



Council Agenda Report

From: Meg Williamson, Assistant City Manager

Subject: Job Classification System and Job Reclassifications – modifying certain job classifications and reclassifying certain job positions to match work needs within the organization

Date: January 17, 2017

Facts

1. The City organizes and deploys employee resources in accordance with work demands and categorizes the resulting work assignments in a manner consistent with a Job Classification system.
2. The last comprehensive Job Classification Study for the City was conducted in 2005/06 when all but “safety” job classifications were evaluated/updated into their current formats.
3. Since 2006, there have been changes in the way the City organizes work assignments and how it deploys its resources. As a result, the Job Classification system has been modified from time to time, the last time being in 2014.
4. In response to changing service needs, the Council made certain budgetary decisions in June 2016 which drive the need to evaluate the alignment of certain job classification descriptions with work needs and compensation structure. One example of this is the decision to increase the span of responsibility for the Police Dispatch Supervisor to include supervision over Records; the additional responsibilities warrant evaluation of the current job classification and compensation.
5. To properly align designated work qualification / skill set / education / licensure & working titles with the prescribed work needs of the organization, the following revisions to the City’s Job Classification system and to employee position classifications are proposed:

Supervisor/Professional/Coordinator I/II – The Supervisor/Professional/Coordinator I classification already exists with several working titles. The proposal is to add the Supervisor/Professional/Coordinator II tier to this classification, and to reclassify the current Dispatch Supervisor position to a Supervisor/Professional/Coordinator II position.

This revision is to create a Supervisor/Professional/Coordinator classification *series*. The most recent adopted budget authorized the reclassification of the Dispatch Supervisor to a position of greater scope of authority and responsibility, as she will be supervising dispatch *and* records for the department. The new Dispatch/Records Supervisor position will be classified as a Supervisor II. We are also adding the working titles of “Tourism Coordinator” and “Human Resources Specialist” to align with current work assignments. A new salary range is set for the II level based on benchmarks from “like” positions within the region, calibrated to the City’s internal salary structure.

Administrative Assistant III - The proposal is to add the working titles of “Payroll Clerk” and “Accounts Payable Clerk” to the AAIII classification.

The City’s current Payroll Clerk has been an Admin. III since these descriptions were generated, so adding this working title at this time is a “housekeeping” revision. Regarding the Accounts Payable Clerk, the most recent adopted budget authorized the reclassification of one Administrative Assistant II in the Administrative Services Department, to an Administrative Assistant III. Adding the

Accounts Payable Clerk working title to the AAIII classification will accommodate the reclassification.

Maintenance Specialist I/II – The proposal is to add the requirement of a Grade I Water Treatment Certification to the MSII classification. This is a housekeeping revision to align with current grade certification practices within the Public Works Department.

Maintenance Specialist III – The proposal is to add the requirement of a Grade II Water Treatment Certification. This is a housekeeping revision to align with current grade certification practices within the Public Works Department.

Technician I/II – The proposal is to add the working title of “Police Recruit” and the associated certification requirements for that position. Also, there is a revision to the timeframe in which Community Services Officers have to obtain their certifications (to match the timeframe for Police Recruits). Additionally, the requirement of a Class B driver’s license for Equipment Mechanics is added since the City’s Fleet Division has at least 13 trucks they service that require a Class B license to operate.

Technician III to IV Reclassification – The proposal is to reclassify one of the Information Technology (IT) Technician III positions to a Technician IV classification based on the increased work scope and level of complexity of work that this position has taken on over time.

6. The Job Classifications that are proposed for revision are each attached. Revisions are shown in the “track change” format.
7. Changes in complexity of work scope must also be properly aligned with compensation; as such a new salary range for the Supervisor II position is proposed. The revised salary schedule, inclusive of all city positions and pay ranges is attached (no changes are being made to employee compensation except for the three positions proposed to be reclassified).
8. The City engaged in a “meet and confer” process with representatives of the SEIU Local 620 with regard to these classification changes within their labor group. The result of that process was agreement on the new and revised job classifications including salary ranges.

