RESOLUTION NO. 2019-84

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BELL, CALIFORNIA, FORMALLY APPROVING THE
RECLASSIFICATION OF SIX (6) CLASSIFICATIONS (SIXTEEN
(16) POSITIONS) REPRESENTED BY THE BELL CITY
EMPLOYEES ASSOCIATION

WHEREAS, at the November 13, 2019 City Council meeting, City Council gave staff
direction to return with a recommendation for the reclassification of the employees identified in
the 2019 HR-Dynamics & Performance Management Classification Study for review and
consideration by the City Council; and

WHEREAS, on October 24, 2018, the City Council approved and adopted a
Memorandum of Understanding Between the City of Bell and the Bell City Employees
Association, June 27, 2018 – June 30, 2020 ("BCEA MOU 2018-2020"); and

WHEREAS, Article XXII of the BCEA MOU 2018-2020 provided for a reopening of
negotiations with respect to reviewing the following for potential reclassification and change in
salary range: Administrative Specialist (1 position), Code Enforcement Officer (2 positions),
Office Assistant (2 positions), Police Dispatchers (5 positions), Recreation Programmer/Coordinator (4 positions) and Recreation Supervisor (2 positions) ; and

WHEREAS, City staff retained the services of a consultant to make recommendations
on potential reclassification and changes in salary ranges for certain classifications; and

WHEREAS, the BCEA reviewed and commented on the consultant’s recommended
changes in job titles, new job descriptions and new salary ranges; and

WHEREAS, the City’s labor negotiators me; and conferred in good faith with BCEA
regarding the proposed reclassifications, new job descriptions, new salary ranges, and
placement of incumbent employees at their respective salary steps; and

WHEREAS, BCEA has approved the proposed reclassifications, new job descriptions,
new salary ranges, and placement of incumbent employees at their respective salary steps; and

WHEREAS, the City Council now desires to formally approve the reclassifications,
salary ranges, job descriptions and placement of employees in the respective salary steps for
the new classifications as set forth in this resolution.

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

SECTION 1. The foregoing recitals are true and correct and are incorporated by
reference herein.

SECTION 2. The reclassification of certain current BCEA positions, as set forth below in
this Section 2, is hereby approved.

A. Community Service Department
   • "Recreation Programmer" to "Recreation Coordinator" (4 positions)
   • "Administrative Specialist" to "Management Analyst"
   • "Office Assistant" to "Office Assistant II"
• Creation of new classification- "Office Assistant I"

B. Finance Department
• "Office Assistant" to "Office Assistant II"
• Creation of new classification- "Office Assistant I"

C. Community Development Department
• "Management Analyst/ Economic Development" to "Senior Economic Development Specialist"
• Creation of new classification- "Economic Development Specialist"

SECTION 3. The proposed job descriptions for the new classifications of Recreation Coordinator, Recreation Supervisor, Police Dispatcher, Code Enforcement, Administrative Specialist, Office Assistant I/II, Economic Development Specialist and Senior Economic Development Specialist, attached hereto as Exhibit "A," are hereby approved.

SECTION 4. The salary ranges and salary steps for the positions of Recreation Coordinator, Recreation Supervisor, Police Dispatcher, Code Enforcement, Administrative Specialist, Office Assistant I/II, Economic Development Specialist and Senior Economic Development Specialist, attached hereto as Exhibit "B," are hereby approved.

SECTION 5. The reclassification of incumbent employees and placement of these employees into new salary steps, as summarized below in this Section 5, is hereby approved.

A. Code Enforcement Officer, Mike Daniels, to Code Enforcement Officer at Step B ($4,885.32)

B. Dispatcher, Pricila Batres-Divas to Dispatcher at Step C ($5,007.07)

C. Dispatcher, William Aguilar to Dispatcher at Step C ($5,007.07)

D. Dispatcher, Brian Hahn to Dispatcher at Step E ($5,548.00)

E. Dispatcher, Nancy Marquez to Dispatcher at Step E ($5,548.00)

F. Dispatcher, Alexis Flores to Dispatcher at Step A ($4,518.88)

G. Administrative Specialist, Francesca Sciamanna, to Management Analyst at Step B ($5,074.07)

H. Recreation Supervisor, Connie Hurtado, to Recreation Supervisor at Step C ($6,433.92)

I. Recreation Supervisor, Alejandra Garcia, to Recreation Supervisor at Step A ($5,806.62)

J. Recreation Programmer, Jose Carrillo, to Recreation Coordinator at Step B ($4,677.84)

K. Recreation Programmer, Jocelyn Uribe, to Recreation Coordinator at Step A ($4,443.95)
L. Recreation Programmer, Nelson Arriaza, to Recreation Coordinator at Step A ($4,443.95)

M. Recreation Programmer, Alberto Rea, to Recreation Coordinator at Step A ($4,443.95)

N. Office Assistant, Genesis Puente to Office Assistant II at Step B ($3,519.52)

O. Office Assistant, Cindy Guerrero to Office Assistant II at Step A ($3,343.55)

P. Management Analyst, Jackie Choi to Senior Economic Development Specialist at Step C ($6,126.95)

SECTION 6. The placement of incumbent employees as set forth in Section 5 above shall be deemed effective January 1, 2020. However, notwithstanding the foregoing, for purposes of determining future salary step increases the anniversary dates for employees affected by the reclassifications made pursuant to this resolution shall be January 6, 2020, the first day of the first full pay period following the effective date of January 1, 2020.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 11TH DAY OF DECEMBER 2019

