

**RESOLUTION NO. 2019-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE JOB DESCRIPTION FOR FISCAL SUSTAINABILITY MANAGER, A NEW PART-TIME HOURLY NON-BENEFITED POSITION, AND AMENDING THE PART-TIME HOURLY RATE SCHEDULE**

**WHEREAS**, the City seeks to establish the new part-time hourly non-benefited position of Fiscal Sustainability Manager to perform the duties specified in the Job Description attached hereto as Exhibit "A" and incorporated by reference; and,

**WHEREAS**, an amendment to the City of Los Alamitos part-time hourly rate schedule is required to include the addition of the Fiscal Sustainability Manager position; and,

**WHEREAS**, the new part-time hourly rate schedule will become effective February 19, 2019; and,

**WHEREAS**, this resolution shall supersede Resolution No. 2018-33.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:**

SECTION 1. The above recitals are true and correct.

SECTION 2. The Job Description for Fiscal Sustainability Manager, a new part-time hourly non-benefited position, attached hereto as Exhibit "A" and incorporated by reference, is hereby adopted.

SECTION 3. The part-time hourly rate schedule, attached hereto as Exhibit "B" and incorporated by reference, is hereby adopted.

SECTION 4. The part-time hourly rate schedule, attached hereto as Exhibit "B" amends, restates and supersedes all prior part-time hourly rate schedule enactments including, without limitation, Resolution 2018-33.


SECTION 5. The City Clerk shall certify as to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of February, 2019.



Warren Kusumoto, Mayor

ATTEST:

  
Windmera Quintanar, MMC, City Clerk


APPROVED AS TO FORM:

  
Michael S. Daudt, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

I, Windmera Quintanar, MMC, City Clerk, of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 19<sup>th</sup> day of February, 2019, by the following vote, to wit:

AYES: COUNCILMEMBERS: Hasselbrink, Murphy, Grose, Chirco, Kusumoto  
NOES: COUNCILMEMBERS: None  
ABSENT: COUNCILMEMBERS: None  
ABSTAIN: COUNCILMEMBERS: None

  
Windmera Quintanar, MMC, City Clerk

**CITY OF LOS ALAMITOS****Job Description****FISCAL SUSTAINABILITY MANAGER****THE POSITION**

Plans, coordinates and oversees the implementation of the Fiscal Sustainability Project at the direction of the City Manager or Department Director. This position is responsible for administrative work of a specialized nature carrying out a variety of high-level professional assignments within a City department and/or office. In this position one is expected to function in an independent manner, carrying out a wide range of activities, coordinating them from their initial stages through final closure. Work is done under general supervision in accordance with general guidelines and policies.

**ESSENTIAL JOB FUNCTIONS**

Under the direction of the City Manager or Department Director, the Fiscal Sustainability Manager produces, develops, and assists during the long-term Fiscal Sustainability of the City of Los Alamitos budget challenges that are anticipated. Conducts and reviews special studies in conjunction with the Fiscal Sustainability Project, and analyzes data and makes recommendations based upon studies. Prepares reports, presents ideas and makes recommendations to the Department Director and/or other City officials. Will attend Council Meetings and Budget Standing Committee Meeting to represent the Fiscal Sustainability Project, as required. Performs other related duties as required. The Fiscal Sustainability Manager position requires a high degree of independence, initiative and flexibility.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of department activities and procedures. Considerable knowledge of sources and availability of current information needed for a variety of research assignments. Knowledge of modern office practices, systems, and equipment. Knowledge of Computer technology, and techniques. English usage, grammar and spelling. Ability to analyze a variety of administrative problems and to make sound recommendations and establish working procedures for their solution. Ability to exercise sound judgment in analyzing facts and arriving at conclusions, and to express oneself orally and in writing. Ability to make effective presentations in a group and/or individually. Meet the public tactfully and courteously and answer routine questions in person and over the telephone; establish and maintain cooperative work relationships; and promote the City's policy of outstanding customer service.

**DESIRABLE EXPERIENCE AND TRAINING**

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration or related field; plus at least three years of experience in accounting, business administration, public administration or a related field. Comprehensive knowledge of the principles and practices of municipal government. Ability to establish and maintain effective relations with officials, employees and the public. General office tools and equipment experience. Depending on the need of the Department and the scope of work to be performed, a degree in a specialized field may be preferred.

**CITY OF LOS ALAMITOS  
HOURLY RATE SCHEDULE  
Effective February 19, 2019**

<b>CLASS CODE</b>	<b>CLASSIFICATION TITLE</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
905	Recreation Leader	HOURLY	12.00	12.60	13.23	13.89	14.58
921	Senior Recreation Leader	HOURLY	13.50	14.18	14.88	15.62	16.40
931	Recreation Specialist	HOURLY	14.80	15.54	16.32	17.14	17.99
955	Community Services Coordinator	HOURLY	18.50	19.43	20.40	21.42	22.49
910	Lifeguard	HOURLY	12.00	12.58	13.15	13.73	14.30
925	Water Safety Instructor I	HOURLY	12.00	12.58	13.15	13.73	14.30
930	Asst Pool Manager/Sr. Lifeguard	HOURLY	13.00	13.60	14.20	14.80	15.40
935	Water Safety Instructor II	HOURLY	12.50	13.13	13.75	14.38	15.00
920	Police Aide/Cadet	HOURLY	15.30	16.07	16.87	17.71	18.60
945	Police Investigator	HOURLY	15.80	16.59	17.42	18.29	19.20
946	Police Reserve	HOURLY	15.80	16.59	17.42	18.29	19.20
965	Police Recruit	HOURLY	22.00				
970	Photo Enforcement Officer	HOURLY	28.79	30.23	31.75	33.33	35.00
940	Account Clerk	HOURLY	13.50	14.18	14.85	15.53	16.20
941	Administrative Intern	HOURLY	13.50	14.18	14.85	15.53	16.20
944	Clerical Assistant	HOURLY	13.50	14.18	14.85	15.53	16.20
947	Receptionist	HOURLY	15.64	16.42	17.24	18.11	19.00
960	Maintenance Worker	HOURLY	17.30	18.17	19.07	20.03	22.08
948	Department Secretary	HOURLY	22.83	23.98	25.17	26.43	27.76
971	Code Enforcement Officer	HOURLY	22.83	23.98	25.17	26.43	27.76
951	Deputy City Clerk	HOURLY	27.72	29.11	30.56	32.09	33.69
981	Special Projects Coordinator	HOURLY	38.20	40.11	42.12	44.22	46.44
982	Fiscal Sustainability Manager	HOURLY	47.44	52.18	56.92	61.03	66.40