




## STAFF REPORT

**Date:** November 18, 2014  
**To:** City Council  
**From:** Bryan Montgomery, City Manager 

**SUBJECT:** **Resolution Regarding new Employee Position Classifications and Corresponding Salary Ranges**

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### Summary Background

A month or so after the 2014-15 Budget was adopted, the City received the good news that property tax revenues would be greater than had been anticipated. At the October 14, 2014 City Council Meeting, the Council appropriated these additional funds to a number of recurring and one-time expenditures that would help reduce recurring costs. Included in the approved items were some job classification adjustments.

This agenda item is to specify those job classification adjustments that could/should have been included with the current year budget, but were not because funds were thought to not be available. A more thorough review of the all job classifications is planned for next spring, but these are the most obvious and pressing. These classification adjustments would apply to existing employees and would not be new hires.

As a reminder, the City of Oakley does not have a "step system" within the approved salary ranges, as the other comparable cities do. (There are **no** automatic raises each year by step increment). Further, many cities seek to be in the 75<sup>th</sup> percentile (or higher) of the comparable cities salary ranges; however, Oakley's Compensation Policy sets forth that the ranges at the *average* of the comparable cities. Employees' salaries are to be within the job classification ranges.

The proposed adjustments are as follows:

- **Code Enforcement Coordinator to Code Enforcement Manager** – this classification more accurately describes the managerial and supervisory role of this position.
- **Public Works Office Coordinator to Public Works Administrative Specialist** – there has been a significant amount of administrative transition as the former Delta Municipal Consulting contract employees became City employees and the arrival of a new Public Works Director/City Engineer. The

transition has placed a number of expanded duties on this employee that are more appropriately classified under Public Works Administrative Specialist job title.

- **Parks Laborer and Laborer to Public Works Laborer I and II** – these classifications acknowledge that, while most often the maintenance personnel in Public Works are assigned to either Parks or to Streets, the personnel also works in both of those divisions and often has similar tasks. Using “Public Works” for these entry-level laborer classifications provides greater Departmental flexibility and operational functionality. The differentiation between a Laborer I and Laborer II is new and provides an opportunity for those with more experience and capacity to be at a slightly higher classification.
- **Recreation Manager to Recreation Manager/Website Coordinator** – this “slash” title is similar to what has been done with other classifications and acknowledges this valuable role played by the Recreation Manager in coordinating the City’s website.
- **Senior Planner to Principal Planner** – the two Senior Planners have been taking on a broad range of tasks that are more attributable to the Principal Planner level in the professional Planner series.
- **Accounting Technician to Senior Accounting Technician** – this position covers a much more broad range of duties than the other comparable cities’ Accounting Technician position. Some cities utilize the Senior Accounting Technician job title for expanded duties, especially for staff performing these duties with considerable previous experience.

Each of these new classifications includes a salary range that is the average of these comparable positions in the six survey cities, pursuant to our Compensation Policy (Antioch, Brentwood, Benicia, Hercules, Pittsburg and Pleasant Hill).

#### **Fiscal Impact**

Any costs related to these classification adjustments will be within budgeted funds.

#### **Recommendation**

Adopt the resolution approving the new Employee Position Classifications and corresponding Salary Ranges.

#### **Attachment**

1. Resolution with Salary Ranges
2. Compensation Policy
3. Job Descriptions

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY  
APPROVING NEW EMPLOYEE POSITION CLASSIFICATIONS  
AND CORRESPONDING SALARY RANGES**

**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 Code Enforcement Manager, Public Works Administrative Specialist, Public Works Laborer I, Public Works Laborer II, Recreation Manager/Website Coordinator, Principal Planner and Senior Accounting Technician; 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 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 as set forth on Attachment A, which is attached hereto.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 18<sup>th</sup> day of November 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: \_\_\_\_\_

## ATTACHMENT A

### New Job Classifications and Monthly Salary/Wage Ranges

<b>Job Classification</b>	<b>Minimum Salary</b>	<b>Maximum Salary</b>
<i>Code Enforcement Manager</i>	\$5,892	\$7,162
<i>Public Works Administrative Specialist</i>	\$5,074	\$6,290
<i>Public Works Laborer I</i>	\$2,898	\$3,606
<i>Public Works Laborer II</i>	\$3,333	\$4,146
<i>Recreation Manager/Website Coordinator</i>	6,772	\$8,324
<i>Principal Planner</i>	8,078	\$9,819
<i>Senior Accounting Technician</i>	\$4,758	\$5,888



## COMPENSATION POLICY

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*A compensation policy states the City Council's policy regarding compensation of City employees and provides consistent guidelines in the setting of salary ranges and the movement of employees through the salary ranges.*

### COMPENSATION POLICY

Compensation for City employees is based upon a philosophy of recruiting a small, highly qualified staff, providing competitive compensation, and expecting a high level of work performance.

It is the intent of the City Council to establish a compensation policy, which will support and recognize innovation and exceptional performance. It is the City Council's policy that compensation is based on performance, therefore, individual compensation adjustments are not "automatic", step-oriented, or solely based on cost-of-living adjustments.

It is the City's goal to establish and maintain a compensation program reflective of its mission, vision, and values. The total compensation program offered includes wage/salary, incentive pay opportunities as applicable, and a wide range of benefits.

The City of Oakley Salary structure and ranges will be reviewed as necessary and will be based on the following criteria: (1) an evaluation of the City's ability to pay; (2) competitive market place survey data; (3) the relative value of each position; (4) individual performance; and (5) qualifications and experience.

