

RESOLUTION NO. 7480**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
APPROVING A SIDE LETTER TO THE MEMORANDUM
OF UNDERSTANDING WITH THE SOUTH PASADENA
PUBLIC SERVICE PART TIME EMPLOYEES'
ASSOCIATION**

WHEREAS, the City Council of the City of South Pasadena (City) adopted Resolution No. 7383 for the purpose of adopting the 2014-2017 Memorandum of Understanding (MOU) between the City and the South Pasadena Public Service Part Time Employees' Association (PSEA PT); and

WHEREAS, subsequent to this, City staff and PSEA PT representatives met on May 25, 2016, July 14, 2016 and on August 4, 2016, in which the City and the PSEA PT agreed to changes to the MOU with regard to the reclassification of certain classifications, update of and new job descriptions, modification of salary scales for certain classifications, creation of new classifications, elimination of certain positions and classifications and an amendment to the "Part Time Hours Policy" that are reflected in the side letter between the City and the PSEA PT attached hereto as Exhibit A and incorporated herein by reference.

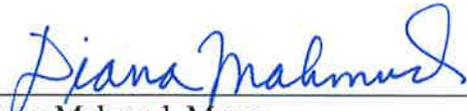
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The side letter and this resolution amends the MOU between the City and the PSEA PT.

SECTION 2. With the exception of the salary modifications for the classifications of Typist Clerk I and Typist Clerk II, in which upon adoption and approval, the salary modifications shall be effective retroactive to July 11, 2016, all other remaining agreed to changes to the MOU as noted in the side letter shall be effective the first pay period following adoption and approval of the side letter.

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

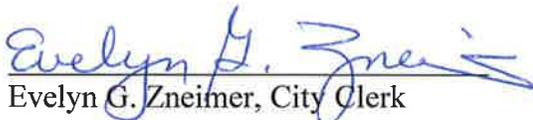
PASSED, APPROVED AND ADOPTED ON this 21st day of September, 2016.



Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)



Teresa L. Highsmith, City Attorney

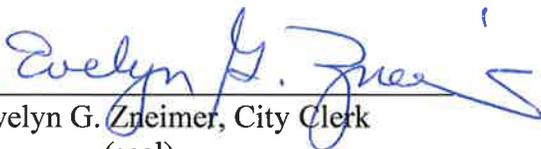
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 21st day of September, 2016, by the following vote:

AYES: Cacciotti, Joe, Khubesrian, Schneider, and Mayor Mahmud

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

**Side Letter to the 2014-2017 Memorandum of Understanding
Between the City of South Pasadena
and the Public Service Part Time Employees' Association
Effective: Upon City Council Approval**

This side letter of agreement is made by and between the City of South Pasadena ("City") and the Public Service Part Time Employees' Association (PSEA PT) (collectively "the Parties") and is entered into with respect to the following ten issues and the following facts:

WHEREAS, the City and PSEA PT have previously entered into a memorandum of understanding ("MOU") covering the period July 1, 2014 through June 30, 2017; and

WHEREAS, the Parties wish to eliminate the Recreation Leader I and II classifications; reclassify the Recreation Leader I, II and III classifications to the new Recreation Leader classification; approve a new job description and salary range for the Recreation Leader classification;

WHEREAS, the Parties wish to update and approve a new job description for the Site Manager classification; reclassify the Site Manager classification; and modify the salary range for the Site Manager classification;

WHEREAS, the Parties wish to update and approve a new job description for the Transportation Driver classification;

WHEREAS, the Parties wish to update and approve a new job description for the Lead Transportation Driver classification;

WHEREAS, the Parties wish to approve a new job description for the Recreation Camp Director classification;

WHEREAS, the Parties wish to update and approve a new job description for the Program Specialist classification; eliminate the Part Time Program Specialist position in the Transit Division; reclassify the Program Specialist classification; and modify the salary range for the Program Specialist classification;

WHEREAS, the Parties wish to create a new part time classification of Community Services Coordinator; approve a new job description for the Community Services Coordinator classification; and adopt the salary range for the Community Services Coordinator classification;

WHEREAS, the Parties wish to update and approve a new job description for the Library Aide I and II, and Typist Clerk I and II classifications; and modify the salary range for the Typist Clerk I and II classifications in order to resolve compaction issues;

WHEREAS, pursuant to Amendment Number 3 to the 2012-2014 MOU, the Parties wish to provide for categories of classifications and employees who are restricted from working no more

than 28 hours per week and 18 hours per week;

WHEREAS, the Parties met and conferred regarding the City’s decision to contract out the crossing guard services, and the corresponding impacts of the decision;

WHEREAS, the Parties have met and conferred regarding the terms of this side letter to the 2014-2017 MOU between City and PSEA PT; and

WHEREAS, the Parties have determined to memorialize their agreement by this side letter;

NOW THEREFORE, the Parties hereto agree as follows:

ITEM I – RECREATION LEADER CLASSIFICATION

The Recreation Leader I, II and III classifications shall each be reclassified to the new Recreation Leader classification and the table below sets forth the current and new salary for the Recreation Leader classifications. The current PSEA PT salary schedule and list of represented classifications shall be amended to reflect the reclassification and salary. The new job description for the Recreation Leader classification is attached hereto as Attachment C-1, and shall replace existing job descriptions. The Recreation Leader I, II, III classifications are eliminated with this reclassification.

Current	Recreation Leader I	\$10.23	\$10.74	\$11.28	\$11.84	\$12.44
Current	Recreation Leader II	\$11.26	\$11.82	\$12.42	\$13.04	\$13.69
Current	Recreation Leader III	\$12.29	\$12.91	\$13.55	\$14.23	\$14.94
Reclassify all to:	Recreation Leader	\$12.29	\$12.91	\$13.55	\$14.23	\$14.94

ITEM II – SITE MANAGER CLASSIFICATION

The updated and new job description for the Site Manager classification is attached hereto as Attachment C-2, and shall replace the existing job description. As a result of the updated job description, the Site Manager classification shall be reclassified and the table below sets forth the current and modified salary for the Site Manager classification. The current PSEA PT salary schedule shall be amended to reflect the reclassification and modified salary.

Current	Site Manager	\$11.10	\$11.66	\$12.24	\$12.85	\$13.49
Reclassify to:	Site Manager	\$12.29	\$12.91	\$13.55	\$14.23	\$14.94

ITEM III –TRANSPORTATION DRIVER CLASSIFICATION

The updated and new job description for the Transportation Driver classification is attached hereto as Attachment C-3, and shall replace the existing job description.

