

RESOLUTION NO. 19-045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING AND RESTATING RESOLUTION NO. 16-075 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, ADOPTING CLASSIFICATION SPECIFICATIONS FOR THE CHIEF DEPUTY CITY CLERK AND CHIEF DEPUTY CITY TREASURER POSITIONS

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under the provisions of Section 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson (City) Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, on June 21, 2016, the City Council of the City (City Council) formally created a new unrepresented, non-classified at-will position of employment, subject to the appointing authority of the City Clerk of the City pursuant to Government Code Section 40813, under the title of "Senior Deputy City Clerk;" and

WHEREAS, by adoption of Resolution No. 16-075 on June 21, 2016, the City Council adopted classification specifications for the Senior Deputy City Clerk position; and

WHEREAS, the Senior Deputy City Clerk position received a 2% salary increase, effective July 1, 2018; and

WHEREAS, the City Council, by adoption of Resolution No. 19-036 in 2019, changed the title of the "Senior Deputy City Clerk" position to "Chief Deputy City Clerk"; and

WHEREAS, by adoption of Resolution 19-036 in 2019, the City Council has approved the creation of a new unrepresented, non-classified at-will position of employment under the title of "Chief Deputy City Treasurer," which position is subject to the appointing authority of the City Treasurer of the City, pursuant to Government Code Sections 41006 and 41007; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties concerning the classification of the Chief Deputy City Clerk and Chief Deputy City Treasurer positions; and

WHEREAS, the City Council now intends to amend and restate Resolution No. 16-074 to reflect the title change of the position of Senior Deputy City Clerk to "Chief Deputy City Clerk" and to adopt a classification specification for the Chief Deputy City Treasurer position.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are true and correct, and are incorporated herein by this reference as though set forth in full.

Section 2. The City Council hereby acknowledges, approves and ratifies the two percent (2%) annual salary increase granted to the Senior Deputy City Clerk effective July 1, 2018.

Section 3. The classification specifications attached hereto for Chief Deputy City Clerk and Chief Deputy City Treasurer are hereby adopted and the salary range is as follows:

Title	Range	Step A	Step B	Step C	Step D	Step E	Step F
Chief Deputy City Clerk*	163	8,124	8,530	8,956	9,404	9,874	10,367
Chief Deputy City Treasurer	163	8,124	8,530	8,956	9,404	9,874	10,367

*Includes salary increase specified in Section 2 of this Resolution, effective July 1, 2018.

Section 4. This resolution shall be effective immediately upon its adoption.

Section 5. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

[signatures on the following page)

PASSED, APPROVED and ADOPTED this 19th day of March, 2019.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE-ALDANA

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause-Aldana, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-045 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 19th day of March 2019, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS

By:

City Clerk

CHIEF DEPUTY CITY CLERK

Job Summary:

Under the direction of the City Clerk, manage day-to-day office services and operations of the City Clerk's office; provide specialized technical and administrative assistance to the City Clerk; supervise and evaluate the performance of assigned staff; and perform the duties of the City Clerk in the Clerk's absence or as assigned as defined by California Statutes and the Carson Municipal Code. This is an at-will position.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Organize, coordinate and direct the day-to-day operations of the City Clerk's Office; plan and monitor workflow to assure efficiency and effectiveness.
2. Perform a variety of highly responsible, complex and sometimes confidential administrative assistance and technical support to relieve the City Clerk of administrative detail.
3. Conduct a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned division or office; research, analyze and prepare recommendations or conclusions on assigned projects.
4. Provide technical assistance to the City Council, City Administrator, City Attorney, departments, commission, committees and other personnel as necessary.
5. Develop new and improved programs, systems and procedures as a result of new policies or directives or routine research and analysis; assist with implementation after securing approval.
6. Convey and clarify information concerning established policies, procedures and programs to other City departments, committees, employee groups, agencies and the general public; coordinate communications with the City Council, other City departments, outside-agencies and the general public regarding City functions, policies and procedures.
7. Develop recommendations regarding established, revised or new procedures and policies; evaluate organizational, functional and financial impact and assist with implementation as assigned.
8. Prepare resolutions, ordinances and related correspondence; develop forms and procedure handbooks.
9. Attend various meetings; represent the City Clerk at various meeting with City management, outside agencies and contractors.
10. Exercise discretion in disseminating information, explaining policies and procedures and speaking, as directed, for the City Clerk in personal and telephone contacts and meetings.
11. Supervise and participate in maintaining, assembling and correlating the official records of the City Council; attend City Council Redevelopment Agency and other meetings as assigned; take and transcribe minutes; document legislative history; ensure the timely processing of contracts, ordinances and resolutions; coordinate the preparation and duplication of agendas, supporting material and proclamations.
12. Assist as directed in the conduct of general and special municipal elections; receive, review and record campaign filings, conflict of interest statements and other pertinent documents.
13. Research, compile and analyze data for the preparation of staff reports, internal memoranda, correspondence and the departmental budget; research contracts and legislative history as needed.