Ali Saleh, Mayor

APPROVED AS TO FORM:

David Aleshire, City Attorney

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Angela Bustamante, City Clerk of the City of Bell, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Bell City Council at its regular meeting held on the 11th day of December 2019, by the following vote:

AYES: Councilmembers Gallardo, Quintana, Valencia, Vice-Mayor Romero and Mayor Saleh

NOES: None

ABSENT: None

ABSTAIN: None

Angela Bustamante, City Clerk

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December 11, 2019
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CLASSIFICATION SPECIFICATION

CITY OF BELL

ADMINISTRATIVE SPECIALIST

DEFINITION
Provides a wide variety of high level office administrative and secretarial support to a department head and related management, professional, and supervisory staff; performs technical support work related to the department to which assigned; creates, implements, and participates in administrative processes, procedures and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from higher level supervisory or management staff.
May exercise supervision over assigned clerical staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs high level administrative assistance and support duties for an assigned department; creates, implements, and participates in various processes, procedures and programs; provides information and assistance to the public on department operations and services.

- Manages office support functions; may supervise and direct the work activities of assigned clerical staff; prioritizes and coordinates work assignments; reviews work for accuracy.

- Attends to a variety of office administrative details such as ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, and attending meetings.

- Processes bills and invoices for payment; prepares and transmits a variety of financial expense statements and other fiscal transactions.

- Performs project research and report preparation related to the activities of the department to which assigned; compiles information and data for administrative, statistical and financial reports; checks and tabulates statistical data.

- Monitors budget reports and recommends changes based upon variances. Prepares budget documents and reports.

- Prepares department presentations for meetings using power point software.
City of Bell
Classification Specification
Administrative Specialist

- Performs technical and administrative assistance in departmental personnel related activities such as recruitment interview scheduling, employee orientation, employee training, performance evaluations and related personnel matters; maintains confidential personnel files and records.
- Prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.
- Coordinates calendars and makes meeting arrangements; arranges for necessary facilities and materials to be available at meetings.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Assists with special event programs; coordinates reservations and use of equipment and facilities.
- Prepares, processes and tracks purchase requisitions for services and materials.
- Provides administrative support in the preparation of department/division budget.
- Assists in the administration of grants and programs including Transit and Animal Control services; serves as a liaison between program providers and the community to resolve issues and concerns.
- Receives and responds to questions and comments from the public in a courteous and timely manner.
- May process and handle confidential and sensitive information.
- Performs special projects as assigned.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to a High School Diploma or GED supplemented by college-level coursework in business or public administration. An Associate’s or Bachelor’s degree in business or public administration is highly desirable.
City of Bell
Classification Specification
Administrative Specialist

Experience:
Three (3) years of increasingly responsible experience in performing complex administrative clerical or secretarial duties in local government including responsible public contact and budgetary experience. Ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Operations and services provided by municipal government.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, power point, database, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Principles and practices of complex record keeping and retention.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:
- Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Learn the operations and services of the department or division to which the position is assigned.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, compile and summarize information and data.
- Compose correspondence and reports independently or from brief instructions.
• Organize, maintain, and update office database and records systems.
• Enter and retrieve data from a computer with sufficient speed and accuracy.
• Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
• Operate modern office equipment including computer equipment and software programs.
• Communicate clearly and effectively, both verbally and in writing.
• Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
• Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS
Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

Revised 8/21/19
CLASSIFICATION SPECIFICATION

CITY OF BELL

CODE ENFORCEMENT OFFICER

DEFINITION
Performs a variety of duties in the prevention, detection, investigation, and enforcement of violations of statutes or ordinances regulating health and safety, building and land use, with the goal of enhancing the community and the health and welfare of its citizens; provides information to businesses and the general public in code enforcement operations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs a variety of duties in the prevention, detection, investigation, and enforcement of violations of statutes or ordinances regulating health and safety, building and land use regulations, with goal of enhancing the community and the health and welfare of its citizens.

- Patrols City streets for violations, response to calls, and to investigate complaints from members of the public; determines validity of complaints and the appropriate course of action to mitigate issues.

- Patrols City streets to remove illegally placed signs on public places/City property.

- Performs systematic property maintenance inspections to maintain or achieve minimum property standards.

- Provides information and assistance to the public and commercial interests with respect to code enforcement issues; attends neighborhood meetings to discuss and educate citizens about City codes.

- Photographs and documents visual representations of code violations and prepares other required materials.

- Enforces all aspects of City’s codes and ordinances including identification of the nature of the code violation, and the issuance of verbal warnings and written official notifications to concerned parties.

- Performs research, updates records, and processes case documentation to respond to internal and external requests.
City of Bell  
Classification Specification  
Code Enforcement Officer

- Completes case documentation and incident reports and compiles supporting documentation in order to explain facts and circumstances of violations; testifies in municipal court as required.
- Prepares a variety of reports and memoranda on code enforcement program activities.
- Works with other City departments on code enforcement issues to ensure all relevant departments are informed on issues.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to a High School Diploma or GED.

Experience:
Two (2) years of experience working in a municipal code enforcement program including investigating allegations, conducting research, and resolving complaints, concerns or conflicts. Ability to speak Spanish is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Operations, services and activities of a municipal code enforcement program.
- Levels of authority within the City for the enforcement of code violations.
- Principles, practices, methods, and techniques of code enforcement.
- Investigative principles and practices.
- General construction practices, procedures and requirements.
- Provisions of the California Penal Code as it relates to code enforcement practices.
- Safe and efficient work practices as they relate to code enforcement.
- Common word processing, spreadsheet, and database software.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
City of Bell
Classification Specification
Code Enforcement Officer

- Federal, State, and County and City laws, codes, ordinances and regulations related to code enforcement.