Options

1. Take no action;
2. Revise job classifications and reclassify job positions;
3. Provide alternative direction.

Analysis and Conclusions

Option 1. Taking no action would maintain the status quo of the existing Job Classification system. Doing so would perpetuate a misalignment with the day to day operational needs of the City and the way employee resources and skill sets are currently deployed. Additionally, if the planned and proposed job reclassifications are not approved, it would be necessary for Department Managers to reevaluate the quantity and complexity that can be assigned to certain positions, potentially scaling back responsibilities to avoid working an employee outside of their current job classification and pay scale.

Option 2. The revisions proposed to the Job Classification system are mostly “housekeeping” in nature and reflective of the current organization of work since the last comprehensive evaluation in 2006. The Job Classification changes will also facilitate several of the proposed position reclassifications.

The proposed position reclassifications are suggested after careful thought by the respective Departments. The City's operations are intended to deliver services to the public in a safe, professional and efficient manner. Reevaluating the scope of work for current positions to determine whether there is additional capacity to perform more complex or expanded work scope is an efficient means of service delivery improvement. The proposed position reclassifications are expected to assist the Police Department, Administrative Services Department and Information Technology Division in handling workloads. Two of the three reclassifications have already been included in the City's approved budget.

Option 3. If the City Council determines there are operational or resource needs outside of the currently proposed Job Classification revisions and position reclassifications, it would be appropriate to provide alternative direction to be analyzed by staff and presented at a future date for City Council consideration.

Fiscal Impact

Two of the positions proposed to be reclassified (Police Dispatch Supervisor to a Supervisor II, and the Accounts Payable Clerk to an Admin. III) were reviewed and approved by City Council in conjunction with the FY 16-17 budget. The third position reclassification (IT Tech III to Tech IV) was not included in the FY 16-17 but has since been determined to be appropriate based on the level of complexity of work that this position has taken on over time. The approximate annual cost for the IT Tech reclassification is \$10,500; a budget adjustment for FY 16-17 (\$5,250) and FY 17-18 (\$10,500) will need to be made to accommodate the change.

Recommendation

Approve draft Resolution 17-xxx modifying the Job Classification System & Salary Schedule, reclassifying certain job positions, and make budget appropriations accordingly.

Attachments

1. Resolution 17-xxx approving Job Classification & Salary Schedule Revisions & approving Job Reclassifications in the Police Department, Administrative Services Department and Information Technology (IT) Division of the City Manager's Office
2. Job Classification Revisions
3. Modified Annual Salary Schedule

RESOLUTION NO. 17-XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES
MODIFYING THE JOB CLASSIFICATIONS OF
SUPERVISOR/PROFESSIONAL/COORDINATOR I/II, ADMINISTRATIVE ASSISTANT
III, MAINTENANCE SPECIALIST I/II & III, AND TECHNICIAN I/II & SALARY
SCHEDULE; AND RECLASSIFICATION OF THE POLICE DISPATCH SUPERVISOR,
ACCOUNTS PAYABLE CLERK, AND INFORMATION TECHNICIAN III JOB POSITIONS**

WHEREAS, the City organizes and deploys employee resources in accordance with work demands and categorizes the resulting work assignments in a manner consistent with a Job Classification system; and

WHEREAS, the last comprehensive Job Classification Study for the City was conducted in 2005/06 when all but "safety" job classifications were evaluated and updated into their current formats; and

WHEREAS, since 2006, there have been changes in the way the City organizes work assignments and how it deploys its resource; and

WHEREAS, in response to changing service needs, the City Council made certain budgetary decisions in June 2016 which continues to drive the need to evaluate the alignment of certain job classification descriptions with work need and compensation structure; and

WHEREAS, to properly align designated work qualification / skill set / education / licensure & working titles with the prescribed work needs of the organization, the following Job Classifications are proposed for revisions:

- Supervisor/Professional/Coordinator I/II (creating a classification series)
- Administrative Assistant III
- Maintenance Specialist I/II
- Maintenance Specialist III
- Technician I/II

