

MEETING DATE 11/14/05

AGENDA ITEM Consideration of a Resolution to Approve the Classification Specification and Salary Plan for Automated Enforcement Technician and Rescind Resolution 2005-R065

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NOW THEREFORE the City Council of the City of Culver City California
DOES RESOLVE as follows

2 The Classification and Salary Plan attached and labeled as Exhibit A is hereby adopted effective November 14, 2005, by establishing the salary range for Automated Enforcement Technician to 396.

APPROVED and ADOPTED this _____ day of _____ 2005

APPROVED AS TO FORM

CAROL A SCHWAB
City Attorney

CCEA Bargaining Unit Classifications Effective January 10 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step B	Step C	Step D	Step E
Account Clerk	368	15 583	16 380	17 219	18 098	19 025
Accountant	433	21 550	22 653	23 800	24 996	26 273
Accountant II	465	25 247	26 537	27 893	29 318	30 816
Accounting Technician	407	18 929	19 898	20 915	21 984	23 110
Administrative Clerk	366	15 429	16 218	17 048	17 919	18 836
Administrative Secretary	406	18 836	19 799	20 811	21 875	22 995
Air Conditioning/Heating Technician	451	23 570	24 749	26 014	27 343	28 740
Assistant Engineer	462	24 872	26 143	27 479	28 883	30 359
Assistant Planner	449	23 342	24 508	25 755	27 072	28 455
Associate Analyst	443	22 653	23 800	24 996	26 273	27 616
Associate Engineer	498	29 760	31 281	32 879	34 560	36 326
Associate Microcomputer Analyst (unclassified)	406	18 836	19 799	20 811	21 875	22 995
Associate Planner	477	26 803	28 173	29 612	31 125	32 716
Automated Enforcement Technician ⁷	396	17 919	18 896	19 799	20 811	21 875
Building & Safety Inspector	443	22 653	23 800	24 996	26 273	27 616
Building Engineer	485	27 893	29 318	30 816	32 391	34 046
Building Services Specialist	349	14 175	14 900	15 662	16 463	17 304
Bus Operator	391	17 478	18 371	19 312	20 299	21 336
Bus Operator/RPT	351	14 318	15 049	15 819		
Bus Operator X (see note e)	371	15 819				
Business Tax Inspector	408	19 025	19 998	21 020	22 095	23 226
Buyer	486	28 032	29 465	30 971	32 553	34 217
Cement Finisher	412	19 408	20 399	21 442	22 540	23 684
Clerk	317	12 085	12 702	13 352	14 035	14 752
Clerk Typist	336	13 286	13 965	14 679	15 429	16 218
Code Enforcement Analyst	471	26 014	27 343	28 740	30 209	31 753
Code Enforcement Officer	425	20 707	21 766	22 880	24 034	25 247
Communications Technician	443	22 653	23 800	24 996	26 273	27 616
Community Services Officer/RPT	322	12 390	13 023	13 689		
Computer Operator	416	19 799	20 811	21 875	22 995	24 151
Computer Programmer	454	23 917	25 121	26 405	27 754	29 172
Custodian	339	13 486	14 175	14 900	15 662	16 463
Data Entry Clerk	354	14 533	15 275	16 057	16 878	17 741
Engineering Drawing & Documents Technician	477	26 803	28 173	29 612	31 125	32 716
Engineering Technician	427	20 915	21 984	23 110	24 270	25 500
Equipment Maintenance Supervisor ⁶	458	24 389	25 627	26 937	28 313	29 760