Ability to:
- Impartially interpret and apply code enforcement provisions within prescribed codes and laws, and City policy.
- Conduct pertinent enforcement activities in a safe and effective manner.
- Analyze and compile technical information on nuisance investigations and violations.
- Issue administrative citations and warning letters; prepare comprehensive case documentation as needed for enforcement purposes.
- Prepare a variety of code enforcement notices and letters for code violations.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Handle sensitive or stressful situations with tact and diplomacy; ensure a high level of customer service to the public, vendors, contractors, business owners, tenants, and City staff.
- Communicate clearly and effectively, both verbally and in writing.
- Track compliance issues, maintain logs, and prepare written reports on activities and actions taken.
- Present education information to groups and testify in court.
- Use sound, independent judgment within established policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read, interpret, and explain City codes and site plans, maps and work plans.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Some positions require the possession of, or the ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Requires possession of a Penal Code (P.C.) 832 Certification.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – standing, sitting or walking for extended periods; driving for extended periods of time; occasional pushing/pulling; occasional bending, kneeling, and squatting. Lifting –
City of Bell
Classification Specification
Code Enforcement Officer

occasional lifting up to 25 pounds. Vision — constant use of good overall vision for reading/close up work; occasional eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity — frequent repetitive motion from writing and using a computer keyboard. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological — frequent decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS

Work is performed in an indoor office and outdoor environment, and requires travel within the City limits. Work environments may occasionally be noisy. Occasional evening, holiday and/or weekend work may be required.

Revised 6/30/19
CLASSIFICATION SPECIFICATION

CITY OF BELL

ECONOMIC DEVELOPMENT SPECIALIST

DEFINITION
The Economic Development Specialist will help develop and implement various economic development programs designed to retain and expand existing businesses and attract to Bell new businesses that generate significant revenue, jobs and quality-of-life enhancements for the City; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Community Development Director. May exercise functional supervision over technical and clerical staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- **Monitor the Local Economy:** Understand the local economy and real estate market by analyzing the local retail base, sales tax, and vacancies to target a broad array of retail tenants; generating and maintaining economic and demographic data to determine market conditions and trends; and compiling and updating a comprehensive database of vacant parcels as well as unoccupied retail, office, commercial and industrial sites.

- **Support Existing Businesses:** Assist existing businesses by developing a “Buy in Bell” program; creating a publicity campaign to highlight key businesses and local success stories; developing programs to foster business-to-business purchasing; serving as the City’s liaison to the businesses community; identifying grant opportunities and financing tools to foster business investment; facilitating local businesses’ use of City services; and developing a Business Retention Visitation program to address specific issues raised by local businesses.

- **Attract New Businesses:** Assist in business attraction efforts by helping to identify missing and underrepresented businesses and categories of businesses; helping to promote economic development activities to increase City’s visibility as a desirable business location; developing marketing materials for specific sites; helping to design incentives for brokers to secure key tenants and zoning incentives to attract desired businesses; creating an inventory of available properties for sale, lease and development; targeting emerging growth industries for business attraction; researching neighboring cities’ “cost of doing business” to maximize Bell’s competitiveness in attracting businesses; mapping vacant and underutilized properties; attending economic
City of Bell  
Classification Specification  
Economic Development Specialist

development, real estate and local economy forecast workshops; and coordinating the production & use of news releases, promotional materials, and electronic media.

- Perform related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
A Bachelor’s Degree in business, planning, public administration, economics, finance, urban studies, or a related field from an accredited college or university is required.

Experience:
A minimum of one (1) year of experience in economic development, real estate development, community planning, and/or industrial development, preferably in the public sector. Ability to communicate in Spanish is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of municipal government.
- Operations, services and activities of department to which the position is assigned.
- Codes, policies, regulations and procedures related to department operations.
- Methods and techniques of conducting research and statistical analysis.
- Principles and practices of report development.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Techniques for effectively representing the City, including making effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Business correspondence development.
- Principles and practices of budget development and monitoring.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.
Ability to:
The Economic Development Specialist must effectively:
- Apply professional principles of community and economic development
- Use current computer programs
- Analyze data and utilize problem solving skills
- Prepare and clearly present technical written and oral reports
- Work in group settings
- Work with complex issues in fast changing and fast-moving business, organization, and political environments
- Prepare complex narrative and statistical reports, correspondence, policies and procedures and other written materials.
- Interpret and apply theories, principles, rules and practices in the area of assignment.
- Prepare complex administrative and technical reports.
- Coordinate activities with other City departments and divisions, and external agencies.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Make effective presentations to individuals and groups.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological –
frequent decision making and concentration; occasional public contact; occasional working alone.

**WORKING CONDITIONS**
Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

Revised 11/14/19
CLASSIFICATION SPECIFICATION
CITY OF BELL
OFFICE ASSISTANT I/II

DEFINITION
Learns to perform, and performs, a variety of routine clerical and administrative tasks in support of assigned department or division; areas of responsibility include word processing, reception, customer service, record keeping, registrations, typing, photocopying, scanning, and filing; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Office Assistant I
The Office Assistant I is the entry level classification in the office support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine office support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Office Assistant II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Office Assistant II
The Office Assistant II is the journey/lead level classification in the office support series in which incumbents are expected to perform the full scope of assigned duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Administrative Specialist in that the later is responsible for the more advanced office and administrative and secretarial support to a department head and related management, professional, and supervisory staff; as well as the performance of technical support work related to the department to which assigned.