14. Supervise, train and evaluate the performance of assigned staff; recruit and interview prospective employees; establish performance standards and initiate disciplinary action as needed.
15. Plan and organize assigned office services; assure that projects and assignments are completed in a timely manner in accordance with established standards and legal requirements.
16. Perform specialized duties related to the City Clerk's functions such as administering oaths, certifying documents, maintain and distribute the Municipal Code, custodian of the City Seal, publication of all official advertising of the City; receiving bonds and receiving and opening sealed bids.
17. Assure compliance with legal requirements for posting, publication and time lines and a variety of other codes, laws and ordinances.
18. Oversee the maintenance, storage, retention, destruction and preservation of records, files and official documents entrusted to the City Clerk; assure compliance with legal requirements and established retention schedules.
19. Assure efficient office operations and services: order and inventory office supplies and materials; arrange for equipment service and repair and communicate with vendors as needed.
20. Operate specialized office equipment including computer, word processor, calculator, copies, voting machine, transcriber and recording equipment.
21. Serves as the Deputy Agency Secretary to the Carson Redevelopment Agency and Deputy Secretary to the Carson Public Financing Authority.
22. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from high school or equivalent supplemented by course work in records management, business or related field and four (4) years of increasingly responsible secretarial experience, including one year in municipal or other public setting. Experience in a city clerk's office is desirable.

Knowledge of:

- General and special municipal elections.
- Basic functions and responsibilities of the City Clerk.
- Basic principles, and practices and methods of public and business administration.
- Basic principles and procedures of office and project management including budgeting and records management.
- Basic supervisory principles.
- Research, survey and evaluation techniques and methods.
- General organization and functions performed by a city clerk's office and municipal government.
- Applicable legal requirements and mandates.
- Principles and practices of sound customer service and constructive problem solving in a politically sensitive environment.
- Principles and practices of computer software related to information management.
- City organization, operations, policies and objectives.
- Report preparation and presentation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Skill and Ability to:

- Assist in the conduct of municipal and special elections.

- Research a variety of administrative and operational problems and make effective operational and procedural recommendations.
- Interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Understand and carry out a variety of general and specialized data.
- Research and compile a variety of general and specialized data.
- Supervise, train and evaluate assigned staff.
- Communicate effectively both orally and in writing.
- Research a variety of operational problems and issues related to the work assignments.
- Perform duties independently and with a high level of initiative.
- Operate various office equipment including transcription equipment, a computer and related software.
- Establish and maintain effective working relationships with others.
- Take and transcribe dictation at an acceptable rate of speed.
- Evaluate and recommend improvements in operations, systems, procedures, policies and methods.

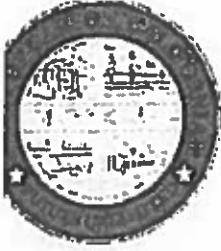
License and Certificates:

Possession of a Valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work evenings or weekends.



