|------------|
| a. Maintenance Worker..... | 02/10/2022 |
| b. Assistant Planner..... | 02/17/2022 |

VII. CIVIL SERVICE COMMISSION COMMENTS**VIII. ADJOURNMENT**

I, Nita J. McKay, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park bulletin board and made available at www.hPCA.gov on the 1st of March, 2022

Dated: March 1, 2022



Nita J. McKay, Director of Finance and
Administrative Services – CSC Secretary

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Human Resources
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the administrative direction of the Human Resources Supervisor, to plan, organize, direct and coordinate a comprehensive risk management program, to include administration of a risk management plan, a legal exposure plan, administration of insurance requirements. This position will be assigned to the Human Resources Department with primary responsibility to perform professional analytical support and consulting services to City departments in a variety of risk management program areas, including workers' compensation, disability management, occupational health and safety, ADA Title II and III coordination, employee benefit and insurance, public liability, casualty insurance, loss prevention, and related liability claims.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for claims and insurance;
- Coordinates department-specific programs and projects; plans, organizes, oversees, and directs all aspects of assigned programs, including legal and regulatory compliance to avoid substantial fines; coordinates with private businesses and governmental agencies regarding the program as needed;
- Plans, organizes, directs and coordinates a comprehensive risk management program to include administration of a risk management plan, a legal exposure plan, administration of an insurance requirement plan, administration of municipal training programs;
- Formulates and recommends policies, regulations, and practices for implementing the risk management plan; consults with and advises the City Manager, City Council, and department heads in various risk management policies and practices;
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyses data and makes recommendations regarding staffing, equipment, and facility needs;
- Participates in the development and administration of project and programmatic budgets, including cost containment and grant funds disbursement;
- Directs and administers risk management program; prepares comprehensive risk management reports; recommends methods of improving the risk management and insurance program;
- Receives, tracks, and processes all incoming claims, summons, subpoenas, and legal documents/actions against the City of Huntington Park;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
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FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
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Resolution No.:

(Continued)

- Facilitates and communicates with City Attorney, City Insurers (ICRMA), Police Department, City Manager, and departments and/or stakeholders to which legal document pertains;
- Receives, tracks, and processes all incoming insurance documents related to City agreements/contracts, City events, and other situation where proof of insurance is required;
- Prepares and submits City Manager and City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding legal and insurance related documents;
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations;
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions;
- Confers with other management staff regarding provision of administrative and support services, including contracts and agreements;
- Assists in the preparation of requests for proposals (RFPs) and bids and administers consultant contracts;
- Conducts a variety of analytical and operational studies, provides information and technical assistance on risk management and insurance policies and procedures;
- Reviews and makes recommendations on revisions to risk management and insurance policies and procedures, employee-related municipal training policies and programs;
- Reviews and analyzes pertinent legislation affecting risk management and insurance requirements; counsels and advises on a range of risk-management problems;
- Maintains accurate records and files; develops storage of records and retention schedules;
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations;
- Participate in negotiations and recommend settlement of liability claims with adjusters, attorneys and claimants;
- Work with City Attorney's office to assist in litigation preparation and investigation on complex cases;

(Continued)

- Contact all levels of City personnel, public agencies, insurance adjusters, attorneys and claimants to obtain and provide information necessary in order to resolve claims;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

| | |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Civil Service Status: Exempt Probationary Period: At-Will Classification Series: Human Resources FLSA Status: Exempt | Bargaining Unit: Non-Represented Employees Approved by Civil Service Commission: Approved by City Council: Resolution No.: |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

- Coordinate the city-wide program for administration of Title II and Title III of the ADA and Section 504 of the Rehabilitation Act; and
- Assumes responsibility for assigned administrative functions, analyses and studies; and
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Knowledge of modern principles, practices and procedures of risk management administration, current federal and state laws and regulations related to occupational health and safety, workers' compensation, disability management, liability, ADA, employee benefits and insurance requirements; claims adjusting investigation and administrative management of claims from initial report to settlement or closure; principles and practices of organization, and management;
- Principles and practices of municipal government management;
- Principles, practices, and procedures of funding sources;
- Principles and practices of supervision, training and budget administration;
- Labor relations laws, practices and procedures;
- Principles and practices of public administration as applied to operational unit and program administration;
- Sources of information related to a broad range of municipal programs, services, and administration;
- Applicable Federal, State, and local laws, codes, and regulations;
- Planning, organizing, directing and coordinating a comprehensive Risk Management program;
- Principles and practices of contract administration and evaluation;
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures;
- Training, insurance audit and record-keeping activities;
- Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations;
- Modern office practices, methods, and computer equipment;
- Computer applications related to work;
- Public relations techniques for dealing effectively with the public, vendors, contractors, and City staff, in person, and over the telephone;