SUPERVISION RECEIVED AND EXERCISED

Office Assistant I
Receives immediate supervision from administrative and/or management staff of assigned department. Incumbents in this class do not routinely exercise supervision.

Office Assistant II
Receives general supervision from higher level supervisory or management staff of assigned department. Incumbents may exercise functional supervision over lower level part-time staff, as assigned.
ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Learns to perform and performs the full range of clerical and administrative tasks in support of assigned department or division.
- Serves as a receptionist by receiving, screening and routing telephone calls; takes and delivers messages; greets and directs visitors to appropriate person.
- Receives and responds to questions and comments from the public in a courteous and timely manner; provides information on department or division services; assists in resolving customer concerns and/or complaints; coordinates with internal staff, departments, and/or external agencies who provide City services to resolve issues.
- Receives and processes registrations for various programs.
- Receives, opens, sorts and distributes incoming mail; delivers to correct recipient; processes outgoing mail.
- Receives daily cash receipts, processes them in accordance with department accounting requirements; and submits deposits to the Finance Department.
- Processes invoices and warrants in accordance with department accounting requirements; and submits approved invoices to the Finance Department for payment.
- Utilizes a variety of office equipment in the performance of duties including computers and photocopiers; utilizes a variety of software programs including word processing, spreadsheets, and databases which may be unique to the department.
- Types a variety of documents, reports and forms from rough draft, tape recording, or verbal instruction; proofreads for accuracy, completeness and proper format.
- Enters and retrieves data from computer; generates records and reports.
- Files and/or scans documents, reports and forms within a prescribed system.
- Performs routine clerical duties such as photocopying and scanning.
- Compiles materials and documents for reports.
- Schedules facilities for meetings and ensures necessary materials are available at meetings.
- May process and handle confidential and sensitive information.
- Serve in a lead capacity providing training and direction to others.
- Performs related duties as assigned.
QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Office Assistant I

Education:
Equivalent to a High School Diploma or GED.

Experience:
One (1) year of general office clerical experience. Ability to speak Spanish is highly desirable.

Office Assistant II

Education:
Equivalent to a High School Diploma or GED.

Experience:
Two (2) years of varied and responsible office clerical and administrative experience including reception, customer service, and record keeping. Ability to speak Spanish is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices and methods.
- Operational characteristics of a variety of office equipment including phones, computers, and related devices.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Principles and practices of filing and records retention.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
Ability to:

- Perform a wide variety of office clerical and administrative duties including word processing, reception, typing, photocopying, scanning, and filing.
- Greet visitors and callers; respond to inquiries, and direct as necessary.
- Provide excellent customer service including handling registrations and resolution of routine issues or complaints.
- Learn the operations and services of the department or division to which the position is assigned.
- Compile information and data.
- Type and process a variety of documents from rough draft, tape recording, or verbal instruction.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Operate modern office equipment including computers and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lead and train lower level staff in the performance of duties associated with front counter customer service work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent public contact; occasional working alone.

WORKING CONDITIONS
Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and
City of Bell
Classification Specification
Office Assistant I/II
extensive contact with the public. Extension of the workday may be required due to meetings
and workload.

Revised 8/21/19
CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE DISPATCHER

DEFINITION
Performs a variety of duties in support of the City’s emergency systems dispatching operations within the Police Department; evaluates nature of services/information received and determines proper course of action; follows departmental standard operating policies and procedures in carrying out the correct course of action; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
 Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs a variety of duties in support of the City’s emergency dispatching operations including receiving and responding to emergency and non-emergency calls for assistance.

- Receives and responds to incoming 911 emergency and non-emergency telephone and radio calls; elicits information from callers with respect to the nature of the situation; assesses situation and dispatches appropriate units or equipment to handle emergency and non-emergency calls for assistance.

- Responds to requests from patrol units with respect to a variety of required information; uses computer system to request information from other local, regional or national law enforcement agencies to respond to officer’s requests.

- During emergency responses, maintains contact with local units on assignment and with personnel from other law enforcement agencies until situation is resolved.

- Operates a variety of specialized computer systems in the performance of duties; enters and retrieves data; maintains a variety of logs and records.

- Monitors security cameras located in public areas via computer screens for suspicious or malicious activity and dispatching a field officer when necessary.

- Monitors license plate reader cameras via computer screens and dispatching a field officer when a stolen vehicle is located.

- Within established guidelines, provides information on emergency services operations and activities to members of the public.

- Ensures all work related actions and responses taken are compliant with the standard operating policies and procedures established by the Department.
City of Bell
Classification Specification
Police Dispatcher

- Compiles data and prepares reports of calls for service, equipment dispatched, and disposition of calls for assistance.
- Performs data entry, citation entry or other clerical duties.
- May attend public meetings for presentations on police/dispatch functions.
- May serve as matron, performing searches of suspects in custody.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to a High School Diploma or GED.