WHEREAS, the following job positions are proposed to be reclassified to align work scope and complexity of work with compensation:

- Police Dispatch Supervisor I to Police Dispatch/Records Supervisor II
- Accounts Payable Clerk Admin Assistant II to Admin Assistant III
- Information Systems Technician III to Technician IV

WHEREAS, the creation of the Supervisor/Professional/Coordinator II classification requires a new salary range to be established; and

WHEREAS, the City engaged in a "meet and confer" process with representatives of the SEIU Local 620 with regard to these classification changes, including salary range; and

WHEREAS, the annual costs for the reclassifications are either currently within the adopted FY16-17 budget or will be accounted for through a budget adjustment: FY16-17 for \$5,250, and FY17-18 for \$10,500.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The revised Job Classifications (Attachments A through E) are to be established as shown.

Section 3. The Salary Range of 378a will be established for the newly introduced Supervisor/Professional/Coordinator II position and approved as part of the comprehensive salary schedule (Attachment F).

Section 4. The funds for the job reclassifications are currently identified within the adopted FY16-17 budget for the Police and Administrative Services Department positions, and the following budget adjustment: FY16-17 for \$5,250, and FY17-18 for \$10,500 for the Information Technology Division of the City Manager's Office.

Section 5. The job positions of Police Dispatch Supervisor I will be reclassified to Police Dispatch / Records Supervisor II; the Accounts Payable Clerk Admin Assistant II reclassified to Admin Assistant III; and the Information Systems Technician III reclassified to Technician IV.

APPROVED this 17th day of January, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk

SUPERVISOR/PROFESSIONAL/COORDINATOR I/II

DEFINITION

Under general supervision, directs the daily activities of assigned work division(s) through appropriate delegation, technical skills training and/or work supervision; provides administrative, skilled, and/or technical expertise and performs a variety of support tasks involving the operation, enforcement, maintenance and problem resolution of departmental and/or City-wide systems and functions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direct or general supervision from assigned administrative and or management staff. Provides supervision and/or technical and functional lead direction, instructs and reviews lower level classes and/or volunteers within the division/department.

CLASS CHARACTERISTICS

Class oversees day-to-day operations and participates in all activities of assigned work function. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as specific technical knowledge of departmental and City activities. The work also requires the interpretation and application of policies, procedures and regulations and involves frequent contact with the public.

Supervisor/Professional/Coordinator I plans, organizes, and performs specialized clerical and technical work and participates in the development and implementation of goals, objectives and policies. This supervisory class is characterized by the responsibility of a reduced variety and complexity of assignments than the following classification.

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Supervisor/Professional/Coordinator II demonstrates greater initiative, self-direction, conflict resolution, and independence of decision-making than the preceding classification. Incumbent supervises an increased number of staff, handles a higher scope of assignment variety and complexity, executes a higher difficulty of project coordination and displays increasing professional/technical knowledge and skills.

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ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Provides factual information, guidance, or problem resolution regarding City and departmental activities and functions that may require the interpretation and explanation of policies, rules, procedures and ordinances to staff or external organizations, agencies and businesses related to area of assignment.
- Researches and resolves difficult service problems which include internal and external issues, applying rules, laws ordinances, regulations, policies and procedures and appropriate judgment to meet service needs.
- Confers with department representatives, other agencies and employees regarding administration and interpretation of department policies and procedures.