The compensation program is designed to enable the City of Oakley to successfully attract, develop, retain, and reward employees for their knowledge and contributions.

The City also wishes to foster a team concept within the organization, recognizing the importance of a satisfied, productive, and cohesive workforce. In implementing this program, the following guidelines will be considered based upon the financial resources of the City.

## **1. Considerations in Establishing Compensation Package**

### **A. Competitive Position – Establishment of Ranges**

Employment classifications will be grouped into salary ranges. The salary ranges will include management and non-management employees. New or any modifications to salary ranges will be recommended by the City Manager and adopted by the City Council.

For each individual classification, the City will establish a salary range with a minimum and maximum salary. It is the City's objective to establish ranges that closely match the salary ranges of surveyed classifications at the mean (average) of the survey agencies. After reaching the maximum point, an employee has the opportunity to earn a lump sum merit award based on exceptional performance, but may not be considered for base salary increases unless his or her salary range is adjusted. Salary ranges for part-time employees will be set by the City Manager.

The City will analyze each individual classification as it best matches the classifications of the survey agencies. The salary ranges for classifications that are not closely matched will be set based on internal relationships or a relationship to a similarly surveyed classification.

### **B. Labor Market – Comparative Cities**

The City has established the following comparative cities for salary setting purposes:

- Antioch
- Brentwood
- Hercules
- Pittsburg
- Benecia
- Pleasant Hill

**C. Measurement of Competitive Position**

In considering the City's competitive position, total cash compensation will be considered which includes base salary and any cash related add-ons to base salary. Benefits will be considered, but will not be a part of the direct compensation comparison.

**D. Frequency of Salary Survey**

At least every two years, the City's individual job classifications will be surveyed to assess the City's position relative to the comparative cities as described above. Benchmark classifications will be included in the survey along with other positions that may be common among the survey agencies. Salary ranges will be adjusted at the discretion of the City Council, if necessary to maintain the City's competitive position in the market, taking into consideration the City's financial situation.

**2. Individual Employee Compensation**

**A. Employee Salary Adjustments**

Individual compensation adjustments within the salary ranges will not be "automatic," step-oriented or based solely on cost-of-living adjustments, but will be based on 1) fiscal prudence, 2) objectives achieved, and 3) exceptional individual performance.

The City Manager sets the actual salaries for each employee to be hired within each City-Council approved salary range between the minimum point and the maximum point. On rare occasion, the City Manager may set a salary above the salary range maximum point. The City Manager has the ability to administratively move an individual within the salary range. (The City Council sets the actual salary of the City Manager). Periodically, the City Council will adopt revised salary ranges that take into consideration the competitive market place and the cost of living. When the City Council approves a new or adjusted salary range, the City Manager shall consider said adjustment as each affected employee is evaluated for a merit increase.

**NOTE:** The approved adjustment to a salary range does NOT automatically move the employee within the range, but grants the authority to the City Manager to consider such an increase based on merit, cost of living, and

competitiveness along with any other merit increase range approved by the City Council.

At the time employees are evaluated, the level of performance for each employee will be determined. The range for the percentage of any merit increase (x % - x %) will be determined by the City Council before July 1<sup>st</sup> of each year depending upon the City's competitive position in the market and taking into consideration the City's financial situation. Performance evaluations for all employees will then be conducted and any merit increase considered by the City Manager to be effective the first full pay period of August. (The City Manager will consider, when determining any merit increase, if an employee began employment near the first full pay period of August).

**B. Recognition of On-going Innovation and Exceptional Performance (Annual Merit Award)**

Employees who exhibit innovation and exceptional performance during the previous year may be eligible to receive a lump sum merit award as deemed appropriate by the City Manager. The award will not exceed 10%. Any award above this amount requires approval of the City Council.

**3. Non-Salary Benefits**

At least every two years, the City will review the benefits and related costs provided by the City's survey agencies, to assure the City remains competitive on the basis of total compensation and benefits. Any change in benefits will be approved by the City Council with consideration of the City's competitive position in the market and taking into consideration the City's financial situation.

*Approved June 24, 2008*





FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$5,892 - \$7,162  
Benefits: Full

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## **CODE ENFORCEMENT MANAGER**

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

### **SUMMARY DESCRIPTION**

Under the supervision of the City Manager, coordinates and manages the activities and operations of the City's Code Enforcement Division. This work includes project management, supervision and a variety of other professional, administrative and analytical support. This is an "at-will" position.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. 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 business needs and changing business practices.

1. Assume management responsibility for the City's code enforcement activities.
2. Coordinate and participate in the development and implementation of goals, objectives, policies and priorities for Code Enforcement programs; recommend and administer policies and procedures to improve efforts.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policy, appropriate service and staffing levels.
4. Directs the registration and inspection processes of the City's Rental Dwelling Unit Inspection Program
5. Plan, direct, coordinate and review the work plan for code enforcement staff; assign work activities, projects and programs; review and evaluate



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Benefits: Full

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work products methods and procedures; meet with staff to identify and resolve problems.

6. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the funds budgeted for Code Enforcement; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
8. Meets with the public, City staff, and community and business groups to coordinate code enforcement activities.
9. Serve as the liaison for the Code Enforcement Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
10. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of code enforcement; incorporate new developments as appropriate.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
12. Review and submit violation complaints and/or inspection warrants with the court system; maintain appropriate records and testify as necessary.
13. Perform 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.



FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$5,892 - \$7,162  
Benefits: Full

**Knowledge of:** Basic administrative functions, principles, and practices and their application to a wide variety of services and programs; modern office procedures, methods, and computer equipment; principles and practices of a public administration, including federal, state, and local laws pertaining to assigned areas of responsibility; functions of a municipal government, operational and organizational analysis; research techniques, and report writing; various computer applications (Word, Excel, PowerPoint, and web applications); and, basic principles and techniques related to code enforcement.

**Ability to:** Understand the organization, operation, and services of the City, County, State 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. Remain calm under emergency situations. Research and maintain records, logs, and files. Deal tactfully and courteously with the public and City personnel. Respond to requests and inquiries from the general public. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Exercise good judgment in maintaining critical and sensitive information, records, and reports. Organize and prioritize work assignments. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Handle conflict and sensitive situations confidentially to ensure positive, long-term relationships. Effectively set priorities, complete assignments in a timely manner, be thorough; and pay attention to details; Serve in a confident, professional, and dynamic manner and with a high ethical standard. Speak both English and Spanish is preferred.

#### **EDUCATION AND EXPERIENCE GUIDELINES**

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



FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$5,892 - \$7,162  
Benefits: Full

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**Education/Training:** Bachelor's degree from an accredited college or university, majoring in public administration, planning, criminal justice, business administration or related field. A Master's degree in a related field is highly desired.

**Experience:** A minimum of seven (7) years of experience in a responsible administrative *and* supervisory position with duties that are relevant to the duties outlined herein. Experience in budgeting, planning, financial analysis and program coordination is preferred.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Work is performed in both a standard office environment with extensive public contact and constant interruptions, AND in in—the-field work conducting inspections and supervising inspection activity.

**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.

**License:** Possession of a valid California driver's license, Class C or higher.



FLSA Designation: Exempt  
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Salary Range (eff. 12/1/14): \$5,892 - \$7,162  
Benefits: Full

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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.

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Employee's Name (print)

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Employee's Signature

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Date

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Supervisor Name (print)

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Supervisor's signature

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Date



FLSA Designation: FSLA Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$5,074-\$6,290  
Benefits: Full

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## **ADMINISTRATIVE SPECIALIST - PUBLIC WORKS**

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

### **SUMMARY DESCRIPTION**

Under direction of the Public Works Director/City Engineer, the Administrative Specialist performs professional level duties in support of the City's public works and engineering services activities, including the Department business operations of a varied and complex nature.

### **IDENTIFYING CHARACTERISTICS**

The Administrative Specialist is a fully qualified journey-level professional classification that differs from lower-level administrative support classifications in that it directly supports a department director, in addition to performing department operations support tasks.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may or 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 business needs and changing business practices.

1. Performs professional level administrative duties in support of the City's public works and engineering services and activities, including departmental operations.
2. Conducts analysis of the day-to-day administration of departmental programs: gathers, tabulates and analyzes data, prepares reports, correspondence, memoranda, policies, procedures and informational materials.
3. Represents the Public Works and Engineering Department on administrative matters in liaison with other departments and agencies; attends meetings and conferences with department staff, contractors, and vendors as required.
4. Processes the related documents for the issuance of various construction permits including encroachment, transportation and grading permits; issues road closure and special events permits and participates in the management of the Underground Service Alert (USA) program compliance.



FLSA Designation: FSLA Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$5,074-\$6,290  
Benefits: Full

5. Assists in preparation of the program budgets for: the Capital Improvement Program (CIP), the Public Works and Engineering Operational budget, the Landscape and Lighting District (LLD) and Communities Facilities District (CFD) budgets.
6. Conducts organizational, administrative and fiscal studies; conducts surveys and collects information; evaluates programs and initiates studies and analyses, both qualitatively and quantitatively.
7. Facilitates the development, design, maintenance and construction contracts; obtains and analyzes for compliance, the completed certificates of insurance; maintains, logs and tracks bond expiration dates; prepares reports for the Finance Department as required; helps prepare staff reports for Council; prepares memos regarding accepting and releasing of bonds; assists in preparing final reports and prepares documentation associated with bonds and insurance.
8. Responds to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding engineering and development projects.
9. Assists in the preparation of special engineering studies and reports.
10. Administers the subrogation recovery program for the City of Oakley facilities and infrastructure property damage claims.
11. Assists other department staff and the Director with preparation of complex reports, correspondence, staff reports, ordinances and resolutions to the City Manager, City Council, committees, City departments, outside agencies and the public; develops and reports statistics; responds to questions and inquiries and investigates complaints concerning public works and engineering problems.
12. Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and divisions and outside agencies.
13. Utilizes department or citywide software applications to initiate purchase orders and payments, verifies receipt of materials and assists with the resolution of discrepancies.
14. Formats and proofreads correspondence, reports, forms and specialized documents related to the functions of the assigned organization unit from drafts, notes, or brief instructions.
15. Provides information and responds to inquiries from employees, the public or other personnel by interpreting policies, rules, regulations or procedures or by researching files for solutions; may refer visitors or callers to other appropriate sources of information.
16. May post and maintain routine information on department/division Intranet and or Internet website pages.



FLSA Designation: FSLA Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$5,074-\$6,290  
Benefits: Full

## 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:** the principles and practices of public administration, including goal setting, budgeting, personnel administration, and/or program management, including an array of knowledge related to the functions of municipal government. The techniques needed for providing a high level of customer service to the public and City staff, in person, and over the telephone. Need to have the techniques for effectively representing the City in contact with the public, governmental agencies, community groups and various businesses and professional organizations. The principles and practices of operation and organizational analysis, research techniques, statistical methods, and report writing; and skills in researching, compiling, analyzing, and evaluating data and making sound independent recommendations.