Experience:
Two (2) years of full-time clerical experience involving substantial public contact and customer service, preferably in a police or fire department. Ability to speak Spanish is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Operations, services and activities of a municipal police department.
- Operational characteristics and use of specialized police operations computer applications including computer aided dispatch systems, and local, regional and national criminal justice systems.
- Standard operating policies and procedures used by the Department for emergency and non-emergency response situations.
- Methods and techniques of eliciting critical information from distressed callers in time of crisis.
- Recordkeeping methods and procedures.
- Methods and techniques of conducting searches of individuals in custody.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- Modern office administrative procedures, including the use of standard office equipment.
City of Bell
Classification Specification
Police Dispatcher

- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:
- Speak English and Spanish.
- Use translation services when necessary.
- Type 45 words or more per minute is desirable.
- Evaluate the nature of non-emergency and emergency calls and dispatch appropriate units.
- Remain calm, act quickly, and use good judgment in emergency and non-emergency situations.
- Multi-task effectively following protocols in determining priorities.
- Effectively operate computer aided dispatch system rooms, 9-1-1 telephone equipment, and radio equipment.
- Read and interpret manuals and codes related to work performed.
- Compile information and maintain records.
- Work a variety of shifts including nights, weekends, and holidays.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Some positions require the possession of, or the ability to obtain and retain, a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability or personal choice will be reviewed on a case-by-case basis.

Successful completion of a comprehensive background investigation prior to hire.

Must successfully complete a 120-hour P.O.S.T. Basic Public Safety Dispatcher course within 12 months of hire.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – frequent sitting for extended periods; occasional driving may be required, depending upon assignment; occasional bending, kneeling, and squatting. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; extensive public contact over the telephone; occasional working alone on certain shifts such as weekday day shift and weekday graveyard shift.

WORKING CONDITIONS

Work is typically performed in an indoor office environment. Work environments may be noisy. Evening, holiday and/or weekend work may be required.

Revised 6/30/19
CLASSIFICATION SPECIFICATION

CITY OF BELL

RECREATION COORDINATOR

DEFINITION
Performs a variety of duties in planning, organizing and implementing a City-wide program or multiple community center-specific programs; program activities may include youth sports, adult sports, child care, elder care, community center events, special events, and related recreational services; develops promotional materials for assigned program; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from higher level supervisory and management staff.
Exercises close to general supervision over lower level recreation program staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Plans, organizes and implements the day-to-day operations of assigned City-wide recreation program or multiple community center-specific programs; program areas may include youth or adult sports, child care, elder care, community center events and related recreational services.

- Ensures program activities are appropriate for the age groups of the participants, and in compliance with Federal, State, and local laws, regulations, codes and guidelines.

- Assists in development of the budget for assigned program area; monitors budget expenditures and provides recommendations on how to resolve any variances.

- Determines the necessary materials, equipment and staffing needed to implement program activities.

- Issues, receives and ensures the proper equipment is used for the assigned program area; instructs participants in the safe use of this equipment.

- Undertakes program marketing activities by developing flyers, calendars, newsletters, and other promotional materials to inform the community of programs and upcoming events.

- Works with community groups and residents in the development and coordination of program; oversees and coordinates scheduling of activities, games, and events.

- Prepares financial reports related to program participation and revenues.
• Coordinates program activities with other government and community agencies.
• Monitors and evaluates the effectiveness of the assigned program, activities, and special events and recommends improvements or modifications.
• Assists in the recruitment, selection and scheduling of part-time staff and volunteers; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily staff schedules; when applicable, provides input into performance evaluations.
• Engages with the community regarding programs and services; receives, investigates and resolves issues or concerns involving programs, activities, participants, staff, coaches, residents, contractors, and vendors.
• Promotes safety and renders first aid as required.
• Coordinates and participates in a variety of program operations and facility and park maintenance activities, including sports fields and related facilities
• Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to a Bachelor’s Degree from an accredited college or university in Recreation Administration or a related field.

Experience:
Four (4) years of work experience in recreation programs or a closely related environment, including two (2) years of lead or supervisory experience. Ability to speak Spanish is highly desirable. Two (2) years of additional experience may substitute for up to two (2) years of the required education.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
• Operations, services and activities of a comprehensive municipal recreation program.
• Operational characteristics of equipment and materials used in assigned program area.
• Principles and practices of program administration including budgeting.
• Principles of lead supervision and training.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to the program area to which assigned.
- Community demographics.
- Community resources available to supplement program activities.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure activities through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- A variety of games, sports, and other recreational activities appropriate to various ages of participants.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and health/hygiene.
- Principles of complex record keeping.
- Modern office practices, methods and computer equipment including specialized applications.
- Business arithmetic and basic statistical techniques.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to the program area and facilities to which assigned.

**Ability to:**
- Plan, coordinate and implement assigned recreation program.
- Lead, direct, plan and review the work of assigned staff.
- Evaluate assigned program effectiveness and make adjustments as needed.
- Plan and prepare recreation activity schedules, staffing schedules, rosters, flyers, reports and other related program materials.
- Effectively interact with a variety of recreation program participants from diverse ethnic and socio-economic backgrounds.
- Ensure the proper maintenance of facilities and equipment for assigned program area.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Prepare budgets and reports on program activities.
- Maintain and update a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
City of Bell
Classification Specification
Recreation Coordinator

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively with program participants in English and Spanish (Bi-lingual). Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare written materials in both English and Spanish (Bi-literate).

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Must possess and maintain a valid California class C driver’s license and a satisfactory driving record. Individuals who do not meet this requirement due to a disability or personal choice, will be reviewed on a case-by-case basis.

