

RESOLUTION R11-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES RECLASSIFYING THE SECRETARY TO POLICE CHIEF TO EXECUTIVE
ASSISTANT/CUSTODIAN OF RECORDS AND ESTABLISHING THE ASSOCIATED
SALARY RANGE THEREFORE WITHIN THE MANAGEMENT AND
CONFIDENTIAL EMPLOYEE GROUP**


THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, DOES
HEREBY RESOLVE AS FOLLOWS:

Section 1. The classification of "Secretary to Police Chief" is hereby modified and approved to be "Executive Assistant/Custodian of Records." The job specifications for this classification shall be as described in the job description attached to this resolution. Effective February 14, 2011, the person holding a position in this classification shall be compensated within the following monthly salary range:


\$4,712 - \$5,890

Section 2. The City Clerk shall certify to the passage and adoption of Resolution R11-03 and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED on this 8th day of February, 2011.

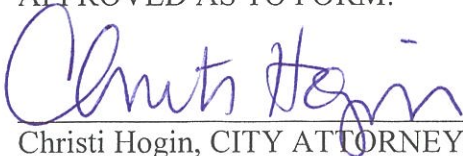

Rosemary Humphrey, MAYOR

ATTEST:



Judy Smith, CITY CLERK

APPROVED AS TO FORM:


Christi Hogin, CITY ATTORNEY

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: EXECUTIVE ASSISTANT/CUSTODIAN OF RECORDS

Department: Police Department
FLSA Status: Non-exempt
Designation: Confidential

Definition

The Executive Assistant/Custodian of Records, working under direction of the Chief of Police, performs high level clerical and department record maintenance and reporting duties requiring frequent exercise of independent judgment.

Duties

The Executive Assistant/Custodian of Records performs the following duties:

- Coordinates, designs, revises, and maintains overall office systems for records and documents related to departmental operations.
- Ensures the integrity and compliance of Police Department records, files, materials and information through maintenance, preservation, and proper destruction.
- Responds to all Public Records Act demands, general discovery motions, Subpoena. Duces Tecum requests, Pitchess Motions and other court-related or other agency-required documents, reports or requests.
- Updates record-keeping system to maintain efficiency and effectiveness.
- Coordinates the parking citation system.
- Arranges appointments, conferences, and meetings for the Chief of Police.
- Receives visitors and phone calls for the Chief of Police.
- Receives and routes incoming and outgoing correspondence pertinent to the activities of the Chief of Police.
- Composes letters, memos and other written communication on routine matters, responds to inquiries by staff and the public as necessary.
- Assists the department with projects and clerical support as needed upon the direction of the Chief of Police.
- Does related work as needed.

Qualifications

Knowledge and Abilities:

- Federal, State, Local and City laws and regulations pertaining to records principles, systems, procedures and processes.
- General office procedures.
- Read, interpret and apply policies, procedures, rules and regulations.
- Type 60 wpm with accurate spelling and grammar.

- Use word processing and data base and other relevant software.
- Operate standard office equipment.
- Make independent decisions.
- Follow oral and written instructions.
- Work cooperatively with staff, residents and other entities.
- Exercise confidentiality.
- Problem solve.
- Work under pressure with strict deadlines.
- Effectively communicate both written and verbal.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED (required)
- Some college course work (preferred)
- At least two years of secretarial/clerical support experience
- A working knowledge of Police Department operations (some record retention experience preferred).

Physical Requirements:

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R11-03** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 8th day of February, 2011, by the following vote:

AYES: COUNCILMEMBERS: Humphrey, Rea, Perkins, Bird and Goodhart

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None


Vickie Kroneberger, Deputy City Clerk