**Skills In:** Interpreting, applying and explaining rules, regulations, policies and procedures. Establishing and maintaining effective working relationships with others. Communicating effectively both orally and in writing; making clear, concise and accurate written materials; maintaining accurate records and files. Using tact, initiative and independent judgment within general policy and legal guidelines in politically sensitive situations. Completing assigned tasks in a timely and effective manner.

**Ability to:** Work independently or collaboratively with others to formulate and achieve common goals. Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports. Maintain outstanding communication skills with the ability to clearly and concisely communicate both orally and in writing. Exercise sound judgment, initiative, flexibility, creativity and sensitivity in response to changing situation and needs. Ability to speak Spanish, in addition to English, is preferred.

## EDUCATION AND EXPERIENCE GUIDELINES

Five (5) years of progressively responsible, professional administrative experience performing a variety of analytical functions related to the assigned position, such as project/program management, fiscal analysis, and organizational development. Public sector experience is highly desirable.





FLSA Designation: FSLA Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$5,074-\$6,290  
Benefits: Full

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a field related to the assigned position; or a combination of a related degree and work experience.

**License or Certificate:** Possession of, or ability to obtain, an appropriate driver's license.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally 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:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

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

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Employee's Name (print)

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Employee's Signature

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Date

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Supervisor Name (print)

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Supervisor's signature

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Date



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range: \$2,898-\$3,606

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## **PUBLIC WORKS LABORER I**

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

### **SUMMARY DESCRIPTION**

This is the entry-level position in the Public Works Department that works under the direction of supervisor(s) designated by the Public Works Director/City Engineer. Public Works includes Streets and Parks maintenance divisions. Employees in this classification perform basic maintenance functions as outlined herein.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties similar to those set forth below to address business needs and changing business practices.

1. Remove weeds, trash and other debris from parks, landscape areas, and other public property.
2. Trims trees, bushes, shrubs and mows turf areas.
3. Removes and replaces pavement surfaces; repairs potholes;
4. Digs, shovels, hauls, loads and unloads soils, sand, leaves, trimmings, and other materials;
5. Sprays oil and traffic paint in accordance with established standards;
6. Cleans storm channels and catch basins;
7. Cleans restrooms, pump houses, play court and picnic areas;
8. Paints; replaces light bulbs; clears plugged drains and toilets;
9. Performs custodial duties;
10. Operates and maintains a wide variety of hand and power tools and light equipment related to streets, parks, and general facilities maintenance;
11. Observes safe working methods and practices;
12. Responds to emergency off-hour work situations as required

### **QUALIFICATIONS**

**Knowledge of:** Techniques, materials, tools and equipment used in the maintenance and repair of streets, parks, or buildings; operation and maintenance of hand and



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range: \$2,898-\$3,606(hourly)

power tools and light equipment common to the construction field; and safe work methods and safety regulations pertaining to the work.

**Skills to:** Understanding and employing basic safety standards and practices. Carrying out simple instructions and fundamental maintenance functions. Maintaining effective working relationships with others.

**Ability to:** Operate and maintain a variety of hand and power tools and equipment used in the work; understand and follow oral and written instructions; perform heavy physical labor; exercise independent judgment and initiative; learn to read and interpret maps, manuals and specifications; apply safe work practices; and establish and maintain effective working relationship with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE**

This is a basic, entry-level position and general education and related experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to graduation from high school.

**Experience:** Experience in landscape or facilities maintenance work desired.

**Licenses:** Must possess and maintain a valid driver's license issued by the State of California Department of Motor Vehicles.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions. Must be willing to work overtime during off hours and in emergency situations.

**Environment:** Work is performed almost exclusively outdoors in all weather conditions with exposure to inclement weather, heavy traffic and potentially hazardous conditions and substances.

**Physical:** Primary functions require sufficient physical ability and mobility to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight, requiring repetitive hand movement and fine



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range: \$2,898-\$3,606(hourly)

coordination; and to verbally communicate to exchange information. Must possess sufficient strength and stamina to lift and carry objects weighing up to 90 pounds and perform sustained heavy physical labor.

**Vision:** Normal visual range with or without correction.

**Hearing:** Normal audio range with or without correction.

**License:** Possession of a valid California driver's license, Class C or higher.

**EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE**

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

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range: \$3,333 – \$4,146

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## **PUBLIC WORKS LABORER II**

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

### **SUMMARY DESCRIPTION**

This is the entry-level position in the Public Works Department that works under the direction of supervisor(s) designated by the Public Works Director/City Engineer. Public Works includes Streets and Parks maintenance divisions. Employees in this classification perform basic maintenance functions as outlined herein; however, have demonstrated capacities beyond the entry-level Laborer I classification and have served in the Laborer I position for at least two (2) years.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties similar to those set forth below to address business needs and changing business practices.

1. Remove weeds, trash and other debris from parks, landscape areas, and other public property.
2. Trims trees, bushes, shrubs and mows turf areas.
3. Removes and replaces pavement surfaces; repairs potholes;
4. Digs, shovels, hauls, loads and unloads soils, sand, leaves, trimmings, and other materials;
5. Sprays oil and traffic paint in accordance with established standards;
6. Cleans storm channels and catch basins;
7. Cleans restrooms, pump houses, play court and picnic areas;
8. Paints; replaces light bulbs; clears plugged drains and toilets;
9. Performs custodial duties;
10. Operates and maintains a wide variety of hand and power tools and light equipment related to streets, parks, and general facilities maintenance;
11. Observes safe working methods and practices;
12. Responds to emergency off-hour work situations as required



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range: \$3,333 – \$4,146

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## **QUALIFICATIONS**

**Knowledge of:** Techniques, materials, tools and equipment used in the maintenance and repair of streets, parks, or buildings; operation and maintenance of hand and power tools and light equipment common to the construction field; and safe work methods and safety regulations pertaining to the work.