CCEA Bargaining Unit Classifications Effective January 10 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step B	Step C	Step D	Step E
Equipment Service Worker	368	15 583	16 380	17 219	18 098	19 025
Event Supervisor/RPT	474	26 405	27 754	29 172	N/A	N/A
Facilities Lead Worker ⁴	453	23 800	24 996	26 273	27 616	29 027
Facilities Maintenance Worker	390	17 391	18 280	19 215	20 198	21 230
Fire Prevention Specialist	492	28 883	30 359	31 910	33 541	35 255
Forensic Specialist	466	25 373	26 670	28 032	29 465	30 971
GIS Analyst ⁹	497	29 760	31 281	32 716	34 388	36 145
GIS Technician	460	24 628	25 884	27 207	28 597	30 059
Graphic Services Assistant	367	15 506	16 299	17 133	18 008	18 929
Graphic Services Coordinator	415	19 701	20 707	21 766	22 880	24 034
HVAC Maintenance Worker ⁴	420	20 198	21 230	22 316	23 458	24 628
Hazardous Materials Technician	414	19 603	20 604	21 658	22 767	23 917
Heavy Equipment Operator	408	19 025	19 998	21 020	22 095	23 226
Heavy Truck Driver	400	18 280	19 215	20 198	21 230	22 316
Help Desk Technician	381	16 628	17 478	18 371	19 312	20 299
Housing Assistant	428	21 020	22 095	23 226	24 389	25 627
Housing Specialist	463	24 996	26 273	27 616	29 027	30 511
Information Systems Analyst ⁸	487	28 173	29 612	31 125	32 716	34 388
Information Technology Analyst (unclassified)	445	22 880	24 034	25 247	26 537	27 893
Irrigation Maintenance Technician	390	17 391	18 280	19 215	20 198	21 230
Jailer	390	17 391	18 280	19 215	20 198	21 230
Laborer	353	14 461	15 200	15 977	16 794	17 653
Maintenance Carpenter	420	20 198	21 230	22 316	23 458	24 628
Maintenance Electrician	443	22 653	23 800	24 996	26 273	27 616
Maintenance Painter	419	20 097	21 125	22 205	23 342	24 508
Maintenance Plumber	443	22 653	23 800	24 996	26 273	27 616
Maintenance Worker I	362	15 124	15 987	16 710	17 564	18 463
Maintenance Worker II	374	16 057	16 878	17 741	18 648	19 603
Mechanic	423	20 502	21 550	22 653	23 800	24 996
Mechanic Assistant	397	18 008	18 929	19 898	20 915	21 984
Microcomputer Analyst (unclassified)	449	23 342	24 508	25 755	27 072	28 455
Occupancy Specialist ³ (unclassified)	325	12 576	13 220	13 895	14 606	15 352
Office Assistant/RPT	384	16 878	17 741	18 648		
Office Automation Specialist	393	17 653	18 556	19 505	20 502	21 550
Park Maintenance Crewleader	414	19 603	20 604	21 658	22 767	23 917