Chief Deputy City Treasurer

Class Code:
5010

Bargaining Unit: UNCLASSIFIED AT-WILL

CITY OF CARSON

Established Date: Nov 27, 2018

Revision Date: Jan 9, 2019

SALARY RANGE

\$46.86 - \$59.81 Hourly
\$8,123.00 - \$10,367.00 Monthly

CLASS DESCRIPTION:

Under the direction of the City Treasurer, provide administrative and professional support to the City Treasurer involving departmental operations and activities.

ESSENTIAL DUTIES:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assist the City Treasurer in the control and administration of City and Redevelopment Agency investments; assist in developing investment strategy; conduct financial analyses of financial institutions for investment purposes; monitor cash flow activities and assure compliance with City financial institutional requirements and guidelines; implement and maintain computerized investment program.
2. Assist the City Treasurer by relieving the City Treasurer of a variety of administrative detail as assigned; perform a variety of special projects related to management and organizational functions including productivity, budgeting, financial analyses and office systems.
3. Prepare recommendations and implement new procedures and methods; review and analyze investment procedures and assist in the analysis of revenue and financial information system reports.
4. Maintain efficient and effective departmental operations by providing timely communication to staff regarding issues affecting job performance and assuring that services provided by the City Treasurer's Office meet acceptable standards of quality; establish schedules for work to be completed.
5. Supervise and participate in receiving and processing revenues; assure the security of revenues.

6. Supervise, train and evaluate assigned personnel.
7. Maintain and reconcile City Treasurer's Books; prepare various financial reports for Council/Agency members; compile financial data for various auditors, oversee various disbursement accounts to assure accuracy and determine that expenditures are proper for public funds.
8. Provide information to and consult with the public; perceive and resolve issues and complaints.
9. Performs related duties as required.

QUALIFICATIONS:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Bachelor's Degree or higher- In Accounting, Finance or Public Administration and two years or more experience working in Municipal government working in the department of finance or Treasurer's office in a managerial or supervisory position is highly desirable.

Knowledge of:

- Accounting principles and practices.
- Government Code pertaining to public funds.
- Investment instruments and techniques and practices related to municipal investments, banking and investment environment.
- Computerized investment systems.
- Governmental accounting systems and practices.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- City organization, operations, policies and objectives.

Skill and Ability to:

- Provide administrative and professional support to the City Treasurer involving departmental operations and activities.

- Train and supervise assigned personnel.
- Conduct research, collect and evaluate information and formulate alternatives and recommendations.
- Prepare accurate financial and statistical reports.
- Plan and organize work.
- Work independently with little direction.
- Assign and review the work the others.
- Operate personal computer and related software.
- Meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Operate office equipment.

Licenses or Certificate:

An incumbent in this position must be able to be bonded.

WORKING CONDITIONS:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work evenings or weekends.

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WHEREAS, Rule III of the City of Carson (City) Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, on June 21, 2016, the City Council of the City (City Council) formally created a new unrepresented, non-classified at-will position of employment, subject to the appointing authority of the City Clerk of the City pursuant to Government Code Section 40813, under the title of "Senior Deputy City Clerk;" and

WHEREAS, by adoption of Resolution No. 16-075 on June 21, 2016, the City Council adopted classification specifications for the Senior Deputy City Clerk position; and

WHEREAS, the Senior Deputy City Clerk position received a 2% salary increase, effective July 1, 2018; and

WHEREAS, the City Council, by adoption of Resolution No. 19-036 in 2019, changed the title of the "Senior Deputy City Clerk" position to "Chief Deputy City Clerk"; and

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WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties concerning the classification of the Chief Deputy City Clerk and Chief Deputy City Treasurer positions; and

WHEREAS, the City Council now intends to amend and restate Resolution No. 16-074 to reflect the title change of the position of Senior Deputy City Clerk to "Chief Deputy City Clerk" and to adopt a classification specification for the Chief Deputy City Treasurer position.

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Section 4. This resolution shall be effective immediately upon its adoption.