**Skills to:** Understanding and employing basic safety standards and practices. Carrying out simple instructions and fundamental maintenance functions. Maintaining effective working relationships with others.

**Ability to:** Operate and maintain a variety of hand and power tools and equipment used in the work; understand and follow oral and written instructions; perform heavy physical labor; exercise independent judgment and initiative; learn to read and interpret maps, manuals and specifications; apply safe work practices; and establish and maintain effective working relationship with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

This is a basic, entry-level position and general education and related experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to graduation from high school.

**Experience:** Experience in landscape or facilities maintenance work required and service as a Laborer II for at least two (2) years.

**Licenses:** Must possess and maintain a valid driver's license issued by the State of California Department of Motor Vehicles.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions. Must be willing to work overtime during off hours and in emergency situations.



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range: \$3,333 – \$4,146

**Environment:** Work is performed almost exclusively outdoors in all weather conditions with exposure to inclement weather, heavy traffic and potentially hazardous conditions and substances.

**Physical:** Primary functions require sufficient physical ability and mobility to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight, requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information. Must possess sufficient strength and stamina to lift and carry objects weighing up to 90 pounds and perform sustained heavy physical labor.

**Vision:** Normal visual range with or without correction.

**Hearing:** Normal audio range with or without correction.

**License:** Possession of a valid California driver's license, Class C or higher.

**EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE**

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

_____ Employees Name (print)	_____ Employees Signature	_____ Date
_____ Supervisor Name (print)	_____ Supervisor's signature	_____ Date



FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$6,772 – \$8,324  
Benefits: Full

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## **RECREATION MANAGER/WEBSITE COORDINATOR**

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

### **SUMMARY DESCRIPTION**

Under the direct supervision of the City Manager, coordinates and manages the activities and operations of the Recreation Division and also serves as the City's Website Coordinator. This work includes supervising all programs and projects of the Division, and a variety of other professional, administrative and analytical tasks related to recreational, leisure services and community events. This is an "at-will" position.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. 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 business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of the Recreation Division including planning and supervising comprehensive recreational programs for adult and youth sports, contract classes and/or other recreation programs involving the supervision of group instructors, contractors and leaders in the planning of activities and community events.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned Recreation staff include those involved in organizing and encouraging the formation of clubs, teams, leagues, and special events; assigns work activities, projects, and





FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$6,772 – \$8,324  
Benefits: Full

programs; reviews and evaluates work products, methods, and procedures to ensure safe work practices, work quality, and accuracy and to ensure compliance to applicable rules, policies, and procedures; meets with staff to identify and resolve problems.

5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Establishes and administers joint use agreements with school districts; establishes affiliation agreements with other organizations and collaborations with local and state organizations.
8. Oversees the marketing of recreation programs, activities and community events; supervises and participates in the design, preparation, and distribution of recreation publicity including activity guides, press releases, brochures, pamphlets, flyers, and printed schedules; represents the department to the news media.
9. Assists in the preparation of federal and state grants; seeks sponsorships, gifts, and donations.
10. Serves as the liaison for the Recreation Division with other divisions, departments, and outside agencies; attends and participates in organizational and community meetings as necessary; establishes and maintains a customer service orientation within the division.
11. Serves as Recreation Division liaison during processes involved in the development of parks and City facilities.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to inquiries or requests for service from interested community groups and citizens; interprets City policy for community groups,



FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$6,772 – \$8,324  
Benefits: Full

- commissions, advisory boards, and citizens; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
  14. Provides responsible staff assistance to the City Manager and to the management staff of the Parks Division; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to recreation programs, policies, and procedures as appropriate.
  15. Gathers and interprets statistical and fiscal data; prepares and submits a variety of reports and memoranda on a number of recreation related subjects.
  16. Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field of recreation and leisure services; incorporates new developments as appropriate.
  17. Establishes positive working relationships with grantors, representatives of community organizations, state/local agencies, City management and staff, and the public.
  18. Coordinates and oversees the development, design, and preparation of the City's website.
  19. Provides consulting services to staff on the design and preparation of City-wide and department/division pages on City website.
  20. Coordinates the citizen response management software (Government Outreach) implementation and monitoring.
  21. 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:** Operational characteristics, services, and activities of a recreation and leisure services program. Recreational, cultural, social, and leisure needs of youth, teen, and adult populations of the community. Human services including



FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$6,772 – \$8,324  
Benefits: Full

health, education, and social services for youth through senior populations. Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs through community participation. Principles and practices of program development and administration of community events. Current trends in recreational/educational/developmental programs. Principles and practices of municipal budget preparation and administration. Principles of supervision, training, and performance evaluation. Pertinent Federal, State, and local laws, codes, and regulations. Marketing principles and practices. Standard program evaluation methods. Techniques of assessing program needs. Techniques used in public relations and customer services practices. Methods and techniques utilized in advertising and public information. Principles and practices of fiscal, statistical, and administrative research and report preparation. Modern office procedures, methods, and equipment including computers and supporting software applications, including website maintenance and development.