CCEA Bargaining Unit Classifications Effective January 10 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step B	Step C	Step D	Step E
Park Patrol Officer ²	322	12 390	13 023	13 689	14 389	15 124
Parking Enforcement Officer	379	16 463	17 304	18 189	19 120	20 097
Parking Meter Technician	397	18 008	18 929	19 898	20 915	21 984
Payroll Technician	427	20 915	21 984	23 110	24 270	25 500
Permit Technician	384	16 878	17 741	18 648	19 603	20 604
Pest Control Technician	414	19 603	20 604	21 658	22 767	23 917
Plan Check Engineer	492	28 883	30 359	31 910	33 541	35 255
Plan Check Technician	429	21 125	22 205	23 342	24 508	25 755
Planning Technician	396	17 919	18 836	19 799	20 811	21 875
Police Records Technician ¹	366	15 429	16 218	17 048	17 919	18 836
Pool Maintenance Technician	443	22 653	23 800	24 996	26 273	27 616
Property Technician ⁵	398	18 098	19 025	19 998	21 020	22 095
Public Works Inspector	444	22 767	23 917	25 121	26 405	27 754
Records Management Coordinator	431	21 336	22 428	23 570	24 749	26 014
Recreation Coordinator	423	20 502	21 550	22 653	23 800	24 996
Redevelopment Project Specialist	492	28 883	30 359	31 910	33 541	35 255
Route Supervisor	428	21 020	22 095	23 226	24 389	25 627
Safety Services Communications Operator	413	19 505	20 502	21 550	22 653	23 800
Safety Technician	442	22 540	23 684	24 872	26 143	27 479
Sanitation Collector	368	15 583	16 380	17 219	18 098	19 025
Sanitation Crew Supervisor	420	20 198	21 230	22 316	23 458	24 628
Sanitation Dispatcher ²	418	19 998	21 020	22 095	23 226	24 389
Sanitation Driver	393	17 653	18 556	19 505	20 502	21 550
Sanitation Roll-Off Driver	397	18 008	18 929	19 898	20 915	21 984
Scout Vehicle Operator	372	15 897	16 710	17 564	18 463	19 408
Secretary	384	16 878	17 741	18 648	19 603	20 604
Senior Account Clerk	386	17 048	17 919	18 836	19 799	20 811
Senior and Social Services Specialist	428	21 020	22 095	23 226	24 389	25 627
Senior Computer Programmer	464	25 121	26 405	27 754	29 172	30 663
Senior Computer Programmer Analyst	497	29 612	31 125	32 716	34 388	36 145
Senior Engineering Technician	444	22 767	23 917	25 121	26 405	27 754
Senior Forensic Specialist	503	30 511	32 070	33 708	35 431	37 242
Senior Irrigation Maintenance Technician	414	19 603	20 604	21 658	22 767	23 917
Senior Maintenance Worker	382	16 710	17 564	18 463	19 408	20 399
Senior Microcomputer Analyst (unclassified)	474	26 405	27 754	29 172	30 663	32 230
Senior Public Works Inspector	468	25 627	26 937	28 313	29 760	31 281

CCEA Bargaining Unit Classifications Effective January 10 2005

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Classification Title	Range	Step A	Step B	Step C	Step D	Step E
Senior Tree Maintenance Worker	384	16 878	17 741	18 648	19 603	20 604
Senior Welder	435	21 766	22 880	24 034	25 247	26 537
Sewage Lift Station Worker	377	16 299	17 133	18 008	18 929	19 898
Staff Assistant/Solid Waste Operations	462	24 872	26 143	27 479	28 883	30 359
Street Light Technician	443	22 653	23 800	24 996	26 273	27 616
Street Maintenance Crewleader	433	21 550	22 653	23 800	24 996	26 273
Structural Rehabilitation Specialist	461	24 749	26 014	27 343	28 740	30 209
Subdrain Crewleader	413	19 505	20 502	21 550	22 653	23 800
Subdrain Worker	379	16 463	17 304	18 189	19 120	20 097
Enterprise Business Analyst ¹⁰	497	29 612	31 125	32 716	34 388	36 145
Telecommunications Analyst (Unclassified)	474	26 405	27 754	29 172	30 663	32 230
Traffic Painter	396	17 919	18 836	19 799	20 811	21 875
Traffic Painting Crewleader	436	21 875	22 995	24 151	25 373	26 670
Traffic Signal Technician	476	26 670	28 032	29 465	30 971	32 553
Training and Safety Instructor	438	22 095	23 226	24 389	25 627	26 937
Transit Operations Supervisor	428	21 020	22 095	23 226	24 389	25 627
Transportation Dispatcher	418	19 998	21 020	22 095	23 226	24 389
Van Driver	353	14 461	15 200	15 977	16 794	17 653
Veteran s Complex Maintenance Coordinator	394	17 741	18 648	19 603	20 604	21 658
Warehouse Supervisor	400	18 280	19 215	20 198	21 230	22 316
Warehouse Worker/Delivery Driver	370	15 740	16 545	17 391	18 280	19 215
Web Master (unclassified)	514	32 230	33 877	35 608	37 428	39 340
Welder	417	19 898	20 915	21 984	23 110	24 270