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[signatures on the following page)

PASSED, APPROVED and ADOPTED this 19th day of March, 2019.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE-ALDANA

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause-Aldana, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-045 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 19th day of March 2019, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS

By:
City Clerk

CHIEF DEPUTY CITY CLERK

Job Summary:

Under the direction of the City Clerk, manage day-to-day office services and operations of the City Clerk's office; provide specialized technical and administrative assistance to the City Clerk; supervise and evaluate the performance of assigned staff; and perform the duties of the City Clerk in the Clerk's absence or as assigned as defined by California Statutes and the Carson Municipal Code. This is an at-will position.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Organize, coordinate and direct the day-to-day operations of the City Clerk's Office; plan and monitor workflow to assure efficiency and effectiveness.
2. Perform a variety of highly responsible, complex and sometimes confidential administrative assistance and technical support to relieve the City Clerk of administrative detail.
3. Conduct a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned division or office; research, analyze and prepare recommendations or conclusions on assigned projects.
4. Provide technical assistance to the City Council, City Administrator, City Attorney, departments, commission, committees and other personnel as necessary.
5. Develop new and improved programs, systems and procedures as a result of new policies or directives or routine research and analysis; assist with implementation after securing approval.
6. Convey and clarify information concerning established policies, procedures and programs to other City departments, committees, employee groups, agencies and the general public; coordinate communications with the City Council, other City departments, outside-agencies and the general public regarding City functions, policies and procedures.
7. Develop recommendations regarding established, revised or new procedures and policies; evaluate organizational, functional and financial impact and assist with implementation as assigned.
8. Prepare resolutions, ordinances and related correspondence; develop forms and procedure handbooks.
9. Attend various meetings; represent the City Clerk at various meeting with City management, outside agencies and contractors.
10. Exercise discretion in disseminating information, explaining policies and procedures and speaking, as directed, for the City Clerk in personal and telephone contacts and meetings.
11. Supervise and participate in maintaining, assembling and correlating the official records of the City Council; attend City Council Redevelopment Agency and other meetings as assigned; take and transcribe minutes; document legislative history; ensure the timely processing of contracts, ordinances and resolutions; coordinate the preparation and duplication of agendas, supporting material and proclamations.
12. Assist as directed in the conduct of general and special municipal elections; receive, review and record campaign filings, conflict of interest statements and other pertinent documents.
13. Research, compile and analyze data for the preparation of staff reports, internal memoranda, correspondence and the departmental budget; research contracts and legislative history as needed.

14. Supervise, train and evaluate the performance of assigned staff; recruit and interview prospective employees; establish performance standards and initiate disciplinary action as needed.
15. Plan and organize assigned office services; assure that projects and assignments are completed in a timely manner in accordance with established standards and legal requirements.
16. Perform specialized duties related to the City Clerk's functions such as administering oaths, certifying documents, maintain and distribute the Municipal Code, custodian of the City Seal, publication of all official advertising of the City; receiving bonds and receiving and opening sealed bids.
17. Assure compliance with legal requirements for posting, publication and time lines and a variety of other codes, laws and ordinances.
18. Oversee the maintenance, storage, retention, destruction and preservation of records, files and official documents entrusted to the City Clerk; assure compliance with legal requirements and established retention schedules.
19. Assure efficient office operations and services: order and inventory office supplies and materials; arrange for equipment service and repair and communicate with vendors as needed.
20. Operate specialized office equipment including computer, word processor, calculator, copies, voting machine, transcriber and recording equipment.
21. Serves as the Deputy Agency Secretary to the Carson Redevelopment Agency and Deputy Secretary to the Carson Public Financing Authority.
22. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from high school or equivalent supplemented by course work in records management, business or related field and four (4) years of increasingly responsible secretarial experience, including one year in municipal or other public setting. Experience in a city clerk's office is desirable.