Standard First Aid Certificate issued by the American Red Cross.
CPR Certification.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – work in a standard office and recreational facility setting, use standard office equipment, including a computer; mobility to lead groups in activities; frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hard coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS
Employees may be required to work various day and evening shifts, as assigned. Work is performed in an office and/or recreational facilities environment or outdoors in a variety of weather and temperature conditions with moderate noise levels, and no direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to
City of Bell
Classification Specification
Recreation Coordinator

which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Revised 8/21/19
CLASSIFICATION SPECIFICATION
CITY OF BELL
RECREATION SUPERVISOR

DEFINITION
Performs a variety of duties in planning, evaluating, supervising and implementing the operations, services and activities of the City’s recreation centers and programs; develops and administers effective marketing programs; develops and monitors program budget; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Received general direction from the Director of Community Services.
Exercises direct and functional supervision over lower level recreation program staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs a variety of duties in planning, evaluating, supervising and implementing the operations, services and activities of recreation centers and programs.

- Plans, directs, and supervises the work of staff engaged in the development, implementation and delivery of recreation programs; assigns work; makes hiring decisions; supervises, trains, disciplines and evaluates the work of assigned staff.

- Plans, organizes, and coordinates a wide variety of recreational, sports, and community service programs at a park, field, center and/or other recreation facility, including meeting with public groups and community leaders to explain and promote programs; schedules activities and programs; coordinates programs with those of other departments and agencies.

- Administers and monitors grants; prepares and submits grant proposals; selects and monitors work performed by consultants.

- Responsible for coordinating special events, working with community groups and outside agencies.

- May coordinate programs, activities, and events with other government agencies.

- Designs and administers a marketing program to increase community knowledge of available programs and increase program participation.
• Reviews requests for equipment and materials; makes recommendations on the purchase or repair of same; maintains accurate equipment and inventory files and records.

• Develops and administers program budget; monitors expenditures to ensure compliance with budget; identifies and resolves budget variances.

• Monitors program activities to ensure they are running smoothly; receives and responds to questions and complaints.

• Monitors program effectiveness in terms of cost, participation levels and how well it meets the needs of the community; recommends program modification or termination.

• Prepares a variety of documents such as operating, activity and statistical reports, promotional materials and agenda items; present materials to interested groups.

• Coordinates program activities with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups; provides necessary coordination of services.

• Attends and represents the City and the department at conferences, community meetings, and inter-agency/community collaborative efforts to enhance services provided to the community.

• Performs administrative duties including, but not limited to, handling the mail, approving purchase requisitions and invoices, and ordering materials, equipment and supplies.

• Ensures compliance with relevant health, safety and licensing laws and guidelines; ensures all records are maintained in accordance with state and local regulatory agencies.

• Engages with the community regarding programs and services; receives, investigates and resolves issues or concerns involving programs, activities, participants, staff, coaches, residents, contractors, and vendors.

• Participates as a staff representative with the Community Services Commission including preparation of agendas, minutes, staff reports, and Commission updates.

• May serve as acting director in the absence of the Community Services Director, as assigned.

• Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:
City of Bell  
Classification Specification  
Recreation Supervisor

**Education:**
Equivalent to a Bachelor's Degree in Recreation, Physical Education or a related field from an accredited university or college.

**Experience:**
Five (5) years of professional recreation experience, including (2) years of supervisory experience. Ability to speak Spanish is highly desirable.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of**
- Operations, services and activities of a comprehensive municipal recreation program.
- Operational characteristics of equipment and materials used in a wide variety of recreation programs.
- Principles and practices of supervision, training, discipline and performance evaluation.
- Principles, practices, methods, techniques and service delivery needs for recreation programs.
- Principles and practices of budget development and administration.
- Recreation program development methods and practices.
- Principles and practices of marketing program development.
- Principles and practices of managing recreational programs for community parks, community centers, aquatic centers and/or athletic facilities.
- Principles and practices of conflict resolution.
- Principles and practices of program administration.
- Community demographics.
- Community resources available to supplement program activities.
- Recreational, cultural, age-specific, and social needs of the community.
- Safety principles and practices, including first aid and health/hygiene.
- Principles of complex record keeping.
- Modern office practices, methods and computer equipment including any specialized applications.
- Methods and techniques of providing quality customer service to City staff and members of the public.
City of Bell
Classification Specification
Recreation Supervisor

- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to program operations and services.

Ability to:
- Plan, supervise, implement and monitor recreation programs for a diverse community.
- Supervise, schedule, train, discipline and evaluate subordinate staff.
- Evaluate program effectiveness and make adjustments as needed.
- Develop and implement marketing strategies for programs.
- Work effectively with community leaders and other agencies to ensure the development of programs which best serve the community.
- Elicit business community sponsorship for program activities.
- Effectively interact with a variety of recreation program participants from diverse ethnic and socio-economic backgrounds.
- Ensure the proper maintenance of facilities and equipment for assigned program area.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Prepare and monitor budget.
- Maintain and update a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized applications.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Some positions require the possession of, or the ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
Standard First Aid Certificate issued by the American Red Cross.

CPR Certification.

**PHYSICAL AND MENTAL REQUIREMENTS**

**Mobility** – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. **Lifting** – occasional lifting up to 25 pounds. **Vision** – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. **Dexterity** – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. **Hearing/Talking** - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. **Emotional/Psychological** – frequent decision making and concentration; frequent public contact; occasional working alone.

**WORKING CONDITIONS**

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. Work environments may occasionally be noisy. Occasional evening, holiday and/or weekend work may be required.