- Assists with the development of performance standards, operating procedures, and reporting systems.
- Ensures that the administrative and/or technical functions and daily operations of the department/division are effectively carried out.
- Compiles budget estimate information for staffing, supply, and equipment requirements for a work unit; monitors budget and expenditures for compliance with department goals and policies.
- Prepares a variety of special technical reports and studies.
- Informs management of departmental issues including present and potential work problems and suggestions for new or improved way of addressing such problems.
- Organizes and maintains various administrative, confidential, reference and follow-up files, records and databases; purges as required.
- Receives visitors and telephone calls; responds to written and verbal requests from a variety of agencies and organizations, City staff, and the public.
- Performs project research; may prepare and reconcile technical reports and documents; and performs other technical work related to City or department activities.
- May conduct field inspections to evaluate compliance with City ordinances, State laws, and other requirements, including suggestions for correcting non-compliance.
- May design, implement, promote, and coordinate special projects, programs, and events, including fund-raising activities that vary depending on department to which assigned.
- May identify alternative funding sources, coordinate and complete grant applications, and monitor funds for compliance with goals and policies.
- Attends meeting, conferences, workshops and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- May assist with the recruitment of department staff and/or volunteers.
- May plan and update the work schedule of assigned staff.
- Performs other duties as assigned.

Examples of duties when performing the supervisory function include, but are not limited to:

- Screens and assigns workload; plans, prioritizes and assigns tasks and projects; counsels, trains and coaches staff and/or volunteers, assists in developing performance standards; monitors work, develops staff skills and evaluates performance; identifies training needs and provides training for staff.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected City Council.
- Federal, state, and City codes, regulations, policies, agreements, technical processes and procedures related to City and departmental activities.
- Applicable laws, rules and regulations.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.

- Business arithmetic and basic statistical techniques.
- Principles and practices of management and supervision.
- Occupational safety and health rules and regulations.
- Basic theories and methods associated with functional regulation and research.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

Skill in:

- Learning the functions and procedures for the department to which assigned.
- Providing varied and responsible work requiring the use of independent judgment, tact and discretion.
- Interpreting, applying, explaining and implementing policies, procedures, technical processes and computer applications related to the City, department or organizational unit to which assigned.
- Leadership, coordinating staff, and delegating tasks.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Effectively representing the department and the City in meetings with community groups and various business, professional, educational, regulatory and legislative organizations.
- Effectively communicating verbal and written instructions.
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Establishing and maintaining a records management system for an organizational unit.
- Handling confidential/sensitive information with discretion.
- Taking a proactive approach to customer service issues.
- Word processing and entering data into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Supervisors: Equivalent to graduation from high school and four years of skilled maintenance experience of facilities and/or equipment. Supplemental education in supervisory or business coursework is desirable.

All other Supervisors/Professionals/Coordinators I: Equivalent to graduation from an accredited four year college or university and two years responsible experience in a related field.

All other Supervisors/Professionals/Coordinators II: Equivalent to graduation from an accredited four year college or university and four years responsible experience in a related field; including two years in a supervisory or lead capacity.

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Experience in dealing with the public, working in a public agency setting and in working in an organization that will have provided a knowledge of the departmental function to which assigned is desirable.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Dispatch/Records Supervisor: Requires the possession of Emergency Medical Dispatcher, CPR and First Aid certifications. Requires the possession of or the ability to obtain a POST Public Safety Dispatcher Supervisory Certificate and a POST Records Supervisor Certificate within a one-year timeframe. A Public Records Act Certificate is desirable.

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Street, Building and Fleet Supervisor: Must possess a valid California Class A driver's license and have a satisfactory driving record.

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Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. May need to possess mobility to work in a standard shop setting and use power and hand tools and equipment; mobility to inspect various field sites; physical stamina to perform maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Attendance at off-hours meetings and response to off-hours emergencies may be required. May be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

Typical Working Titles included in this classification:

Supervisor/Professional/Coordinator I:

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- Administrative Services Coordinator
- Adult Services Librarian
- Airport Services Coordinator
- Assistant Planner
- Buildings/Fleet Maintenance Supervisor
- Children's Services Librarian
- Community Services Coordinator
- Human Resources Specialist
- Parks Maintenance Supervisor

Supervisor/Professional/Coordinator
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Recreation Marketing Coordinator
Reference Librarian
Senior Center Recreation Coordinator
Sports Recreation Coordinator
Street Maintenance Supervisor
Tourism Coordinator
Volunteer & Events Coordinator
Youth Recreation Coordinator

Supervisor/Professional/Coordinator II:

Dispatch/Records Supervisor

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.

