

RESOLUTION R11-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALOS VERDES ESTATES MODIFYING THE JOB DESCRIPTION FOR THE
CLASSIFICATION ADMINISTRATIVE ANALYST 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 duties of the "Administrative Analyst" are hereby modified and approved. The modified job specifications for this classification shall be described in the job description attached to this resolution.

Section 2. The City Clerk shall certify to the passage and adoption of Resolution R11-31, effective September 26, 2011, and enter it into the book of original resolutions.

PASSED APPROVED AND ADOPTED on this 27th day of September, 2011.



William John Rea, Mayor

ATTEST:



Judy Smith, City Clerk

APPROVED AS TO FORM:



Christi Hogin, City Attorney

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE ANALYST

Department: City Manager

FLSA Status: Non-exempt

Designation: Confidential

Definition

The Administrative Analyst, working under the direction of the Assistant to the City Manager and the Director of Building and Planning, performs a wide variety of analytical and administrative tasks to provide responsible staff assistance in personnel, administration and code enforcement.

Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The Administrative Analyst performs the following:

Personnel

- Assist in the administration of the Personnel System.
- Assist with coordination of employee programs, including health insurance, workers compensation, wellness program, and employee assistance program.
- Coordinate recruitments, testing and selection process.
- Assist in the maintenance of job classification and compensation plan
- Assist in the implementation of policies and procedures.
- Conduct special studies and surveys and prepare research.
- Coordinate employee events, such as annual holiday party and BBQ.
- Coordinate Employee Recognition Program.
- Assist in the maintenance of personnel files of all City personnel.
- Perform various related duties as required.

Administration

- Compile and analyze data; conduct surveys and perform research.
- Publish the bi-monthly City newsletter.
- Coordinate special city-wide activities, ceremonial occasions, special events, block parties and event promotional signage.
- Processes commercial photography and motion picture (film) permits.
- Provide receptionist, public counter relief as needed.

- Assist other Departments as needed.

Code Enforcement

- Investigate reports of violations of municipal codes, permits, and licenses
- Contact violators and solicit voluntary compliance;
- Issue citations to violators; initiating permit and license revocation proceedings
- Log and file documentation of actions taken.
- Determine which non-compliant conditions pose a threat to the public safety and takes appropriate action to protect safety of the public through such measures as requiring the immediate closure, barricading, and removal of persons from a hazardous condition. Issues immediate directives to cease and desist certain operations or practices.
- Conduct field site visits
- Conduct follow-up visits to ensure violations have been abated; and when necessary, initiates forced abatement proceedings
- Arrange for the violator to be billed for abatement costs.
- Use manual and computerized systems to enter, retrieve, update and maintain code compliance data for record keeping purposes and for use in evaluating projected trends.
- Participate in on-going training and professional certification programs in the area of code compliance.

Qualifications

Knowledge and Abilities:

- General understanding of human resource practices and procedures.
- Knowledge of appropriate City procedures and application of City policies, codes, laws, rules and regulations.
- Ability to meet the public and handle public contact with skill and tact;
- Ability to conduct investigations by identifying relevant issues, and ascertaining the type of data needed.
- General office procedures.
- Read, interpret and apply policies, procedures, rules and regulations.
- Type 60 wpm with accurate spelling and grammar.
- Use word processing and database and other relevant software.
- Operate standard office equipment.
- Make independent decisions.
- Follow oral and written instructions.
- Research, communication, analytical and report writing techniques
- Adequate mathematical ability to include adding, subtracting, multiplying, dividing, and calculating decimals, ratios and percentages.
- Work cooperatively with staff, residents and other entities.
- Exercise confidentiality.
- Problem solve.
- Work under pressure with strict deadlines.
- Effectively communicate both written and verbal.

- Effectively interact with the public, elected and appointed officials and representatives from other agencies.

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)
- Bachelor's degree in public administration, political science, or related field (preferred)
- At least three years of general municipal support experience or two years of public agency human resource experience.

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. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. 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.

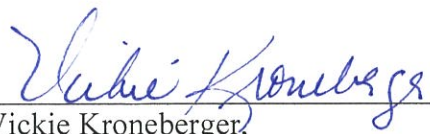
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Vickie Kroneberger, Executive Assistant/Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R11-31** 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 27th day of September, 2011, by the following vote:

AYES: COUNCILMEMBERS: Rea, Bird, Perkins and Humphrey

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: Goodhart



Vickie Kroneberger,
Executive Assistant/Deputy City Clerk