Revised 7/1/19
CLASSIFICATION SPECIFICATION

CITY OF BELL

SENIOR ECONOMIC DEVELOPMENT SPECIALIST

DEFINITION
The Senior Economic Development Specialist will help develop and implement various economic development programs designed to retain and expand existing businesses and to attract to Bell new businesses that generate significant revenue, jobs and quality-of-life enhancements for the City. Assumes significant responsibilities in a functional area such as redevelopment project development and implementation, property acquisition and relocation, and special redevelopment projects as assigned and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Community Development Director. May exercise functional supervision over technical and clerical staff.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level within the Management Analyst series. This classification is distinguished from the journey level Management Analyst in that positions at the Senior level are assigned significant responsibilities above the journey level and possess specialized knowledge, skills and abilities required to perform the work. Incumbents at the Senior level perform the most complex work assigned to the series; because assignments for positions at the Senior level typically involve issues which have City-wide or community-wide impact.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- **Monitor the Local Economy**: Understand the local economy and real estate market by analyzing the local retail base, sales tax, and vacancies to target a broad array of retail tenants; generating and maintaining economic and demographic data to determine market conditions and trends; and compiling and updating a comprehensive database of vacant parcels as well as unoccupied retail, office, commercial and industrial sites.

- **Support Existing Businesses**: Assist existing businesses by developing a “Buy in Bell” program; creating a publicity campaign to highlight key businesses and local success stories; developing programs to foster business-to-business purchasing; serving as the City’s liaison to the businesses community; identifying grant opportunities and financing tools to foster business investment; facilitating local businesses’ use of City services; and
developing a Business Retention Visitation program to address specific issues raised by local businesses.

- **Attract New Businesses**: Assist in business attraction efforts by helping to identify missing and underrepresented businesses and categories of businesses; helping to promote economic development activities to increase City’s visibility as a desirable business location; developing marketing materials for specific sites; helping to design incentives for brokers to secure key tenants and zoning incentives to attract desired businesses; creating an inventory of available properties for sale, lease and development; targeting emerging growth industries for business attraction; researching neighboring cities’ “cost of doing business” to maximize Bell’s competitiveness in attracting businesses; mapping vacant and underutilized properties; attending economic development, real estate and local economy forecast workshops; and coordinating the production & use of news releases, promotional materials, and electronic media.

- Perform compliance functions and analysis regarding specific contract requirements as part of Local, State, or Federal Grant or Economic Development Loan programs.

- Assist in coordinating land acquisition for right-of-way projects or general property acquisition.

- Participate in evaluation of multiple factors involving economics, community needs, and land use in developing recommendations for types of development appropriate for a project area.

- Analyzes the economic feasibility of proposed real property transactions and makes recommendations.

- Tracking and preparing revenue and expenditure reports for City leaseholds.

- Soliciting proposals from outside vendors and coordinating contract approvals.

- Develop weekly and monthly reports for department heads, City management, as well as City Council requests for data.

- Attend and present the City’s Economic Development Strategic Plan at conferences, community meetings, City Council, or City Commission meetings.

- Prepare and maintain statistical reports and proactively evaluate and develop improvements in operations, procedures, policies, and methods related to Community Development.

- Develop and make formal presentations to City Manager’s Office, vendors, boards, committees, regarding various economic development opportunities.

- Develop outreach and marketing programs to local business to assist them in business retention and attraction of new business.
City of Bell  
Classification Specification  
Sr. Economic Development Specialist  

- Conduct thorough research and analysis on special projects assigned and present the results in a professional format.  
- Coordinate activities related to outreach efforts with City staff, vendors, various industry Chambers and Trade Organizations to further opportunities for small, minority, and women-owned businesses.  
- Performs related duties and fulfills responsibilities as required.  

QUALIFICATIONS GUIDELINES  
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:  

Education:  
A Bachelor’s Degree in business, planning, public administration, economics, finance, urban studies, or a related field from an accredited college or university is required.  

Experience:  
A minimum of three (3) years of experience in economic development, real estate development, community planning, and/or industrial development, preferably in the public sector. Ability to communicate in Spanish is highly desirable.  

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES  

Knowledge of:  
- Operations, services and activities of municipal government.  
- Operations, services and activities of department to which the position is assigned.  
- Codes, policies, regulations and procedures related to department operations.  
- Methods and techniques of conducting research and statistical analysis.  
- Principles and practices of report development.  
- Computer applications related to the work, including word processing, database, and spreadsheet applications.  
- Techniques for effectively representing the City, including making effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.  
- Business correspondence development.  
- Principles and practices of budget development and monitoring.
City of Bell
Classification Specification
Sr. Economic Development Specialist

- Methods and techniques of providing quality customer service to City staff and members of the public.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:
The Management Analyst/Economic Development Specialist must effectively:

- Apply professional principles of community and economic development
- Use current computer programs
- Analyze data and utilize problem solving skills
- Prepare and clearly present technical written and oral reports
- Work in group settings
- Work with complex issues in fast changing and fast-moving business, organization, and political environments
- Prepare complex narrative and statistical reports, correspondence, policies and procedures and other written materials.
- Interpret and apply theories, principles, rules and practices in the area of assignment.
- Prepare complex administrative and technical reports.
- Coordinate activities with other City departments and divisions, and external agencies.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Make effective presentations to individuals and groups.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional
bending, kneeling, squatting and crawling. **Lifting** – occasional lifting up to 25 pounds. **Vision** – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. **Dexterity** – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. **Hearing/Talking** – frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. **Emotional/Psychological** – frequent decision making and concentration; occasional public contact; occasional working alone.