ADMINISTRATIVE ASSISTANT III

DEFINITION

Under general supervision, directs, supervises and provides difficult, technical, complex, highly responsible, and/or confidential office administrative, secretarial and general clerical assistance for the implementation and monitoring of specific departmental programs within an organizational unit; provides information externally and internally regarding City/departmental policies and/or procedures; may provide lead direction and/or training to a small office support staff on a project or day-to-day basis; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from an assigned Department Manager/Head. May provide technical and functional lead direction, instruction and review over the lower classes within the series.

CLASS CHARACTERISTICS

This is the skilled, advanced journey/lead worker class in the Administrative Assistant series and may participate in implementing and maintaining procedures and systems to ensure effective departmental operations; may have lead responsibility over journey and entry staff levels of the series; may be assigned specialized work or special projects involving a variety of complex and highly responsible secretarial tasks, or may perform highly technical and related non-routine duties of an administrative nature requiring a wide latitude for independent action. The incumbent troubleshoots, performs analysis, and makes recommendations within their area of expertise. This class is distinguished from the Administrative Assistant II in that it requires a broader understanding of City functions, an ability to supervise and lead the administrative support function within assigned department and/or demonstrates advanced technical knowledge and skills.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

For all administrative support assignments:

- Oversees and ensures that the office administrative functions of the department/division are effectively carried out.
- Conducts research into administrative concerns or problems and makes recommendations for action.
- May plan, assign, direct, lead, and review the work of office support staff on a project or day-to-day basis.
- Provides responsible office administrative and technical assistance in the analysis, implementation and monitoring of departmental programs and/or systems.
- Monitors and coordinates the daily operation of assigned project or program areas and maintains appropriate records and statistics.
- Compiles materials, assists in the preparation, and updates statistical and regulatory reports, manuals and publications.

- Attends to a variety of office administrative details, such as keeping informed of departmental and City activities, arranging and attending meetings, scheduling appointments, transmitting information, processing staff schedules, maintaining records and calendars on capital assets, permits, licenses, certificates, agreements and personnel, ordering and coordinating supply orders; arranging for equipment purchase and maintenance, facility maintenance, and administering safety and training programs.
- Receives and screens visitors and telephone calls; takes messages, directs the caller to the proper office or person and/or provides factual information or problem resolution regarding City and departmental activities and functions that may require the interpretation and explanation of policies, rules, procedures and ordinances.
- Responds to written and verbal requests from a variety of agencies; provides information to City staff, regulatory agencies, other organizations and the public, that may require the use of independent judgment.
- Performs project research; may prepare and reconcile technical reports and documents; issues permits; and performs other technical work related to City or department activities.
- Prepares detailed correspondence, reports, forms, invitations, graphic materials and specialized documents independently or from drafts, notes, brief instructions, dictation, or corrected copy; and proofreads materials for accuracy, completeness, compliance with City policies, format and English usage, including grammar, punctuation and spelling.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports.
- Processes and distributes incoming and outgoing mail for the office or department.
- May assist with other duties, such as tracking permit status, processing batch payments, updating procedures manuals, scheduling inspections, and maintenance of inventory.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; and may operate a two-way radio or other department-specific equipment.
- Organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required.
- Coordinates activities with and provides information to contractors and service suppliers.
- Reviews periodicals and reports for community activity that may result in departmental action.
- May calculate, collect and account for fees and other monies collected using City ordinances and fee schedules.
- May coordinate the bid process for assigned projects or contracts and may assist in the development of a contract management system.
- Secures and compares information regarding price, quality, availability and other pertinent data for material, supply and equipment purchases; analyzes and makes recommendations; updates inventory and generates inventory reports for reference.
- May coordinate special projects that vary depending on department to which assigned.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected City Council.