ITEM IV – LEAD TRANSPORTATION DRIVER CLASSIFICATION

The updated and new job description for the Lead Transportation Driver classification is attached hereto as Attachment C-4, and shall replace the existing job description.

ITEM V – RECREATION CAMP DIRECTOR CLASSIFICATION

The new job description for the Recreation Camp Director classification is attached hereto as Attachment C-5.

ITEM VI – PROGRAM SPECIALIST CLASSIFICATION

The Part Time Program Specialist position in Transit Division shall be eliminated. The Program Specialist classification shall be reclassified and the table below sets forth the current and modified salary for the Program Specialist classification. The current PSEA PT salary schedule and list of represented classifications shall be amended to reflect the reclassification and modified salary. The updated and new job description for the Program Specialist classification is attached hereto as Attachment C-6, and shall replace the existing job description.

Current Part Time	Program Specialist	\$19.36	\$20.32	\$21.34	\$22.41	\$23.53
Reclassify to	Program Specialist	\$20.32	\$21.33	\$22.40	\$23.52	\$24.70

ITEM VII – COMMUNITY SERVICES COORDINATOR CLASSIFICATION

There shall be a new part time classification of Community Services Coordinator. The table below sets forth the new salary for the Community Services Coordinator classification. The current PSEA PT salary schedule and list of represented classifications shall be amended to reflect the new classification and salary. The new job description for the Community Services Coordinator classification is attached hereto as Attachment C-7.

New - Part Time	CS Coordinator	\$24.77	\$26.01	\$27.31	\$28.68	\$30.11
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ITEM VIII – LIBRARY AIDE AND TYPIST CLERK CLASSIFICATIONS

The updated and new job descriptions for the Library Aide I and II classifications are attached hereto as Attachment C-8, and shall replace the existing job descriptions. The updated and new job descriptions for the Typist Clerk I and II classifications are attached hereto as Attachment C-9, and shall replace the existing job descriptions. The table below sets forth the current salary for the Library Aide I and II classification and the modified salary for Typist Clerk I and II classification. There shall be no changes to the salary schedule for the classifications of

Library Aide I and Library Aide II. The current PSEA PT salary schedule shall be amended to reflect the modified salaries for Typist Clerk I and Typist Clerk II. Furthermore, for current employees within these classifications as of July 11, 2016, the new modified rates shall be retroactively effective as of July 11, 2016.

Current Part Time	Library Aide I	\$10.20	\$10.71	\$11.25	\$11.81	\$12.40
Current Part Time	Library Aide II	\$10.41	\$10.93	\$11.48	\$12.06	\$12.66
Current Part Time	Typist Clerk I	\$10.20	\$10.71	\$11.25	\$11.81	\$12.40
Current Part Time	Typist Clerk II	\$11.28	\$11.85	\$12.44	\$13.06	\$13.71

New Part Time	Library Aide I	\$10.20	\$10.71	\$11.25	\$11.81	\$12.40
New Part Time	Library Aide II	\$10.41	\$10.93	\$11.48	\$12.06	\$12.66
<i>New Part Time</i>	<i>Typist Clerk I</i>	<i>\$10.95</i>	<i>\$11.50</i>	<i>\$12.08</i>	<i>\$12.68</i>	<i>\$13.31</i>
<i>New Part Time</i>	<i>Typist Clerk II</i>	<i>\$11.87</i>	<i>\$12.46</i>	<i>\$13.08</i>	<i>\$13.73</i>	<i>\$14.42</i>

ITEM IX – CROSSING GUARD CONTRACTING OUT OF SERVICES

On July 6, 2016, the City took action to contract out the crossing guard services. Prior to the City's action, the Parties met and conferred over the proposed decision to contract out the services; and the impacts of the decision, including corresponding layoffs. After the City took action, the Parties continued to meet and confer over the impacts of the decision. As a result, the Crossing Guards classification shall be removed from the list of "Represented Classifications" and from the PSEA Part Time Salary Schedule. The Crossing Guard classification and position shall be eliminated.

ITEM X – AMENDMENT NUMBER 3 TO THE 2012-2014 MOU

Amendment Number 3 to the 2012-2014 MOU, agreed upon on July 5, 2016, attached hereto as Attachment C-10, provides for categories of classifications and employees who are restricted from working no more than 28 hours per week and 18 hours per week.

Attachments A to this side letter shall provide the updated list of part time classifications, amend Section 1 of the 2014-2017 MOU, and reflect the changes made by this side letter.

Attachment B to this side letter shall provide the updated and new salary schedules for the part time classifications, amend Section 10 and Appendix A of the 2014-2017 MOU, and reflect the changes made by this side letter.

All other terms and provisions of the 2014-2017 MOU not modified herein shall remain in full force and effect unless subsequently amended in writing by agreement of the Parties.

IN WITNESS THEREOF the parties have caused the duly authorized representatives to execute this Agreement this 7th day of September, 2016.

By: William J. Lopez
William Lopez, President
Public Service Part Time Employees'
Association

By: Sergio Gonzalez
Sergio Gonzalez
City Manager

By: Victor Magana
Victor Magana, President
Public Service Employees' Association

ATTACHMENT "A"

1. REPRESENTED CLASSIFICATIONS

The City hereby confirms the South Pasadena Public Service Employees Association Part Time Unit (PSEA PT) is the representative of the part time employees in the classification listed below:

- | | |
|--------------------------------|------------------------------|
| Accounting Clerk | Management Intern |
| Community Services Coordinator | Parking Control Aide |
| Film Liaison | Police Cadet |
| Fire Prevention Specialist | Principal Management Analyst |
| High School Intern | Program Specialist |
| Intern | Recreation Camp Director |
| Lead Transportation Driver | Recreation Leader |
| Librarian | Reference Librarian |
| Library Aide I | Secretary |
| Library Aide II | Senior Management Analyst |
| Maintenance Assistant | Site Manager |
| Management Aide | Transportation Driver |
| Management Analyst | Typist Clerk I |
| Management Assistant | Typist Clerk II |

ATTACHMENT "B"
Appendix A to the 2014-2017 MOU
PSEA PT Salary Schedule

(*New salary rate for Typist Clerk I & Typist Clerk II Classifications only)

