




STAFF REPORT

Date: February 11, 2014
To: Mayor and City Council
From: Bryan Montgomery, City Manager 
Subject: **Resolution Amending the City of Oakley's Position Classification Plan to Include the Positions of Economic Development Manager and Human Resources Assistant.**

Summary

Pursuant to the City's Personnel Ordinance and Personnel Manual, proposed amendments to the City's Classification Plan are to be authorized by the City Council and administered by the City Manager. The majority of these types of amendments are presented to and authorized by the City Council during the annual budget process; occasionally, there are amendments that are proposed during the fiscal year as is the case with these proposed amendments.

Economic Development Manager

These duties have been filled by the Economic Development Coordinator/Human Resources Assistant who has now accepted employment with another municipality. The position would lead and manage the City's economic development activities which include significant coordination with other City departments, the Chamber of Commerce, other cities and various regional economic development organizations. Attached is the proposed job description and, if approved, the position will be advertised to solicit qualified candidates.

Human Resources Assistant

This position is intended to be 15-19 hours per week added to an existing part-time position (You, Me, We = Oakley Program Coordinator) and to fill a majority of the day-to-day assignments of the City's human resources activities. These duties would be supplemented with assistance from the City Attorney, City Manager, supervision by the Assistant to the City Manager, and with occasional consultancy. (If the City eventually brings "in-house" the police operations, then this position would likely need to become full-time and other human resources staffing will also be needed).

To establish the pay ranges for these proposed positions, we have conducted a comparative study of the salary/wage ranges of our benchmarked jurisdictions pursuant to the Compensation Policy. As a reminder, the list of comparative cities used for the survey includes: Antioch, Benicia, Brentwood, Hercules, Pittsburg, and Pleasant Hill.

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Financial Impact

The duties of these two classifications had been previously performed by the Economic Development Coordinator/Human Resources Administrator. The net cost of this reorganization of duties is estimated to be approximately \$17,000 for the remainder of this fiscal year.

Recommendation

Staff recommends that the City Council adopt the resolution amending the City of Oakley's position Classification Plan to include the positions of *Economic Development Manager* and *Human Resources Assistant*.

Attachments

1. Resolution
2. *Economic Development Manager* Job Description
3. *Human Resources Assistant* Job Description

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY AMENDING
THE CITY OF OAKLEY'S POSITION CLASSIFICATION PLAN TO INCLUDE
THE POSITIONS OF ECONOMIC DEVELOPMENT MANAGER AND
HUMAN RESOURCES ASSISTANT**

WHEREAS, the City Council adopted a Compensation Policy on June 25, 2001 and that was subsequently amended, establishing the City of Oakley's policy regarding employee compensation in conformance to City Ordinance 17-00; and

WHEREAS, the City Council desires to update the Classification Plan to include the positions of Economic Development Manager and Human Resources Assistant; and

WHEREAS, pursuant to the provisions of the Compensation Policy, the City has conducted a comparative salary/wage using the six comparative cities; and

WHEREAS, the City Council desires to add job classifications and accompanying salary/wage ranges to meet the needs of the growing organization.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the new position classifications and salary/wage ranges of Economic Development Coordinator and Human Resources Assistant as set forth on Attachment A (Job Descriptions).

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 11th day of December 2014 by Councilmember ____, who moved its adoption, which motion being duly seconded by Councilmember _____ was upon voice vote carried and the resolution adopted by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

Randy Pope, Mayor

ATTEST:

Libby Vreonis, City Clerk

Date: _____



FLSA Designation: Exempt

Classification: Full-Time, "At-Will" Employee

Salary Range (effective 2/2014): \$7,837-\$9,859

Benefits: Full, per policy

ECONOMIC DEVELOPMENT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the City Manager, is responsible for recommending, developing, and administering the City's economic development program. The Economic Development Manager is expected to exercise considerable independent judgment and initiative; may exercise full supervision over assigned professional and support staff; and, will be the lead project manager for various projects and programs.

REPRESENTATIVE DUTIES

The following duties are typical for this position, but are not all inclusive. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address operational needs and changing operational practices.

- Administers and implements economic plans, programs and policies
- Coordinates and prepares financial and technical reports and budgets
- Leads the implementation of the Economic Development Workplan
- Functions as a liaison with the Chamber of Commerce and other professional economic organizations
- Meets with potential investors and developers
- Represents the City, when directed, at public hearings, community meetings and conferences
- Recommends and oversees the occasional use of consultants and outside professional service providers relating to economic development
- Coordinates and recommends project activities including real estate acquisition and disposition, relocation, demolition, eminent domain



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actions, building construction and rehabilitation, property management and project improvements

- Develops and maintains a database of vacant or underutilized commercial, office and industrial land and tenant spaces
- Works with property owners and prospective tenants and developers to match available properties with desired commercial business activities
- Assists with and, may at times, leads community events and activities
- Supervises and/or coordinates with staff performing duties relating to economic development activities
- Works with other City departments and divisions to ensure that projects are progressing
- Performs related duties as required

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic administrative functions, principles, and practices and their application to a wide variety of services and programs relating to economic development; modern office procedures, methods, and computer equipment; computer applications such as word processing, spreadsheet, and database applications; principles and practices of economic development and public administration, including federal, state, and local laws pertaining to assigned responsibilities; financial reporting and budgeting; statistical and research messages; advertising and marketing techniques; customer service principles and practices; and, English usage, spelling, grammar, and punctuation. The ability to read, write and speak Spanish would be a plus.