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CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Human Resources
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Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

- Techniques for providing a high level of customer service to public and City staff, in person, and over the telephone; and
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Assist in the development of goals, objectives, policies, procedures and work standards for the department;
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities;
- Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative;
- Plan and conduct effective management, administrative, and operational studies;
- Plan, organize, and carry out assignments from management staff with minimal direction;
- Conduct research on a wide variety of administrative topics including contract feasibility and operational alternatives;
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- Research, evaluate, and develop improvements in operations, procedure, policies, or methods;
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances;
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports;
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals;
- Establish and maintain a variety of filing, record-keeping, and tracking systems;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines;
- Understand and carry out oral and written instructions;

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CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

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- Deal effectively with prospective and current employees and maintain the confidentiality of sensitive information;
- Meet the public with courtesy and tact;
- Read and write at the level required for successful job performance; and
- Make accurate mathematical calculations.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from four (4) year from an accredited college or university with a Bachelor's Degree in public administration, business administration, industrial relations, public policy, or a closely related field is required. A Master's Degree in a field noted above is highly desirable and may be substituted for one year of the required experience.
- Academic course work in public administration, business administration, safety, industrial engineering, risk management and or other related courses.

Experience:

- Five (5) years of professional insurance and increasingly responsible general Risk Management experience to demonstrate the possession of the required knowledge and abilities listed above, preferably with an agency and or in a risk management program. Municipal work experience preferred.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

FLEET/STREET MANAGER

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction of the Director of Public Works, this middle-management position oversees the maintenance and repair of vehicles and other equipment to coordinate and administers an automotive vehicle fleet and other gasoline or diesel-powered equipment for the City's fleet division. The position provides the day-to-day management of operations of the Fleet/Street Divisions of field and mechanic personnel and oversight over equipment and materials. The Fleet/Street Manager ensures that accurate and timely documentation of the hours worked on specific tasks, materials and equipment used to perform the daily activities. Typical responsibilities include but are not limited to: supervising the accurate reparation of City vehicles and equipment, pavement maintenance and repair, pavement markings and signing and the concrete program. Additionally, the Fleet/Street Manager plans, organizes, monitors and controls equipment inventories. The position determines cost estimates and is ultimately responsible for determining whether equipment can be repaired or needs to be replaced.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Street:

- Under general direction provides day-to-day supervision of the work of crews engaged in the repair, maintenance, and construction of Public Works facilities including street, curb, and sidewalk patching, painting, and improvements, and maintenance of the City's right-of-way infrastructure; and
- Plan, prioritize, assign, supervise and review the work of the Street Division staff. Responsible for providing the street and alley pavement maintenance programs. Manage and supervise multiple crews and activities. Effectively interact with the community in responding to work orders and citizen requests for services. Ensure compliance with City policies and procedures and state and federal laws that initiate required actions.

Fleet:

- The Fleet/Street Manager assists in the development of the annual Fleet Division budget. The job implements and monitors spending for compliance with federal, state, and City standards;
- Supervises the maintenance and repair of the City's Fleet assets, including but not limited to determining priorities, making daily work assignments, allocating resources and assets,

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

FLEET/STREET MANAGER

Civil Service Status: Exempt
Probationary Period: At-Will
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Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
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Resolution No.:

and assigning work and supervising crews in their performance and completion of repairs;