	A	B	C	D	E
Principal Management Analyst	\$ 42.89	\$ 45.03	\$ 47.28	\$ 49.65	\$ 52.13
Senior Management Analyst	\$ 35.36	\$ 37.13	\$ 38.99	\$ 40.94	\$ 42.98
Management Analyst	\$ 29.15	\$ 30.61	\$ 32.14	\$ 33.75	\$ 35.43
Management Assistant	\$ 24.29	\$ 25.51	\$ 26.78	\$ 28.12	\$ 29.53
Reference Librarian	\$ 20.51	\$ 21.53	\$ 22.61	\$ 23.74	\$ 24.93
Librarian	\$ 20.51	\$ 21.53	\$ 22.61	\$ 23.74	\$ 24.93
Management Aide	\$ 20.32	\$ 21.33	\$ 22.40	\$ 23.52	\$ 24.70
Program Specialist	\$ 19.36	\$ 20.32	\$ 21.34	\$ 22.41	\$ 23.53
Film Liaison	\$ 19.26	\$ 20.22	\$ 21.23	\$ 22.29	\$ 23.40
Management Intern (<i>Incumbent</i>)	\$ 18.42	\$ 19.34	\$ 20.31	\$ 21.32	\$ 22.39
Management Intern (<i>after 11/5/14</i>)	\$ 18.42	\$ 19.34	\$ 20.31		
Fire Prevention Specialist	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.51	\$ 21.54
Recreation Camp Director	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.51	\$ 21.54
Maintenance Assistant	\$ 16.65	\$ 17.48	\$ 18.36	\$ 19.28	\$ 20.24
Lead Transportation Driver	\$ 16.65	\$ 17.48	\$ 18.36	\$ 19.28	\$ 20.24
Secretary	\$ 16.03	\$ 16.83	\$ 17.67	\$ 18.56	\$ 19.49
Transportation Driver	\$ 15.49	\$ 16.26	\$ 17.07	\$ 17.93	\$ 18.82
Recreation Leader III	\$ 12.29	\$ 12.91	\$ 13.55	\$ 14.23	\$ 14.94
Typist Clerk II	\$ 11.87	\$ 12.46	\$ 13.08	\$ 13.73	\$ 14.42
Parking Control Aide	\$ 11.71	\$ 12.30	\$ 12.91	\$ 13.56	\$ 14.24
Intern (<i>Incumbent</i>)	\$ 11.55	\$ 12.12	\$ 12.73	\$ 13.37	\$ 14.03
Intern (<i>after 11/5/14</i>)	\$ 11.55	\$ 12.12	\$ 12.73		
Site Manager	\$ 11.09	\$ 11.64	\$ 12.23	\$ 12.84	\$ 13.48
Typist Clerk I	\$ 10.95	\$ 11.50	\$ 12.08	\$ 12.68	\$ 13.31
Recreation Leader II	\$ 10.64	\$ 11.18	\$ 11.73	\$ 12.32	\$ 12.94
Police Cadet	\$ 10.57	\$ 11.10	\$ 11.65	\$ 12.23	\$ 12.84
Accounting Clerk	\$ 10.55	\$ 11.07	\$ 11.63	\$ 12.21	\$ 12.82
Library Aide II	\$ 10.41	\$ 10.93	\$ 11.48	\$ 12.06	\$ 12.66
Recreation Leader I	\$ 10.23	\$ 10.74	\$ 11.28	\$ 11.84	\$ 12.44
Library Aide I	\$ 10.20	\$ 10.71	\$ 11.25	\$ 11.81	\$ 12.40
Crossing Guard	\$ 10.20	\$ 10.71	\$ 11.25	\$ 11.81	\$ 12.40
High School Intern (<i>Incumbent</i>)	\$ 10.20	\$ 10.71	\$ 11.25	\$ 11.81	\$ 12.40
High School Intern (<i>after 11/5/14</i>)	\$ 10.20	\$ 10.71	\$ 11.25		

Effective July 11, 2016

ATTACHMENT "B"
Appendix A to the 2014-2017 MOU
PSEA PT Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 42.89	\$ 45.03	\$ 47.28	\$ 49.65	\$ 52.13
Senior Management Analyst	\$ 35.36	\$ 37.13	\$ 38.99	\$ 40.94	\$ 42.98
Management Analyst	\$ 29.15	\$ 30.61	\$ 32.14	\$ 33.75	\$ 35.43
Community Services Coordinator	\$ 24.77	\$ 26.01	\$ 27.31	\$ 28.68	\$ 30.11
Management Assistant	\$ 24.29	\$ 25.51	\$ 26.78	\$ 28.12	\$ 29.53
Reference Librarian	\$ 20.51	\$ 21.53	\$ 22.61	\$ 23.74	\$ 24.93
Librarian	\$ 20.51	\$ 21.53	\$ 22.61	\$ 23.74	\$ 24.93
Management Aide	\$ 20.32	\$ 21.33	\$ 22.40	\$ 23.52	\$ 24.70
Program Specialist	\$ 20.32	\$ 21.33	\$ 22.40	\$ 23.52	\$ 24.70
Film Liaison	\$ 19.26	\$ 20.22	\$ 21.23	\$ 22.29	\$ 23.40
Management Intern (<i>Incumbent</i>)	\$ 18.42	\$ 19.34	\$ 20.31	\$ 21.32	\$ 22.39
Management Intern (<i>after 11/5/14</i>)	\$ 18.42	\$ 19.34	\$ 20.31		
Fire Prevention Specialist	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.51	\$ 21.54
Recreation Camp Director	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.51	\$ 21.54
Maintenance Assistant	\$ 16.65	\$ 17.48	\$ 18.36	\$ 19.28	\$ 20.24
Lead Transportation Driver	\$ 16.65	\$ 17.48	\$ 18.36	\$ 19.28	\$ 20.24
Secretary	\$ 16.03	\$ 16.83	\$ 17.67	\$ 18.56	\$ 19.49
Transportation Driver	\$ 15.49	\$ 16.26	\$ 17.07	\$ 17.93	\$ 18.82
Recreation Leader	\$ 12.29	\$ 12.91	\$ 13.55	\$ 14.23	\$ 14.94
Site Manager	\$ 12.29	\$ 12.91	\$ 13.55	\$ 14.23	\$ 14.94
Typist Clerk II	\$ 11.87	\$ 12.46	\$ 13.08	\$ 13.73	\$ 14.42
Parking Control Aide	\$ 11.71	\$ 12.30	\$ 12.91	\$ 13.56	\$ 14.24
Intern (<i>Incumbent</i>)	\$ 11.55	\$ 12.12	\$ 12.73	\$ 13.37	\$ 14.03
Intern (<i>after 11/5/14</i>)	\$ 11.55	\$ 12.12	\$ 12.73		
Typist Clerk I	\$ 10.95	\$ 11.50	\$ 12.08	\$ 12.68	\$ 13.31
Police Cadet	\$ 10.57	\$ 11.10	\$ 11.65	\$ 12.23	\$ 12.84
Accounting Clerk	\$ 10.55	\$ 11.07	\$ 11.63	\$ 12.21	\$ 12.82
Library Aide II	\$ 10.41	\$ 10.93	\$ 11.48	\$ 12.06	\$ 12.66
Library Aide I	\$ 10.20	\$ 10.71	\$ 11.25	\$ 11.81	\$ 12.40
High School Intern (<i>Incumbent</i>)	\$ 10.20	\$ 10.71	\$ 11.25	\$ 11.81	\$ 12.40
High School Intern (<i>after 11/5/14</i>)	\$ 10.20	\$ 10.71	\$ 11.25		