Knowledge of:

- General and special municipal elections.
- Basic functions and responsibilities of the City Clerk.
- Basic principles, and practices and methods of public and business administration.
- Basic principles and procedures of office and project management including budgeting and records management.
- Basic supervisory principles.
- Research, survey and evaluation techniques and methods.
- General organization and functions performed by a city clerk's office and municipal government.
- Applicable legal requirements and mandates.
- Principles and practices of sound customer service and constructive problem solving in a politically sensitive environment.
- Principles and practices of computer software related to information management.
- City organization, operations, policies and objectives.
- Report preparation and presentation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Skill and Ability to:

- Assist in the conduct of municipal and special elections.

- Research a variety of administrative and operational problems and make effective operational and procedural recommendations.
- Interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Understand and carry out a variety of general and specialized data.
- Research and compile a variety of general and specialized data.
- Supervise, train and evaluate assigned staff.
- Communicate effectively both orally and in writing.
- Research a variety of operational problems and issues related to the work assignments.
- Perform duties independently and with a high level of initiative.
- Operate various office equipment including transcription equipment, a computer and related software.
- Establish and maintain effective working relationships with others.
- Take and transcribe dictation at an acceptable rate of speed.
- Evaluate and recommend improvements in operations, systems, procedures, policies and methods.

License and Certificates:

Possession of a Valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work evenings or weekends.



Chief Deputy City Treasurer

Class Code:
5010

Bargaining Unit: UNCLASSIFIED AT-WILL

CITY OF CARSON

Established Date: Nov 27, 2018

Revision Date: Jan 9, 2019

SALARY RANGE

\$46.86 - \$59.81 Hourly
\$8,123.00 - \$10,367.00 Monthly

CLASS DESCRIPTION:

Under the direction of the City Treasurer, provide administrative and professional support to the City Treasurer involving departmental operations and activities.

ESSENTIAL DUTIES:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assist the City Treasurer in the control and administration of City and Redevelopment Agency investments; assist in developing investment strategy; conduct financial analyses of financial institutions for investment purposes; monitor cash flow activities and assure compliance with City financial institutional requirements and guidelines; implement and maintain computerized investment program.
2. Assist the City Treasurer by relieving the City Treasurer of a variety of administrative detail as assigned; perform a variety of special projects related to management and organizational functions including productivity, budgeting, financial analyses and office systems.
3. Prepare recommendations and implement new procedures and methods; review and analyze investment procedures and assist in the analysis of revenue and financial information system reports.
4. Maintain efficient and effective departmental operations by providing timely communication to staff regarding issues affecting job performance and assuring that services provided by the City Treasurer's Office meet acceptable standards of quality; establish schedules for work to be completed.
5. Supervise and participate in receiving and processing revenues; assure the security of revenues.

6. Supervise, train and evaluate assigned personnel.
7. Maintain and reconcile City Treasurer's Books; prepare various financial reports for Council/Agency members; compile financial data for various auditors, oversee various disbursement accounts to assure accuracy and determine that expenditures are proper for public funds.
8. Provide information to and consult with the public; perceive and resolve issues and complaints.
9. Performs related duties as required.

QUALIFICATIONS:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Bachelor's Degree or higher- In Accounting, Finance or Public Administration and two years or more experience working in Municipal government working in the department of finance or Treasurer's office in a managerial or supervisory position is highly desirable.

Knowledge of:

- Accounting principles and practices.
- Government Code pertaining to public funds.
- Investment instruments and techniques and practices related to municipal investments, banking and investment environment.
- Computerized investment systems.
- Governmental accounting systems and practices.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- City organization, operations, policies and objectives.

Skill and Ability to:

- Provide administrative and professional support to the City Treasurer involving departmental operations and activities.

- Train and supervise assigned personnel.
- Conduct research, collect and evaluate information and formulate alternatives and recommendations.
- Prepare accurate financial and statistical reports.
- Plan and organize work.
- Work independently with little direction.
- Assign and review the work the others.
- Operate personal computer and related software.
- Meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Operate office equipment.

Licenses or Certificate:

An incumbent in this position must be able to be bonded.

WORKING CONDITIONS:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work evenings or weekends.