- Supervises, trains, schedules, assigns duties, evaluates, and disciplines employees. Determines the cost effectiveness of operating and maintaining automotive fleet. Specifically, the position supervises the Mechanics, Welder, and Fleet personnel positions;
- Determines present and future vehicle and equipment costs and the cost-effectiveness of various options. May draft specifications for purchase of specialized equipment. Coordinates billing schedules in line with City policy, working to troubleshoot discrepancies/issues with billing practices. Ensures work orders and other billing are correct, tracks bills for payment, and follows up on billing related issues;
- Works in an environment that may include exposure to adverse weather conditions. The noise level is generally moderate to high with work in tight or confined spaces, works with hazardous material, shaking, rocking and/or vibrating equipment and loud noise. This position may include working on heights above and depths below ground, and performs related work as required;
- Recommends equipment-servicing policies, which set maintenance frequency, type and level. Monitors the equipment maintenance program to ensure policy compliance. Evaluates maintenance facilities and makes related safety and efficiency recommendations. Reviews job cost;
- Evaluates vehicle and equipment performance and makes recommendations to increase performance and usefulness. Prepares reports on activities and vehicle status;
- Responds to comments and requests from the public and investigates and resolves complaints;
- Maintains safe work environment, supervising training in and implementation of safety protocols and procedures;
- Attends meetings, conferences, and seminars related to areas of responsibility;
- Analyzes bids and supervises the preparation of contracts related to Public Works;
- Supervises building construction by outside contractors on special projects;
- Provides technical assistance and consults with other departments, agencies, commission, and other bodies on engineering matters;
- Prepares reports for the various governing bodies concerning economic comparison, environmental impact studies, subdivisions, land use conversion, capital improvements and many other considerations;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices; and
- Performs other related duties as assigned or as situation requires.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

FLEET/STREET MANAGER

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of inventory control; safety practices; employee training and development; supervision; human relations. Apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; comprehend simple sentences with common vocabulary; complete routine forms; recognize safety warnings; maintain accurate records; make appointments; prepare meaningful, concise and accurate reports; use proper research methods in gathering data.

Knowledge of:

- Principles and practices of supervision, including assigning and appraising work;
- Planning, lay out, and coordination of projects;
- Methods, materials, tools and equipment used in the construction, maintenance, repair, painting, and sweeping of streets, curbs and sidewalks;
- Safe working practices including shoring, traffic barriers and controls, respiratory protection and other protective clothing and devices;
- Supervising large crews or multiple smaller crews through subordinate lead workers. Plan, lay out, estimate and coordinate project work;
- Establishing and maintaining effective working relationships with employees, the public, contractors, and others;
- Troubleshooting and analyzing maintenance and repair problems and developing solutions;
- Maintaining records and preparing reports;
- Reading and interpreting plans, specifications, blueprints, schematics, and manuals;
- Performing the more difficult and complex construction and maintenance work;
- Lifting and carrying heavy tools and materials; perform strenuous physical work;
- Working outdoors and in inclement weather;
- Structure and operation of vehicles and equipment utilized by City departments including heavy-duty mobile equipment, self-propelled mowers, specialty construction equipment including graders and tractor loaders; Fleet and related equipment maintenance practices and diagnostic procedures in order to recommend equipment servicing policies, and monitor equipment maintenance program;
- Fleet vehicle leasing and vehicle replacement planning;
- Employee supervision, training, evaluation, and disciplinary methods, techniques, and objectives;
- Budgeting processes and implementation;
- Federal regulations and City policies regarding safe work practices;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

FLEET/STREET MANAGER

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications;
- Knowledge of public works and field operations related to the establishment of maintenance programs for the public infrastructure;
- Municipal budget administration and capital improvement programs;
- Global, Federal, State and local trends and foresee future needs;
- Projects and develop long range plans, including the physical, financial and program phases;
- Principles and practices of civil engineering including structural engineering, hydraulic engineering, traffic engineering, right-of-way engineering, and public works construction;
- Knowledge of State Law requirements as applied to operations of public water supply systems; Wide variety of public works services and how they should be managed; and
- Management concepts concerning planning and organizing.

Skills:

- Possess skills to word process general correspondence, spreadsheets and reports using a personal computer and software applications;
- Read and write at the level required for successful job performance;
- Make accurate mathematical calculations;
- Read and interpret plans, specifications, blueprints, schematics, and manuals;
- Maintain accurate records; make appointments; prepare meaningful, concise and accurate reports; and
- Use proper research methods in gathering data.

Ability to:

- Assign, review, plan and coordinate the work of other employees;
- Provide instruction to other employees, to maintain department standards;
- Recommend the discipline or discharge of other employees and to act on employee problems;
- Schedule, route, maintain, and track transport vehicles;
- Implement and enforce transportation scheduling and policy changes;
- Analyze the effectiveness of operations;
- Maintain official documents and records;
- Negotiate with suppliers;
- Communicate effectively to groups, organizations, and the public in writing and orally;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

FLEET/STREET MANAGER

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

- Establish and maintain effective working relationships with other governmental and private agencies, contractors, officials, employees and the public;
- Ensure departmental adherence to applicable laws and regulations;
- Analyze departmental operations and activities and prepare comprehensive reports;
- Maintain departmental compliance with City policies and procedures;
- Understand and interpret provisions in the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees' job performance;
- Effectively supervise subordinates;
- Effectively resolve disputes;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Be willing to initiate, recommend and carry out personnel actions, as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Establish smooth effective working relationships and resolve interpersonal conflicts;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Assumes responsibility to maintain a safe working environment; and
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying.*

Education, Training, & Certification:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination).