**WORKING CONDITIONS**
Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

(Draft 11/14/2019)
EXHIBIT B
# Salary Ranges

<table>
<thead>
<tr>
<th>Positions</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
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CLASSIFICATION SPECIFICATION

CITY OF BELL

PARK MAINTENANCE WORKER

DEFINITION
Performs a variety of unskilled, semi-skilled, and moderately heavy manual work in the maintenance and support of the City’s parks facilities and other recreational, and landscaped areas; repairs and maintains buildings, playground equipment and related structures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs a variety of semi-skilled maintenance and building repair duties in support of the City’s facilities.
- Participates in the upkeep of public parks, parkways, buildings, grounds and other landscaped areas.
- Cleans buildings and facilities, landscape areas, playground equipment, bleachers, picnic tables and shade structures.
- Performs restroom maintenance by clearing obstructions in toilets, sinks, and drinking fountains; repairs leaks and installs new equipment.
- Edges, sweeps, and rakes public parks and landscaped areas.
- Fertilizes, aerates, weeds, prunes, mulches, and cultivates landscaped areas; including small trees, ground cover, shrubs and turf.
- Maintenance and repairs of irrigation systems including sprinklers and valves; inspects and services irrigations systems to ensure safe and proper operation; repairs irrigation pipe breaks.
- Maintains playground equipment, bleachers, picnic tables, shade structures; assists with the maintenance of recreational buildings and aquatic facilities.
- Performs inspections of park grounds and facilities; corrects and/or reports hazardous conditions.
- Applies paint to all exterior areas including stucco, trim and fascia.
- Prepares, primes, and paints interior surfaces.
City of Bell  
Classification Specification  
Park Maintenance Worker

- Inspects and repairs playground equipment.
- Collects trash daily and places the debris in garbage dumpsters.
- Installs interior and exterior light fixtures, and building appurtenances such as address/unit numbers, mailboxes, window screens, smoke detectors, carbon monoxide alarms, bathroom and kitchen faucets, bathroom shower heads and related items.
- Assists in setting up facilities for meetings and other events including City Council meetings.
- Assists other crews or departments with special projects or events.
- Ensures compliance with the City’s safe working policies and conditions.
- Cleans and maintains tools and equipment used on the job.
- Cleans work areas to maintain a safe working environment on a daily basis.
- Operate pick up trucks, backhoes, loaders, tractors, and other motorized vehicles and equipment.
- Reports any facility problems, vandalism or illegal activities to their supervisor.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:  
Equivalent to a High School Diploma or GED.

Experience:  
Two (2) years of experience performing facilities type of maintenance duties areas such as parks and buildings or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Certified playground inspector certificate desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:  
- Operations, services and activities of a facilities maintenance program.
- Operational characteristics of equipment used in facilities maintenance.
- City codes with respect to the repair and installation of equipment and appurtenances in City properties.
City of Bell  
Classification Specification  
Park Maintenance Worker

- The proper handling of materials and equipment used in facilities maintenance.
- Basic maintenance methods and techniques in the areas of plumbing, carpentry, painting and minor electrical work.
- Building materials used in facilities maintenance.
- The City’s safety policies and procedures.
- Methods and techniques of providing quality customer service to City staff and members of the public

Ability to:
- Perform semi-skilled maintenance duties in assigned facilities area including painting, carpentry, plumbing and minor electrical work
- Determine the amount of materials needed for repair work.
- Observes safety rules.
- Use a variety of hand and power tools in a safe and effective manner.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Speak Spanish is desirable.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain availability to respond to emergencies as needed, this may include weekends, and holidays.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
The ability to obtain and retain a California Class C driver’s license by the time of appointment. Candidates must obtain a certified playground inspector certificate by end of probationary period.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing for extended periods, occasional sitting; frequent walking, works on scaffolding; frequent driving may be required, depending upon assignment; frequent pushing/pulling; frequent bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work;
frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. **Dexterity** – frequent repetitive motion from performing maintenance work; frequent grasping, holding and reaching. **Hearing/Talking** - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. **Emotional/Psychological** – frequent concentration; frequent public contact; occasional working alone.

**WORKING CONDITIONS**

Work is typically performed in an outdoor environment requiring travel to multiple locations to complete work. Work environments may be noisy. Within the outdoor environment, employees are exposed to inclement weather conditions, fluctuating temperatures, moving vehicles and equipment, and some exposure to fumes and chemicals. Employees may interact with upset or angry members of the public in interpreting and enforcing departmental policies and procedures. Positions may require occasional overtime or weekend work.
### Proposed Salary Range

<table>
<thead>
<tr>
<th>Position</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
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<tbody>
<tr>
<td>Park Maintenance Worker *</td>
<td>$3,719.52</td>
<td>$3,905.17</td>
<td>$4,100.38</td>
<td>$4,305.13</td>
<td>$4,520.49</td>
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#### FY 2019-20*

<table>
<thead>
<tr>
<th></th>
<th>Monthly</th>
<th>Full Year</th>
<th>6 Months</th>
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</thead>
<tbody>
<tr>
<td>Salary (Step C)</td>
<td>$4,100.00</td>
<td>$49,200</td>
<td>$24,600.00</td>
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<td>Retirement</td>
<td>14.63%</td>
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<td>Health Benefits**</td>
<td>$1,329</td>
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<tr>
<td>Vision</td>
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<tr>
<td>Dental</td>
<td>$139</td>
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<td>Life Insurance</td>
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<td>FICA</td>
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<td>Medicare</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>$78,325</strong></td>
<td><strong>$39,268</strong></td>
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</table>

* Salary internally aligned with Maintenance Worker II salary range

** FY 2019-20 estimated to have the person starting Jan. 1, 2020 (therefore funded for 6 months)

** (Kaiser Plan monthly cost $1,328.78)

(Date 12/11/2019- Prepared by Sibarra)