Effective first full pay period after approval – Effective October 3, 2016

ATTACHMENT "C-1"***City of South Pasadena*****Recreation Leader****Purpose**

Under the general supervision of the Community Services Supervisory Staff, the Recreation Leader position works independently in the coordination, development and supervision of various programs, activities, events and park and facility rentals within the Community Services Department.

Essential Functions

The duties listed below are examples of essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Perform facility inspections before securing/locking facilities; opening and closing of facilities, Preparing facility for user group (set up and break down);
- Enforcement of Department policy and procedures, rules and regulations;
- Site host for reservations and programs in facilities;
- Answer telephones, dispense information and take messages;
- Respond to inquiries, complaints, or requests for information and services;
- Maintain and complete accurate reports such as incident / accident reports, and attendance;
- Plan and conduct daily schedule of activities and programs;
- Research new classes, lectures, activities, and events;
- Conduct activities which supplement lifelong learning;
- Supervises established activities and programs;
- Plan, assist and monitor daily programs;
- Interact with and assist in the supervision of participants at all times;
- Establish, maintain and foster positive and harmonious working relationships with fellow employees and participants;
- Assist in planning and facilitating periodic staff meetings;
- Perform registration via Department software;
- Responsible for handling and accounting of money on and off site;
- Produce flyers with Publisher for classes, programs and events;
- Determine and arrange for supplies, equipment and facilities needed for various programs, activities and events;
- Purchase supplies needed for programs, activities and events;
- Maintain and supervise use of program supplies, equipment and facilities;
- Perform cleaning services of city facilities;
- Work a varying schedule and report promptly;
- May serve as only the Recreation Leader for activities, programs and events;
- Be able to drive to different site locations.

Employment Standards

Education/Experience:

Minimum of 16 years of age and 11th grade equivalent.

At least one year of volunteer or work experience in customer services, working with the public, recreation and/or seniors;

Knowledge of:

Good customer service practices; Present a courteous, professional public image the public and citizens; A positive frame of mind is needed to deal with people of a various ages, economic, ethnic, and cultural backgrounds.

Ability to:

Establish and maintain effective working relationships with youth, seniors, fellow employees and volunteers; Read, write, communicate effectively and comprehend directions in English; Use Microsoft Office software to include Word, Excel, and Publisher; Ability to apply common sense understanding; Exercise good judgment and discretion in routine and unusual situations in the work place; Deal calmly with individuals who may be rude, angry or uncooperative; Maintain composure during emergency situations; To make independent judgments and decisions based on standard policy or procedure; Accept guidance, direction and constructive criticism from supervisor; Resolve interpersonal conflicts; Maintain positive working relationships with other members of the department, city employees, volunteers and the public.

Physical Demands

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to stand, climb and perform other physical agility requirements associated with the oversight and minor maintenance of the city's facilities. Ability to exert sufficient force to lift, carry, push, pull, or otherwise move object and to carry tables, chairs and boxes with special event supplies. Strenuous physical work. Physical demands include frequent lifting of objects up to 50 pounds, often combined with bending, twisting.

Special Requirements:

Possession of a valid Class "C" or higher California Driver's License with satisfactory driving record

Be able to work nights, weekends, holidays and varying hours within any division of the Community Services Department.

Working Conditions

While performing the duties of this job, the employee may work in the field, outside weather conditions and/or on uneven and irregular surfaces . The employee is occasionally exposed to wet, warm and/or humid conditions. Work may entail occasional driving to various sites within and outside the City.

The noise level in the work environment is usually quiet in the office, moderate in the field.

FLSA Status

Non-exempt

ATTACHMENT "C-2"***City of South Pasadena*****Site Manager****Purpose**

Under the general supervision of the Community Services Coordinator, the Site Manager classification works independently in the coordination, development and supervision of Senior Meal Program for the Community Services Department.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Plan, assist and monitor daily meal program including ordering of meals and creation of monthly menu;
- Maintains temperature logs for receiving, holding and serving food;
- Responsible for serving 50-250 meals to seniors at the Senior Center and for home delivery;
- Packages meals for delivery and placing in cambros;
- Recruit, interview, train and supervise volunteers to assist with meal service;
- Route home delivered meals and arrange schedules for volunteers;
- Produce quarterly reports for grant and tracks user data;
- Lead staff person for serving daily program and special events;
- Perform inspection before securing/locking kitchen;
- Enforcement of Department policy and procedures, rules and regulations;
- Answer telephones, dispense information and take messages;
- Respond to inquiries, complaints, or requests for information and services;
- Maintain and complete accurate reports such as incident / accident reports, and attendance;
- Supervises established program;
- Interacts with and assists in the supervision of participants at all times;
- Establish, maintain and foster positive and harmonious working relationships with fellow employees and participants;
- Performs registration via Department software;
- Computer knowledge for data entry of Community Block Grant Quarterly Reporting;
- Produce flyers/menu with computer software for special programs and events;
- Determine and arrange for supplies, equipment and facilities needed for activities and events;
- Maintain and supervise use of program supplies, equipment and facilities;
- Perform cleaning & sanitizing of kitchen and multipurpose room;
- Work a varying schedule and report promptly;
- Work with Volunteers for meal delivery and in kitchen volunteers;
- Able to drive to different site locations.