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

FLEET/STREET MANAGER

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

Experience:

Five (5) years of extensive professional and successful experience in overseeing concrete, asphalt, pavement restoration and fleet management, including two (2) to three (3) years of which were in a supervisory capacity.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE RECORDS SUPERVISOR

| | | | |
|------------------------|---------|---------------------------------------|---------------------------|
| Civil Service Status: | Exempt | Bargaining Unit: | Non-Represented Employees |
| Probationary Period: | At-Will | Approved by Civil Service Commission: | |
| Classification Series: | Police | Approved by City Council: | |
| FLSA Status: | Exempt | Resolution No.: | |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of police management, this non-peace officer, administrative position is assigned as a full-time civilian employee in the Police Department, which provides highly responsible supervision to subordinate personnel and enhances the work of the Chief of Police; plans and coordinates all aspects associated with police records; performs a variety of clerical and administrative duties; ensures effective workflow and workload balance; ensures accurate data collection and data entry; performs complex research and works on comprehensive or sensitive projects; interacts with local, county, state, and federal agencies to ensure inter-agency cooperation and compliance with reporting mandates; ensures courteous and professional service to members of the community; may be assigned to work night shift, weekends, holidays, or other unusual hours/days; and, performs other related work as assigned.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises work and performance of employees and ensures proper training and compliance with policies and procedures;
- Directs shift activities, ensuring employees utilize work time in an effective and productive manner and that employees have a balanced work load and level of responsibility;
- Plans and organizes the work of employees and ensures effective and timely work flow in order to meet timelines and mandates;
- Reviews the work of employees, constantly evaluates performance and quality of employees' work product, and prepares formal employee performance evaluations;
- Coordinates all requests related to the Public Records Act or other records requests;
- Stays apprised of changing laws and procedures associated with records retention, constantly evaluates the needs of the Police Records Division and implements necessary adjustments;
- Organizes and implements traditional and automated filing systems and constantly explores methods and technology to improve records processing and retention;
- Prepares letters, memorandums, reports, forms, or other staff work in a comprehensive and professional manner;
- Utilizes a variety of computer software and word processing systems to process records material, input data, and prepares charts, graphs and tables;
- Performs audits to ensure accurate work by employees and affirmatively addresses work performance deficiencies;
- Conducts research necessary to make informed recommendations for improvements of records keeping systems or procedures;
- Ensures productive work and interaction with other departments and outside entities;
- Performs a variety of other miscellaneous or administrative duties; and
- Performs other related duties as assigned or as situation requires.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE RECORDS SUPERVISOR

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Police
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Police records keeping procedures, methods, and associated computer equipment;
- Principles and application of computer records keeping software systems;
- Proper English grammar and general police reports methods and format;
- Office procedures and records keeping organizational concepts; and
- Excellent customer service practices.

Skills:

- Strong leadership disposition and organizational skills;
- Strong computer, typing, and use of software system skills; and
- Strong mentoring, teaching, and training skills.

Ability to:

- Represent the City and Police Department in a professional manner;
- Work in a para-military environment and follow chain-of-command;
- Work with minimum management oversight and take initiative to address operational needs;
- Accept corrective criticism or administrative action and learn from mistakes;
- Act in a decisive manner, while applying department policy, good judgment, and common sense;
- Maintain a comfortable working environment and resolve interpersonal conflicts;
- Work in a team environment and develop productive working relationships;
- Supervise, lead by example, coach, mentor, instruct, train, and motivate employees;
- Multi-task and communicate effectively orally and in writing;
- Compose comprehensive reports and produce completed staff work;
- Learn and understand MOU's and administrative policies related to records supervision;
- Apply policies, procedures, instructions, police nomenclature, State laws, and City codes;
- Deal with difficult members of the public and resolve their concerns, when possible;
- Sit for extended periods of time and perform various stationary duties as reasonably required;
- Work various shifts, weekends, holidays and unplanned emergency situations; and
- Adjust to changing situations in positive manner.

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE RECORDS SUPERVISOR

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Police
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

Education/Training:

- Graduation from high school or attainment of General Education Degree (GED) or California High School Proficiency Examination (CHSPE).