Ability to:

Understand the organization, operation, and services of the City, County, State



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and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations; operate and use modern office equipment including a computer and various software packages; analyze situations and adopt a course of action; plan, coordinate and review the work of economic development; identify appropriate methods to provide effective and efficient business, economic development and construction rehabilitation programs; negotiate contracts; coordinate the structuring of tax allocation bonds and other debt financing; analyze economic studies, financial statements, marketing studies, plans, specs and bid documents; speak and write clearly and concisely; prepare reports and budgets; effectively work with City employees and representatives of outside agencies, businesses and the community; work independently and exercise independent judgment.

EDUCATION AND EXPERIENCE GUIDELINES

A combination of education and experience that would provide the required knowledge and abilities is qualifying.

Education/Training:

Bachelor's degree from an accredited college or university, majoring in a field with some relationship to land-use planning, public and/or business administration, or in another field that demonstrates an educational preparation for the assigned responsibilities. An advanced degree is highly desirable.

Experience:

Four (4) years of increasingly responsible experience in the administration of business development, redevelopment, economic development and/or land use planning programs with at least two (2) years of responsible project management experience.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.



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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and, to verbally communicate to exchange information.

Vision: Normal visual range with or without correction

Hearing: Normal audio range with or without correction

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge that I have received and read the job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



FLSA Designation: Non-Exempt
Classification: "At-Will" Confidential Employee
Wage Range (effective 2/2014): \$21.72- \$27.59/hour
Benefits: Full, per policy

HUMAN RESOURCES ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the City Manager and direct supervision of the Assistant to the City Manager, will performs a variety of routine to complex clerical and administrative duties to support the day-to-day Human Resources operations. An incumbent in this position interacts frequently with City employees and the general public and exercises tact and discretion when dealing with issues of a confidential or sensitive nature.

REPRESENTATIVE DUTIES

The following duties are typical for this position, but are not all inclusive. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address operational needs and changing operational practices.

- Assists customers at the counter, on the telephone, and via email, answering inquiries, explaining policies and procedures, and providing forms and informational materials related to Human Resources operations
- Monitor the employee performance evaluation process, tracking evaluation dates and sending out reminder notices, maintaining records, and generating other appropriate paperwork as required
- Coordinate training for City staff, including scheduling training, preparing and distributing announcements, setting up food and beverages for attendees, tracking training attendance.
- Assists with the coordination of recruitments, which includes reviewing job announcement, posting job announcements on-line, responding to applicant inquiries, screening applications, scheduling written exams and



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oral board interviews, preparing oral board and other testing materials, corresponding to applicants

- Provide general clerical and administrative support, including making photo copies, scanning records, scheduling appointments and meetings, and filing paperwork records
- Coordinate the hiring process including: post job announcements, screen & forward applications to department/division supervisors, guide new hires through new hire procedures, meet with new hire employees to process paperwork, ensure required documents are submitted, including personnel action forms
- Maintain and monitor personnel files and file personnel transactions in the personnel files
- Order office supplies as needed; occasionally run errands
- Process check requests for invoices
- Respond to claims for unemployment a
- Open, sort, screen, and distribute mail; prepare correspondence, reports, memoranda, forms, administrative procedures and related materials; proofread and check typed materials and reports for clerical and mathematical accuracy, completeness and for compliance with established standards and procedures
- Assist with keeping updated the Human Resources page on the City's website
- Assist with classification and salary/wage studies
- Respond to requests for verification of employment
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Participates in the Employee Recognition Activities Committee
- Perform related duties as assigned.



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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Arithmetic and basic mathematical calculations, including percentages and decimals; principles and practices of effective customer service; record keeping principles and techniques; records management; modern office procedures, practices, and computer equipment and software; computer software including word-processing, spreadsheet, and database applications; business letter writing and report writing; functions, policies, rules, and regulations; rules, regulations, laws and practices relating to human resources including privacy, confidentiality and disclosure as applied to personnel records; and, English usage, spelling, punctuation and grammar. Ability to read, speak and write in Spanish is a plus.

Ability to:

Communicate clearly and concisely, both orally and in writing; perform duties in support of human resources activities; review documents related to human resources operations; on a continuous basis, sit at a desk for long periods of time; intermittently twist and reach office equipment; stand, bend, squat, kneel or twist while using/clearing copy equipment or retrieving/returning files; write and use keyboard to communicate through written means and enter/retrieve data from computer; occasionally run errands; and lift or carry weight of 10 pounds or less; read, interpret, and apply pertinent rules, regulations, standards, and procedures. understand, interpret, and explain policies and procedures; explain operations to the public and with the staff; maintain confidential, technical, and statistical records and reports; handle confidential information with professional demeanor and discretion; understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities; observe, identify, and problem solve office operations, and procedures; work with various cultural and ethnic groups in a tactful and effective manner; organize, prioritize,



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and coordinate work activities; and, analyze situations quickly and objectively and determine proper course of action.

EDUCATION AND EXPERIENCE GUIDELINES

The education and experience information below is considered a "guideline" and a combination of education and experience that would provide the required knowledge and abilities is considered qualifying for the position.

Education & Experience:

Bachelor's degree from an accredited college or university, majoring in a field with a relationship to human resources, public administration, or in another field that demonstrates an educational preparation for the assigned responsibilities, OR, an Associate's Degree and three (3) years of clerical experience involving human resources, office management, customer service, or related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and, to verbally communicate to exchange information.

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EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge that I have received and read the job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)	Employee's Signature	Date
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Supervisor Name (print)	Supervisor's signature	Date
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