Employment Standards

Education/Experience:

Eighteen years old or high school graduate or the equivalent; some recreation related college course work desired; At least two year of volunteer or work experience in customer services, working with the public and/or recreation; A positive frame of mind is needed to deal with people of a various ages, economic, ethnic, and cultural backgrounds; The ability to establish and maintain an effective working relationship with youth, seniors, fellow employees and volunteers.

Knowledge of:

Good customer service practices; Knowledge of safe food handling and health practices; Present a courteous, professional public image to the public and citizens; Read, write, communicate effectively and comprehend directions in English; Use Microsoft Office software to include Word, Excel, and Publisher.

Ability to:

Apply common sense understanding; Exercise good judgment and discretion in routine and unusual situations in the work place; Deal calmly with individuals who may be rude, angry or uncooperative; Maintain composure during emergency situations; To make independent judgments and decisions based on standard policy or procedure; Accept guidance, direction and constructive criticism from supervisor; Resolve interpersonal conflicts; Maintain positive working relationships with other members of the department, city employees, volunteers and the public.

Physical Demands:

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed requires operation a variety of automated office machines, including an adding machine, computer, fax, copy machine, etc.; hand-eye coordination is necessary to type, serve food, and participate in activities; exert light to moderate physical effort, and sufficient force to lift, carry, push, pull, or otherwise move objects up to 25 pounds, such as carrying steam table pans (with food) from ovens or refrigerator to steam table.

Special Requirements:

Possession of a valid Class "C" or higher California Driver's License with satisfactory driving record. Must be certified food handler (ServeSafe), as well as first aid and CPR certified within 6 months of employment.

Working Conditions

Indoor and outdoor working environment, as well as exposed to temperatures/vapor from food in steam tables or ovens. Work may entail occasional driving to various sites within and outside the City. May work out with exposure to dust, fumes, or high noise levels within regulatory standards and limits.

FLSA Status

ATTACHMENT "C-3"***City of South Pasadena*****Transportation Driver****Purpose**

Under general supervision, operates passenger vans or smaller, to transport clients of the Senior Center to personal appointments and shopping; transport children to day care center; and performs other related duties as required.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Operates van to transport individuals in the South Pasadena/Pasadena or surrounding area;
- Daily inspection of vans and vehicles, checking vans for proper and safe operation,
- Assists clients in boarding van; ensures clients are properly and safely seated;
- Operates wheel chair lift;
- Drives passengers to appointments or shopping areas; loads and unloads packages/groceries for passengers;
- Checks van for proper operation;
- Checks lights, wheelchair lift, doors, lights, mirrors, brakes, battery cables, and fluid levels; checks van for damage.
- Drives children to day care center;
- Deliver and pick up items to and from city hall, post office and vendors;
- May assist the Department and Transit Division in the office with administrative tasks, may answer phones and dispatch as needed.
- May produce basic written memos or reports for documentation purposes.

Employment Standards**Education/Experience:**

Must possess a high school diploma, or the equivalent; two years experience operating commercial or a passenger transport vehicle in the para transit field, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge of:

Passenger van vehicle operation; basic vehicle maintenance; safe work methods and procedures.

Ability to:

Operate passenger van; establish and maintain working relationships with employees, clients, and children; read and use road maps; Communicate clearly and effectively with supervisors, clients and other employees; provide quality and courteous customer service to clients and the public;

provide office support by assisting with basic data entry on a computer relating to scheduling of clients; produce basic written documents.

Physical Demands:

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Involves some active physical work, but without heavy exertion. Physical demands include: sitting for long periods; ability to exert sufficient force to lift, carry, push, pull, or otherwise move object up to 50 pounds; some reaching, bending, walking, stooping, squatting; and driving vehicles with weight of approximately 14,000 pounds.

Special Requirements:

A valid Class B California Driver License with Passenger Endorsement for equipment to be operated and a satisfactory driving record. Basic First Aid and CPR certifications within the first six months of employment.

Working Conditions

Environment is generally clean; but with exposure to conditions such as dust, fumes, odors, and noise. Work outdoors and tolerate a variety of weather conditions. May include extreme weather conditions. When not performing duties in the field, incumbent will work in an indoor office setting.

FLSA Status

Non-exempt

ATTACHMENT "C-4"***City of South Pasadena*****Lead Transportation Driver****Purpose**

Under general supervision, operates passenger vans or smaller to transport clients of the Senior Center to personal appointments and shopping; transport children to day care center; and performs other related duties as required.

Distinguishing Characteristics

This class is distinguished from the Transportation Driver in that it includes additional responsibilities relating to the inspection and maintenance of vans and vehicles operated by the City's Transit Division.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Daily inspection of vans and vehicles, checking vans for proper and safe operation,
- Coordinates routine maintenance of vans and makes small or minor repairs when needed,
- Operates van to transport individuals in the South Pasadena/Pasadena or surrounding area;
- Assists clients in boarding van; ensures clients are properly and safely seated;
- Operates wheel chair lift;
- Drives passengers to appointments or shopping areas; loads and unloads packages/groceries for passengers;
- Checks wheelchair lifts and make minor repairs (when necessary)
- Checks front and rear lights, passenger Doors, lights (interior), mirrors, brakes, battery cables, fluid levels, windows (latches, etc.), seatbelts,
- Check vans for exterior and/or interior damage,
- Complete assigned repairs to vehicles as needed
- Keep vans on track for 45 day inspections
- Keep vans on track for 90 day wheelchair inspections
- Keep track and record of oil changes and routine maintenance
- Deliver vehicles to mechanic, and keep logs of all repairs to individual vans
- Maintain supplies cabinet at the Yard
- Purchase necessary fluids/supplies to maintain vehicles
- Drives children to day care center;
- Deliver and pick up items to and from City Hall, post office and vendors;
- May assist the Department and Transit Division in the office with administrative tasks, may answers phones and dispatch as needed.
- May produce basic written memos or reports for documentation purposes.

While this position will not be required to do any maintenance projects, which require specific

certifications, the division does seek to try and mitigate mechanical issues with preventative maintenance care. Likewise, all maintenance issues that can be resolved “in-house” will be done by the Lead Transportation Driver, in an effort for the Division, to be proactive and expedite minor maintenance issues.