**Ability to:** Oversee and participate in the management of a comprehensive recreation and leisure services program. Design, develop, and implement recreation and leisure programs suited to the needs of the community. Oversee, direct, and coordinate the work of other staff. Select, supervise, train, and evaluate staff. Participate in the development and administration of division goals, objectives, and procedures. Prepare and administer large program budgets. Elicit community and organizational support for programs and community events. Identify and administer grants for a particular program area. Understand community needs in a variety of recreation areas and evaluate activities according to those needs. Identify methods to maximize service effectiveness and efficiency. Prepare clear and concise administrative and financial reports. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Research, analyze, and evaluate new service delivery methods and techniques. Operate and use modern office equipment including a computer and various software packages. Interpret and apply Federal, State, and local policies, laws, and regulations. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.



FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$6,772 – \$8,324  
Benefits: Full

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## 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 with major course work in recreation program administration, public administration, business administration or related field. A Master's degree in a related field is highly desired.

**Experience:** A minimum of five (5) years of experience in a responsible administrative *and* supervisory position with duties that are relevant to the duties outlined herein. Experience in budgeting, program planning, community events and project coordination is preferred.

**License or Certificate:** Possession of an appropriate driver's license. Possession of a certification in standard first aid and cardiopulmonary resuscitation.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

**Environment:** Work is performed in both a standard office environment with extensive public contact and constant interruptions, AND outdoor work related to recreation programming and community events.

**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; to verbally communicate to exchange information; and to travel to other locations using various modes of private and commercial transportation.

**Vision:** Normal visual range with or without correction.



FLSA Designation: Exempt  
Classification: Full-time, "At-Will"  
Salary Range (eff. 12/1/14): \$6,772 – \$8,324  
Benefits: Full

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**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.

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Employee's Name (print)

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Employee's Signature

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Date

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Supervisor Name (print)

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Supervisor's signature

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Date



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$8,078 - \$9,819  
Benefits: Full

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## **PRINCIPAL PLANNER**

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

## **SUMMARY DESCRIPTION**

Under general direction of the City Manager or his/her designee, assists in directing, coordinating, and overseeing the activities and operations of the Planning Division including assigned section or project area; oversees and participates in the performance of a full range of complex, responsible, and varied professional, programmatic, administrative, and technical work in support of various City current and/or long range planning programs and projects and in the implementation of the City's General Plan as well as related policies and regulations; serves as project manager over assigned major projects related to the development and implementation of land use and related City plans and policies including inter-departmental and inter-agency coordination, organizing and reviewing the work of professional, paraprofessional and technical staff in development or advanced planning projects, and performing the most complex planning functions within the area of assignment; and provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards, and processes related to planning related matters.

## **IDENTIFYING CHARACTERISTICS**

This is considered the most advanced professional level class in the Planner series. Incumbents at this level oversee an assigned section, functional work group, or large/complex project area and serve as project manager on the largest and most difficult planning projects, which includes responsibility for conceiving complex planning projects, developing analysis and work methods, and reviewing the daily work of subordinate professional and technical staff. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. The Principal Planner class is distinguished from Senior Planner class in that incumbents in the Principal Planner class exercise supervisory responsibility and project management responsibility on a daily basis for an assigned section, functional work group, or large/complex project area in addition to



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$8,078 - \$9,819  
Benefits: Full

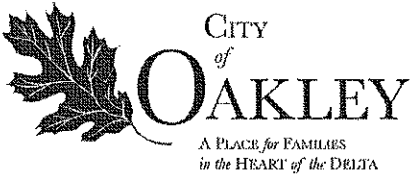
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independently completing the most complex and difficult professional planning assignments.

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. 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 business needs and changing business practices.

1. Assists in directing, coordinating, and overseeing the activities and operations of the Planning Division; oversee assigned section, functional work group, or large/complex project area; oversee and participate in the performance of the full range of complex, responsible, and varied professional, programmatic, administrative, and technical work in support of various City current and/or long range planning programs and projects and in the implementation of the City's general plan as well as related policies and regulations.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Participates in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; recommends, within divisional policy, appropriate service and staffing levels.
4. Participates in planning, directing, coordinating, and reviewing the work plan for planning staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Participates in selecting, training, motivating, and evaluating assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
6. Participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; participates in monitoring and approving expenditures; implements adjustments.
7. Oversees and participates in planning, coordinating, directing, and preparing complex projects and research studies including phases of the General Plan,



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$8,078 - \$9,819  
Benefits: Full

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Zoning Ordinance, and special studies; oversees and participates in the preparation of reports and analysis regarding land use, zoning, urban design, population trends, transportation, community needs, and industrial needs.

8. Recommends the use of land for residential, commercial, industrial, and community uses; oversees and participates in the review, development, revision, and maintenance of general plan elements, plans, zoning ordinances, and other policies and procedures.
9. Oversees the development review process; schedules and attends Project Review Meetings Development Review Committee meetings regarding newly submitted development applications in order to provide preliminary comments to project applicants; schedules and attends Economic Development and Housing Committee meetings in order to receive feedback from decision makers; communicates and coordinates with other City departments, developers, and outside agencies throughout the development process to create the best possible development; meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems.
10. Oversees and participates in the review and processing of various plans and applications for subdivision and commercial developments; collects and evaluates information related to the application process and determines conformity with laws, regulations, policies, and procedures; recommends approval or alternative approaches; conducts project site checks and field inspections.
11. Oversees and participates in preparing, evaluating, and analyzing environmental documents; prepares Mitigated Negative Declarations (MND's) as necessary; reviews MND's and Environmental Impact Reports (EIR's) prepared by professional consultants to ensure accuracy and provide appropriate feedback; prepares notices.
12. Reviews ministerial permits, plans, and applications for conformance with the Municipal Code and approved projects.
13. Conducts plan checks and reviews; reviews plans and provides comments to determine conformity with City laws, regulations, and policies.
14. Prepares final resolutions, ordinances, environmental notices, plan approvals, and file cleanup after project completion; monitors conditions of approval after project completion for compliance.





FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$8,078 - \$9,819  
Benefits: Full

15. Oversees the provision of front counter and phone support; provides complex information and assistance to developers, property owners, the public, other departments, and outside agencies regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications, and implementation requirements; investigates and answers the more complex questions from the public regarding planning and zoning; responds to complaints of zoning code violations.
16. Performs a wide range of duties in support of the Planning Commission as well as the City Council and other boards and commissions; oversees and coordinates preparation of meeting agendas for various commissions, boards, and community groups including reviewing draft materials and preparing comments; organizes meetings and work sessions; prepares public hearing notices ensuring timely notification of appropriate parties; prepares and presents staff reports and other presentations for the City Council, Planning Commission, and other commissions, boards, and community groups.
17. Serves as the liaison for assigned functions and projects of the Planning Division with other divisions, departments, and outside agencies; meets with developers, engineers, architects, and other project proponents to explain City policies, design issues, and City standards relating to new project development; negotiates and resolves sensitive and controversial issues; serves as technical advisor to City staff and officials, public agencies, and members of the public.
18. Act in the absence of the Division manager.
19. Performs related duties as required.

## QUALIFICATIONS

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

**Knowledge of:** Operations, services, and activities of a community planning and development program. Local government organization and the functions and practices of a municipal planning unit and relationships among various local and governmental entities. Basic principles and practices of program development and administration. Negotiation and presentation principles and practices. Modern principles, practices, and techniques of current and advanced planning including land use, environmental



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$8,078 - \$9,819  
Benefits: Full

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policy analysis, natural resource management, municipal service deliver, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning. Development review procedures and requirements. Site planning and architectural design principles. Pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, and applicable environmental laws and regulations. Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development. Methods and techniques of effective technical report preparation and presentation. Statistical methods and research techniques applicable to the preparation of municipal planning studies. Methods and techniques of eliciting community participation in planning and development issues. Modern office procedures, methods, and equipment including computers and supporting software applications.

**Ability to:** Participate in the management of a comprehensive planning functional or program area such as current and/or advanced planning activities and projects. Participate in the development and administration of program area goals, objectives, and procedures. Make adjustments to operating procedures as necessary to improve organizational effectiveness. Research, analyze, and evaluate new service delivery methods and techniques. Oversee, direct, and coordinate the work of lower level staff. Participate in selecting, supervising, training, and evaluating assigned staff. Plan, organize, direct, coordinate, and evaluate the most complex and significant current and/or advanced planning programs, projects, events, and/or technical area. Review and prepare ordinances, resolutions, and other legal documents. Perform a full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative. Organize and prioritize timelines and project schedules in an effective and timely manner. Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities. Apply policies, procedures and standards pertaining to the municipal planning process. Interpret maps, site and building plans and specifications, graphs and statistical data. Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations. Interpret planning and zoning programs to the general public. Analyze and compile statistical and technical information Develop recommendations regarding the use of



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$8,078 - \$9,819  
Benefits: Full

property. Identify and respond to community and organizational issues, concerns, and needs. Process the full range of development applications and coordinate necessary communication between staff, developer, and other agencies. Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality. Prepare and analyze technical and administrative reports, statements, and correspondence. Present technical data in verbal, written, graphic, and map form to City management staff and variety of boards and commissions. Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public. Exercise sound independent judgment within established guidelines. Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems. Work under pressure with interruptions and a high degree of public contact by phone or in person. Operate modern office equipment and computers including specialized computer applications. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture or a related field. A Master's degree is desirable and may substitute for three (3) years of experience.

**Experience:** At least seven (7) years of increasingly responsible experience in urban or regional planning including at least two (2) years of project management and/or supervisory responsibility.

**License or Certificate:** Possession of an appropriate driver's license. Certification by the American Institute of Certified Planners required within twelve (12) months of employment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations



FLSA Designation: Non-Exempt  
 Classification: Regular Full-Time Employee  
 Salary Range (eff. 12/1/14): \$8,078 - \$9,819  
 Benefits: Full

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally 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; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the 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
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Supervisor Name (print)	Supervisor's signature	Date
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FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$4,758-\$5,888  
Benefits: Full

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## **SENIOR ACCOUNTING TECHNICIAN**

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

### **SUMMARY DESCRIPTION**

Under supervision of the Finance Director or his/her designee, the Senior Accounting Technician performs a variety of responsible technical accounting duties involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area. With a minimum of supervision, the Senior Account Technician prepares, processes, maintains, and verifies budgetary, financial/accounting, and statistical documents and records; prepares various reports, statements, and special projects; provides technical expertise and assistance to other staff and the general public related to area of assignment. The Senior Accounting Technician also provides customer service in person and by telephone and performs other duties related to the more difficult administrative, accounting, and clerical functions of the assigned department.