¹Effective July 1 2002

²In accordance with adopted Budget 2002 2003

³Effective July 14 2003

⁴Effective July 28 2003

⁵Effective February 23 2004

⁶Salary Approved in FY 2005 2006 adopted budget

⁷Approved in FY 2005 2006 adopted budget

⁸Effective September 26 2005 per resolution 2005 R0 as approved in FY 2005 2006 adopted budget

⁹Effective September 26 2005 per resolution 2005 R0 as approved in FY 2005 2006 adopted budget

¹⁰Effective September 26 2005 as approved in FY 2005 2006 adopted budget

CCEA Bargaining Unit Classifications Effective January 10 2005

4% INCREASE PER CCEA MOU

Classification Title	Range	Step A	Step B	Step C	Step D	Step E

Notes

- a Employees appointed to RPT positions in the classifications listed above are paid at steps A B or C within the listed range
- b Skill or assigned bonuses provided in the MOU are in addition to above rates
- c Employees appointed to Confidential positions in a classification listed above receive an additional 3 days (24 hours) floating holiday credit pursuant to previous Council Resolution
- d Bus Operator X is a one step entry level appointment from which the employee moves to A step of Bus Operator in six months

Title AUTOMATED ENFORCEMENT TECHNICIAN

Definition

Occupants of this classification are in the classified service. These positions perform specialized police records duties associated with the automated enforcement program. The incumbents of this classification require and receive minimal supervision, but function within general procedural and policy limits.

Supervision Received and Exercised

The positions assigned to this classification report to a Police Sergeant or Watch Commander.

Essential Job Duties

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- 1 Provide interpretation of photographic and data information related to the automated enforcement program
- 2 Responsible for scheduling pre-trial hearings and viewings
- 3 Respond to all correspondence related to the automated enforcement program including affidavits of non-liability and trial by declarations
- 4 Enters and retrieves information and data from law enforcement teletype, internet based programs and computer terminals
- 5 Create and maintain section files containing statistical analysis, section reports, and other related material
- 6 Organizes and prepares pre-court material to ensure coordination with the court calendar
- 7 Retrieves, assembles, and disseminates reports and information from the files in an accurate and timely basis. Understands and is able to correctly use the filing system to respond to requests for reports and information
- 8 Provides various reports to supervisors, vendors and court personnel
- 9 Responsible for acting as a staff liaison to the automated enforcement vendor and the Los Angeles Superior Court
- 10 Maintains a current and thorough working knowledge of department programs and requirements
- 11 Maintain confidentiality of information received
- 12 Operates personal computers using such office automation software as word processors, electronic spreadsheets, calendaring and mail, other application packages
- 13 Courteously and tactfully assists the public with information relating to the automated enforcement program. Accepts walk-in requests for reports or information
- 14 Assists with viewings as needed
- 15 Performs other related duties

Minimum Knowledge, Skill and Ability

Knowledge of

Specific departmental procedures and policies
Research techniques
Filing and recordkeeping principles and procedures
Modern office practices, procedures, and equipment
Basic English, grammar, spelling, vocabulary, and arithmetic

Skill and Ability to

- Learn and apply vehicle codes as they relate to automated enforcement
- Update and maintain records and files
- Work with confidential information
- Independently analyze information and reach reasonable conclusions
- Read and write basic English
- Operate standard office machines such as word processors, computer terminal and printers, fax machine
- Communicate clearly and effectively, orally and in writing
- Utilize internet based programs
- Prepare reports in an accurate fashion
- Establish and maintain effective working relationships with vendors, fellow employees, and the general public
- Keyboard accurately at a speed of 35 net words per minutes
- Perform arithmetic computations quickly and accurately

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school or equivalent and two years of experience at a level comparable to Police Records Technician.

Physical Requirements and Working Conditions

- Require vision (which may be corrected) to read small print
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job
- Is subject to office environmental conditions
- May be required to work evenings or weekends