Employment Standards

Education/Experience:

Must possess a high school diploma, or the equivalent; three years experience operating commercial or a passenger transport vehicle in the para transit field, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge of:

Passenger van vehicle operation; basic vehicle maintenance; safe work methods and procedures.

Ability to:

Operate a passenger van or smaller; establish and maintain working relationships with employees, clients, and children; read and use road maps. Communicate clearly and effectively with supervisors, clients and other employees; provide quality and courteous customer service to clients and the public; provide office support by assisting with basic data entry on a computer relating to scheduling of clients; produce basic written documents.

Physical Demands:

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Involves some active physical work, but without heavy exertion. Physical demands include: sitting for long periods; ability to exert sufficient force to lift, carry, push, pull, or otherwise move object lifting up to 50 pounds; some reaching, bending, walking, stooping, squatting, and driving vehicles with weight of approximately 14,000 pounds.

Special Requirements:

A valid Class B California Driver License with Passenger Endorsement for equipment to be operated and a satisfactory driving record. Basic First Aid and CPR certifications within the first six months of employment.

Working Conditions

Environment is generally clean; but with exposure to conditions such as dust, fumes, odors, and noise. Work outdoors and tolerate a variety of weather conditions. May include extreme weather conditions. When not performing duties in the field, incumbent will work in an indoor office setting.

FLSA Status

Non-exempt

ATTACHMENT "C-5"***City of South Pasadena*****Recreation Camp Director****Purpose**

Under the general supervision of the Program Specialist, the Recreation Camp Director position classification works independently in the coordination, development and supervision of the Middle School Camp program, activities, events and personnel within the Recreation Division.

Essential Functions

The duties listed below are examples of essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Perform facility inspection before securing/locking facilities; opening and closing of facilities; Preparing facility for middle school camp;
- Enforcement of department policy and procedures, rules and regulations, and safety procedures;
- Report to Program Specialist orally and in writing;
- Maintain safety and positive behavior of participants, staff, and volunteers;
- Answer telephones, dispense information and take messages;
- Respond to inquiries, complaints, or requests for information and services;
- Maintain and complete accurate reports such as incident/accident reports, and attendance;
- Plan and conduct daily schedule of activities and programs;
- Research new activities, excursions, and programming for Middle School camp;
- Conduct activities which supplement lifelong learning;
- Supervises established activities and programs;
- Notify Program Specialist of any problems with regard to children, parents, and facility;
- Plan, assist and monitor daily programs;
- Interact with and assist in the supervision of participants at all times;
- Interview, train, supervise, and may provide input in the annual performance reviews of Recreation Leaders, and volunteers; Oversee and supervise staff in absence of Program Specialist and/or Community Services Coordinator
- Establish, maintain and foster positive and harmonious working relationships with fellow employees and participants;
- Assist in planning and facilitating periodic staff meetings;
- Registration via Department software;
- Responsible for handling and accounting of money on and off site;
- Responsible for maintaining camp budget;
- Produce weekly calendar, sign in/sign out sheets, and staff schedule;
- Work with Program Specialist to prepare monthly calendar for site activities;
- Research, plan and prepare documentation for the purchase of sports equipment, first aid supplies, and program supplies, while maintaining program within budget guidelines;
- Maintain and supervise use of program supplies, equipment and facilities;
- Oversee cleaning services of city facilities;

- Work a varying schedule and report promptly; including weekends, nights and Holidays
- May serve as only on site staff for activities, programs, and supervision of participants;
- May call for assistance with front office operations;
- May call for assistance with city-wide or department special events;
- Able to drive to different site locations.

Employment Standards

Education/Experience:

At least two years of work experience in recreation, child care, working with the public or related field including one year of supervisory experience; Education and coursework in Recreation, Early Childhood Education and/or related field desired; A positive frame of mind is needed to deal with people of a various ages, economic, ethnic, and cultural backgrounds; The ability to establish and maintain an effective working relationship with youth, seniors, fellow employees and volunteers

Knowledge of:

Good customer service practices; Present a courteous, professional public image to the citizens of South Pasadena; Read, write, communicate effectively and comprehend directions in English; Use Microsoft Office software to include Word, Excel, and Publisher.

Ability to:

Ability to apply common sense understanding; Exercise good judgment and discretion in routine and unusual situations in the work place; Deal calmly with individuals who may be rude, angry or uncooperative; Maintain composure during emergency situations; To make independent judgments and decisions based on standard policy or procedure; Accept guidance, direction and constructive criticism from supervisor; Resolve interpersonal conflicts; Maintain positive working relationships with other members of the department, city employees, volunteers and the public.

Physical Demands:

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to stand, climb and perform other physical agility requirements associated with the oversight and minor maintenance of the city's facilities; Ability to exert sufficient force to lift, carry, push, pull, or otherwise move object and to carry tables, chairs and boxes with special event supplies. Strenuous physical work. Physical demands include frequent lifting of objects up to 50 pounds, often combined with bending and twisting.

Special Requirements:

Possession of a valid Class "C" or higher California Driver's License with a satisfactory driving record. Certification in Pediatric CPR and First Aid preferred.

Be able to work nights, weekends, holidays and varying hours within any division of the Community Services Department.

Working Conditions

While performing the duties of this job, the employee may work in the field, outside weather conditions and/or on uneven and irregular surfaces. The employee is occasionally exposed to wet, warm and/or humid conditions. Work may entail occasional driving to various sites within and outside the City.

The noise level in the work environment is usually quiet in the office, moderate in the field.

FLSA Status

Non-exempt

ATTACHMENT "C-6"***City of South Pasadena*****Program Specialist****Purpose**

Under the supervision of the Community Services Supervisor, Coordinator or Management Analyst, the Program Specialist will plan, implement and supervise programs and activities in the Community Services Department.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Oversee the year-round Camp Med program;
- Assist in the planning, organizing, scheduling, coordinating, promoting, implementing and evaluating of programs and events;
- Assist in the Middle School Camp program;
- Monitor program budgets and prepare financial reports;
- Assist in the completion of short-term and long-term goals of the division and department;
- Register and evaluate participants in programs;
- Act as liaison to the public regarding programs, and inform community of programs;
- Assist with special events – i.e. Snow Day, Spring Event, Doggie Day with Cats too, Halloween, Breakfast with Santa
- Create flyers and brochures;
- Assist with set up of activities/classes and arrange for necessary equipment;
- Assist in front office operations;
- Research new classes, programs, activities and lectures;
- Work with Supervisor on monthly calendar;
- Act as liaison to the public regarding programs, and inform community of programs;
- Oversees and supervises staff in absence of Community Services Supervisor and/or Community Services Coordinator
- Supervise full and part time staff, including: assisting in recruiting, interviewing, and selection of new employees; training, assigning, planning and reviewing their work; maintaining standards; coordinating activities; allocating and scheduling personnel; and may provide input in the annual performance reviews of subordinate employees;

Employment Standards**Education/Experience:**

An Associate's degree or equivalent in a related field, and at least two years of experience in a related field; or any equivalent combination of training and experience which provides the required skills and abilities. Bachelor's Degree in related field is desirable.