### **IDENTIFYING CHARACTERISTICS**

The Senior Accounting Technician performs the full range of complex technical and complex clerical accounting support duties including preparing reports related to area of assignment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. This classification is distinguished from the Accounting Technician by years of experience (at least two (2) years as an Accounting Technician) and in dealing with a broader range of responsibilities with a minimum amount of required supervision.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. 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 business needs and changing business practices.



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$4,758-\$5,888  
Benefits: Full

1. Performs a variety of responsible technical accounting and financial office support duties for assigned accounting system, function, or program area including in the areas of accounts receivable, accounts payable, payroll, and business licenses;
2. Prepares, maintains, and/or verifies a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.
3. Generates and prepares a variety of financial, accounting, and statistical statements, analyses, documents, and reports required for management reporting by utilizing both manual and computerized spreadsheet applications;
4. Assists Accounting staff and departments in the preparation of reports and presentations to City management and the City Council; researches and gathers information from a variety of sources for the completion of forms or preparation of reports;
5. Performs a full range of customer service duties related to area of assignment; provides information to the public, other agencies, and City staff requiring the use of independent judgment and the interpretation of a variety of policies, rules, and procedures;
6. Provides technical assistance and expertise to Staff; provides training in completing assigned tasks;
7. Performs a range of technical and complex clerical accounting duties; receives and processes payments in person and through the mail as well as automatic draft/credit card payments; issues receipts; balances cash and prepares bank deposits; enters returned payments and sends notifications as necessary;
8. Performs a range of technical and complex clerical accounting duties in support of the City's accounts payable function; receives, processes, and reviews invoices for proper coding, signature approval, enters invoices, check requests, and purchase orders for payment; balances and runs checks; match checks to backup documents for approval; logs in approved checks and prepares for mailing; checks monthly statements for outstanding invoices; files



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$4,758-\$5,888  
Benefits: Full

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- and copies records; sets up new vendors including inputting data into system and sending W-9 packet; prepares federal and state reports including sales tax, 1099's, SB542, and vendor garnishments; codes, approves invoices, and prepares spreadsheets for fleet fuel bills, telephone, gas, electricity, rents; answers questions from departments and vendors regarding payment status for invoices;
9. Performs a range of technical and complex clerical accounting duties in support of the payroll function; inputs employee time sheets and verifies hours and time off; updates employee leave balances and related payroll records including use of vacation, sick leave, and related benefits; balances spreadsheets and payroll reports; processes status changes and calculates wage assignments; processes payroll checks through financial accounting system; distributes checks; prepares payments for third party vendors; responds to employee questions related to timesheets or use of paid leave;
  10. Performs a range of technical and complex clerical accounting duties in support of the business license function; reviews and processes new business license applications and renewals and home occupation permit requests; enters information into system, makes changes and additions and inputs all data including money processed for business licenses; verifies deposit sheets received; enters license information; balances reports; prints business licenses and home occupation permits to be mailed to customers; mails renewals and past due notices; scans and indexes applications; prepares business license income reports;
  11. Performs a range of technical and clerical accounting duties in support of the operations of assigned department; verifies department timesheets for accuracy and completeness and completes, reconciles, and balances payroll recap; processes departmental invoices including to confirm and verify invoice as to delivery, completion of work, and related items; analyzes revenue and expenditure reports reviewing for line item accuracy and budget considerations; participates in the departmental budget process including to provide information and research questions;
  12. Performs related duties as required



FLSA Designation: Non-Exempt  
Classification: Regular Full-Time Employee  
Salary Range (eff. 12/1/14): \$4,758-\$5,888  
Benefits: Full

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## QUALIFICATIONS

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

**Knowledge of:** Operations, services, and activities of assigned accounting system, function, or program area. Responsible technical accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting. Methods and techniques of coding, verifying, balancing, and reconciling accounting records. Basic principles and practices of auditing. Mathematical principles. Principles and practices used in establishing and maintaining files and information retrieval systems. Principles and practices of fiscal, statistical, and administrative record keeping and reporting. Methods and techniques for basic report preparation and writing. English usage, spelling, grammar, and punctuation. Customer service techniques, practices, and principles. Methods and techniques of proper phone etiquette. Modern office procedures, methods, and equipment including computers. Computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software. Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:** Perform a variety of responsible technical accounting duties in support of assigned accounting system, function, or program area. Perform a variety of accounting, fiscal, and statistical record keeping duties including preparing, maintaining, and reconciling a variety of records and files. Participate in the preparation of a variety of administrative and financial reports. Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility. Research, compile, and interpret a variety of information and make appropriate recommendations. Work independently. Plan and organize work to meet changing priorities and deadlines. Perform mathematical calculations quickly and accurately including adding and subtracting, multiplying and dividing, and calculating percentages, fractions, and decimals. Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities. Understand and apply pertinent laws, codes, and regulations as well as City and department rules, policies, and procedures with good judgment. Implement and maintain filing systems. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person. Compile a variety of information and





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Benefits: Full

records and exercise good judgment in maintaining information, records, and reports. Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs. Work cooperatively with other departments, City staff and officials, and outside agencies. Operate and use modern office equipment including a computer and various software packages. Use applicable office terminology, forms, documents, and procedures in the course of the work. Type and enter data at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** Equivalent to the completion of the twelfth grade with some college level course work in bookkeeping, accounting, business administration, or a related field. A Bachelors Degree in a related field is preferred.

**Experience:** Three years experience performing increasingly responsible accounting support services and at least two (2) years as an Accounting Technician with a municipality.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally 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



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movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**License:** Possession of a valid California driver's license, Class C or higher.

**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