Experience:

- Four (4) years' experience in a field related to records keeping;
- Two (2) years' experience in a responsible supervisor level position; and
- Prior experience as a police records clerk or police records supervisor is highly desirable.

License or Certificate:

- California Class C Driver's License is required; and
- Any certificate related to the duties associated with this position is desired.

Special Requirements:

- Must successfully pass a Police Department background check;
- Must meet all medical and physical requirements; and
- Must wear a uniform as required.

Bilingual Pay

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE CAPTAIN

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Police-Sworn
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the position.

DEFINITION

Under direction and supervision of the Chief of Police, this police management position maintains command authority over certain division(s) and unit(s) of the Police Department, as designated by the Chief of Police. Acts as second-in-command to the Chief of Police. Assists in the planning, organizing, directing, controlling, and coordinating of the activities and personnel in the designated areas of responsibility, in the enforcement of laws and the prevention of crime; and performs related administrative and management level work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs same or similar duties as required to be performed by the Chief of Police;
- Performs same or similar duties as required to be performed by a Police Lieutenant;
- Assumes command of the Police Department in the absence of the Chief of Police;
- Provides support to, and enhances the work of, the Chief of Police;
- Coordinates Police Department activities and policing priorities with other City departments;
- Drives the overall mission and policing priorities throughout the Police Department;
- Represents the Police Department with pride, loyalty, dedication, and professionalism;
- Engages the community on policing and crime issues, and participates in community meetings;
- Ensures the enforcement of laws by police personnel and the apprehension of law violators;
- Ensures the protection of life and property in the community and maintains lawful order;
- Directs and controls the functions of assigned divisions and/or units and supervises subordinates;
- Ensures proper performance and training of police personnel and addresses deficiencies;
- Cooperates with other police agencies and government entities on matters of mutual interest;
- Complies with orders sent down the chain-of-command and carries out such other orders;
- Ensures a safe work environment and conducts performance audits of police personnel;
- Evaluates systems, processes, equipment, changing operational needs and makes adjustments; and
- Performs related duties as assigned by the Chief of Police, City Manager, or as situations require.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Proper and effective methods of deploying and utilizing police personnel, both sworn and non-sworn, in day-to-day operations, tactical situations, and anticipated emergencies;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE CAPTAIN

| | | | |
|------------------------|--------------|---------------------------------------|---------------------------|
| Civil Service Status: | Exempt | Bargaining Unit: | Non-Represented Employees |
| Probationary Period: | At-Will | Approved by Civil Service Commission: | |
| Classification Series: | Police-Sworn | Approved by City Council: | |
| FLSA Status: | Exempt | Resolution No.: | |

(Continued)

- Modern policing principles, practices, procedures, policies, organization, and administration;
- All relevant City, State and Federal laws with particular emphasis on the apprehension and prosecution of law violators, and current policing challenges;
- Criminal and administrative phases of crime prevention, investigation, juvenile delinquency, traffic safety and public safety;
- Legal and social issues affecting crime and quality of life in the community; and
- Legal and social issues affecting crime and policing across the State and Country.

Skills:

- Proficiency with software systems necessary to process general correspondence, spreadsheets, and administrative staff work;
- Ability to multi-task and manage various responsibilities and projects simultaneously; and
- Meet the minimum Police Department training standards and firearm proficiency.

Ability to:

- Apply, develop, and organize appropriate policies and procedures;
- Establish cooperative and effective working relationships;
- Train, supervise, and evaluate work performance of subordinates;
- Understand and interpret provisions of the municipal code, MOU's, departmental rules and other City and Police Department policies related to job duties;
- Foster a respectful and professional teamwork environment;
- Plan, organize and prioritize progress of goals and projects;
- Lead, coach, instruct and motivate employees;
- Initiate, recommend and carry out personnel disciplinary action when required;
- Organize, assign, schedule and delegate workload among employees;
- Conduct presentations and speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and days of the week to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Interact with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Handle confidential information with discretion;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE CAPTAIN

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(Continued)

- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts; and
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification on an ongoing basis.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Possession of a P.O.S.T. Management Certificate and a Bachelor's Degree from an accredited college or university in Public Administration, Political Science, Business Administration, or a closely related field.

Experience:

- At least eight (8) years of progressively responsible full-time experience in a modern police department with at least four (4) years in a supervisory capacity, two (2) years of which have been in the rank of Police Lieutenant with the Huntington Park Police Department at the time of appointment.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Special Requirements:

- Must pass a Police Department background check;
- Requires wearing uniforms; and
- May require working nights, weekends, and holidays.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.