Knowledge of:

Knowledge of program areas, computer applications, proficiency with all Microsoft software.

Ability to:

Plan, organize and coordinate program activities; establish and maintain cooperative professional working relationships; communicate clearly and concisely, verbally and in writing; and have excellent customer service skills. Capable of properly managing work time including balancing multiple tasks with varying deadline and ability to work in a team environment; Ability to operate a computer and a variety of computer programs to complete projects for the department.

Physical Demands

The physical demands described here are representative of those typically expected to be performed by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is essentially a desk job, physical demands include occasional lifting up to 25 pounds, some standing, bending, walking, stooping, and squatting.

Special Requirements:

Possession of a valid Class "C" California Driver's License and satisfactory driving record

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis.

FLSA Status

Non-exempt

ATTACHMENT "C-7"***City of South Pasadena*****Community Services Coordinator****Purpose**

Under the supervision of the Community Services Supervisor, manages the facilities and park reservations and rentals; oversees contract classes, camps, and special events; and updates the department website.

Distinguishing Characteristic

This classification is distinguished by its management of a multitude of program areas and its supervision of seasonal, volunteer and part time staff in the administration of programs, services, and special events for the public.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Plans, organizes, schedules, coordinates, promotes and evaluates programs and special events;
- Maintains payments for programs, monitors the program budget, and prepares financial reports;
- Responds to inquiries or requests for information and service from interested community groups and citizens;
- Monitors inventory of supplies and equipment; purchases and maintains equipment and supplies for programs, events, and reservations.
- Maintains and updates the department's website pages and calendars
- Supervises seasonal, volunteer and other part time staff, including recruiting, interviewing, selecting new employees, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, allocating and scheduling personnel, and may provide input in the annual performance reviews of subordinate employees.
- In the absence of the Community Services Supervisor – Recreation and/or Seniors, may serve as Acting Supervisor and oversee, supervise, and may contribute to performance evaluations of staff.
- Recruits volunteers and may serves as staff liaison City's Boards, Commission and/or Committees.

City Parks & Facilities

- Coordinates and schedules the rental of city parks and facilities and staffing; responds to inquires or requests for information and service from interested community groups and citizens; oversees the completion of reservation permits and reoccurring reservations agreements; and facilitates the special event liability insurance process for rentals and events
- Inspects park playgrounds on a monthly basis, keeping accurate reports, and assuring repairs are reported and completed in a timely manner.

- Coordinates and monitors the conditions of parks and facilities through weekly park inspections.

Contract Classes & Camps

- Oversees the Recreation contract classes and contract camps
- Creates the Community Services Guide with assistance from the Management Aide
- Assists in registering participants in programs; evaluates participants in programs, participates in parent conferences;
- Acts as liaison to the public regarding recreation programs and classes, informs community of programs, and writes press releases; produces fliers for programs and events.

Events

- Coordinates and manages events throughout the year, i.e. Summer Concert Series and special events such as Movies in the Parks, Shakespeare in the Parks, National Night Out, and Community Baseball Night.

Employment Standards

Education/Experience:

An Associate's degree or equivalent. At least three years of experience in a related field; or any equivalent combination of training and experience which provides the required skills and abilities. Bachelor's Degree in related field is desirable.

Knowledge of:

Knowledge of program areas, computer applications, proficiency with all standard Microsoft Office applications.

Ability to:

Plan, organize and coordinate program activities; establish and maintain cooperative professional working relationships; communicate clearly and concisely, verbally and in writing; and have excellent customer service skills. Capable of properly managing work time including balancing multiple tasks with varying deadlines and ability to work in a team environment;

Physical Demands

The physical demands described here are representative of those typically expected to be performed by an employee to successfully complete the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to stand, climb and perform other physical agility requirements associated with the oversight and minor maintenance of the city's facilities. Ability to exert sufficient force to lift, carry, push, pull, or otherwise move object and to carry tables, chairs and boxes with special event supplies. Physical demands include frequent lifting of objects up to 50 pounds, often combined with bending, twisting.

Special Requirements:

Possession of a valid Class "C" California Driver's License with satisfactory driving record.

Be able to work nights, weekends, holidays and varying hours within any division of the Community Services Department.

Working Conditions

While performing the duties of this job, the employee may work in the field, outside weather conditions and/or on uneven and irregular surfaces. The employee is occasionally exposed to wet, warm and/or humid conditions. Work may entail occasional driving to various sites within and outside the City.

The noise level in the work environment is usually quiet in the office, moderate in the field.

FLSA Status

Non-exempt

ATTACHMENT "C-8"***City of South Pasadena*****Library Aide I****Purpose**

Under direct supervision, this position handles a variety of tasks within the circulation division of the library.

Distinguishing Characteristics

This is an entry level classification in a series.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Performs circulation desk duties, including checking library materials in and out.
- Prepares library for opening and closing.
- Clears bookdrop.
- Organizes and shelves materials.
- Processes material.
- Maintains equipment.
- Provides backup support for technical services.
- Runs errands, laminates, sets up the Library Community Room.

Employment Standards**Education/Experience:**

Minimum of two years of high school.

Knowledge of:

Commonly used office equipment.

Ability to:

- Relate tactfully and effectively with the public and with library employees.
- Understand and follow oral and written instructions
- Arrange and file alphabetically and numerically
- Read numbers and letters rapidly and accurately
- Do detailed work accurately.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

Capability to lift up to 25 lbs.; exert light to moderate physical effort; exert sufficient force to lift, carry, push, pull, or otherwise move objects, such as boxes, tables chairs or loaded booktrucks.

Special Requirements:

None

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis.

FLSA Status

Non-exempt

City of South Pasadena**Library Aide II****Purpose**

Under direct supervision, this position handles basic clerical tasks within the circulation division of the library.

Distinguishing Characteristics

This is the second working level in the class series. This class is distinguished by additional circulation division responsibilities such as the training of Library Aides I.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Performs circulation desk duties, including checking library materials in and out.
- Prepares library for opening and closing.
- Maintains and coordinates bookdrop and shelf reading records.
- Assists in the training of Library Aides I.
- Organizes and shelves materials.

Employment Standards**Education/Experience:**

High School Diploma or equivalent and experience as a Library Aide I or equivalent.

Knowledge of:

Commonly used office equipment.

Ability to:

- Relate tactfully and effectively with the public, library employees and volunteers.
- Complete detailed work accurately.
- Understand and follow oral and written instructions.
- Arrange and file alphabetically and numerically.
- Read numbers and letters rapidly and accurately.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Capability to lift up to 25 lbs.; exert light to moderate physical effort; exert sufficient force to lift, carry, push, pull, or otherwise move objects, such as boxes, tables chairs or loaded booktrucks.

Special Requirements:

None

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis.

FLSA Status

Non-exempt

ATTACHMENT "C-9"***City of South Pasadena*****Typist Clerk I****Purpose**

Under direct supervision, this position handles significant clerical tasks within the circulation and technical services areas of the library.

Distinguishing Characteristics

This is an entry level classification in a series. This classification is distinguished by its responsibilities and authority and supervision of Library Aides.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Performs circulation desk duties, including checking library materials in and out.
- Processes inter-library loan requests.
- Prepares library for opening and closing.
- Supervises Library Aides in absence of circulation supervisor
- Processes overdue, lost or missing materials.
- Prepares graphic output using desktop publishing system.
- Processes books and audio-visual materials.
- Mends books and audio-visual materials.

Employment Standards**Education/Experience:**

High School Diploma or equivalent.

Knowledge of:

Commonly used office equipment.

Ability to:

- Relate tactfully and effectively with the public and with library employees.
- Do detailed work accurately.
- Understand and follow oral and written instructions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

Capability to lift up to 25 lbs.; exert light to moderate physical effort; exert sufficient force to lift, carry, push, pull, or otherwise move objects, such as boxes, tables chairs or loaded booktrucks.

Special Requirements:

None

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis.

FLSA Status

Non-exempt

City of South Pasadena**Typist Clerk II****Purpose**

Under the supervision of the Library Technical Assistant in charge of circulation, this position performs major and varied clerical tasks in providing library service to patrons.

Distinguishing Characteristics

This is the second working level in the class series. This classification is distinguished by its expanded responsibilities and its larger role in office operations and troubleshooting within the Circulation and Technical Services areas of the library.

Essential Functions

The duties listed below are examples of the essential job duties typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below:

- Performs circulation desk duties, including checking library materials in and out and arranging books in order on the shelves.
- Performs filing, word processing and answering of phones.
- Provides quality customer service to patrons via customer relations, answering questions and services requests from staff, patrons and members of the public.
- Assists in maintaining the library's computer database
- Works cooperatively to maintain good relations with other libraries, staff members, volunteers and the general public.
- Maintains supplies for technical services, circulation and public service machines.
- Directs overdue activities; maintains a file of collection agency accounts.
- Trains circulation staff members in library procedures.
- Handles inter-library loan activities one day each week.
- In the absence of circulation supervisor, assumes duties.
- Sets up the Library Community Room

Employment Standards**Education/Experience:**

High School Diploma or equivalent and at least one year of recent clerical or related experience.

Knowledge of:

- Library policy and operating procedures.
- Commonly used office equipment.

Ability to:

- Relate tactfully and effectively with the public and with library employees.
- Communicate clearly, both orally and in writing.
- Perform moderately complex clerical work

- Type; aptitude for detailed work.
- Understand and follow oral and written instructions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Capability to lift up to 25 lbs.; exert light to moderate physical effort; exert sufficient force to lift, carry, push, pull, or otherwise move objects, such as boxes, tables chairs or loaded booktrucks.

Special Requirements:

None

Working Conditions

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer terminal is used on a daily basis.

FLSA Status

Non-exempt

ATTACHMENT “C-10”

**Amendment Number 3 to the 2012-2014 Memorandum of Understanding
Between the Public Services Employees’ Association – Part Time Unit and the
City of South Pasadena**

This third Amendment to the 2012-2014 Memorandum of Understanding (“MOU”) between representatives of the Public Service Employees’ Association – Part-Time Unit (“Association”) and the City of South Pasadena (“City”) (collectively, “Parties”) shall take precedence over any and all conflicting provisions in the MOU and prior amendments to the MOU.

Representatives of the Association and the City, having met and conferred in good faith, agree to amend the following provision of the MOU:

Article 11 – IMPLEMENTATION OF PART TIME HOURS POLICY

Effective July 1, 2016, part time hours will be managed by the City as follows:

- a. **Category 1:** The following part time positions shall be restricted to working no more than 28 hours per week and no more than 112 hours per calendar month.

Community Services Department – Recreation Leaders, Site Manager

Transit Division of the Community Services Department – Lead Transportation Driver and Transportation Drivers

Police Department – Police Cadets

Planning Department – Management Intern (Planning)

Management Services Department – Management Intern

- b. **Category 2: All Part Time Employees Enrolled in CalPERS as of Date of Hire Not in Category 1:** All part time employees enrolled in CalPERS as of their date of hire at the City who are not in Category 1 shall be restricted to working no more than 28 hours per week and no more than 112 hours per month.

- c. **Category 3: All Part Time Employees Not Enrolled in CalPERS as of Date of Hire Not in Category 1:** All part time employees not enrolled in CalPERS as of their date of hire at the City who are not in Category 1, shall be restricted to working no more than 18 hours per week, no more than 72 hours per calendar month, and no more than 936 hours per fiscal year.

All other terms and provisions of the MOU not modified herein shall remain in full force and effected unless subsequently amended in writing by agreement of the Parties.

IN WITNESS THEREOF the Parties have caused the duly authorized representatives to execute this Agreement.

By: 
Victor Magana, President

Dated: 7/5/16

By: 
Marlon Ramirez, Vice President

Dated: 07/05/16

By: 
Sergio Gonzalez, City Manager

Dated: 7/5/16