- Codes, regulations, policies, agreements, technical processes and procedures related to City and departmental activities.
- Applicable laws, rules and regulations.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing, techniques for preparing informational materials and the standard format for reports, correspondence and other written materials.
- English usage, spelling, grammar and punctuation.
- Principles, practices and methods for developing and administering safety and training programs.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

Skill in:

- Providing varied and responsible office administrative work requiring the use of independent judgment, tact and discretion.
- Interpreting, applying, explaining and implementing goals, objectives, policies, procedures, laws, codes, regulations, ordinances, technical processes, work standards, and computer applications related to the City, department or organizational unit to which assigned.
- Interpreting, applying and explaining laws, codes, regulations and ordinances.
- Analyzing and resolving office administrative and procedural concerns.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Compiling information from varied sources and preparing concise and accurate records and reports.
- Composing correspondence, informational materials and reports independently.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Establishing and maintaining a records management system for the assigned organizational unit.
- Taking a proactive approach to customer service issues.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school and four years of office administrative and/or technical support experience. Possession of Associate's of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis to a maximum of two years.

Considerable experience working in a public agency setting that will have provided knowledge of the departmental function to which assigned is desired.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Other Requirements:

Attendance at off-hours meetings may be required.

Typical Working Titles included in this classification:

Administrative Assistant III
Accounts Payable Clerk
Building Technician
Deputy City Clerk
Payroll Clerk
Personnel Assistant
Library Assistant

Confidential Status: Employees within this classification having confidential status (involved in labor relations and/or negotiations) are not included within the SEIU bargaining unit.

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.

MAINTENANCE SPECIALIST I/II

DEFINITION

Under direct or general supervision performs a variety of semi-skilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including parks, streets, traffic controls and structures, storm drains and sanitary sewers, water and wastewater systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Maintenance Supervisor or designated manager.

CLASS CHARACTERISTICS

Maintenance Specialist I is the entry-level in this maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn City facilities, use of tools and equipment and a wide variety of practices and procedures. As experienced is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Maintenance Specialist II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class. This class may also be used for temporary or part-time staffing as determined by the needs of the City.

Maintenance Specialist II is the experienced-level in this maintenance class series, capable of performing a wide variety of work to ensure that the City facilities and infrastructure are maintained in a safe and effective working condition. Responsibilities include performing all operational and maintenance activities in the assigned area, depending upon the immediate needs of the City. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Maintenance Specialist III by the latter's lead, special assignment and advanced training and certification requirements.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Services and maintains streets, traffic controls and structures, storm drains and sanitary sewers, water and wastewater systems, buildings, grounds and/or equipment for the City owned facilities; inspects, diagnoses and troubleshoots basic equipment and operating problems, performs repairs and installs new equipment; responds to emergency or special event requests; performs preventative maintenance; tests and inspects completed work as required for specific job function; reports and recommends repairs needing outside contractors.
- Establishes a safe work area and coordinates activities with employees and the public, as safety rules require.
- Performs assigned custodial work.
- Performs basic construction and remodeling to City facilities.

- As qualified and assigned, operates specialized equipment such as sweepers, heavy trucks, backhoes, loaders and related construction equipment.
- Assists other employees with their tasks as necessary.
- Interacts with the public to answer questions, explain applicable laws, rules, and regulations, and investigate complaints.
- Determines the type of materials, supplies, machinery, or tools to be used for each project; may purchase materials and supplies from established suppliers with appropriate authorization; prepares materials for use.
- Provides consultation or expert advice to management when necessary.
- May use gas or arc welding equipment to cut, heat, weld or braze.
- May check and record well residuals; read electric, hours, and flow meters.
- May coordinate, assist and oversee contract labor.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing assigned systems and facilities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Systems of lighting controls, plumbing repair and installation, electrical motor repair and troubleshooting, playground equipment regulations and repair, and pool operation and repair, as applicable.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state and local codes and regulations.
- Basic mathematics.

Skill in:

- Performing semi-skilled construction, modification, maintenance and repair work on assigned systems, facilities and equipment such as found in the City.
- Locating underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Skillfully and safely using and maintaining tools and equipment related to the work.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications when applicable.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Maintenance Specialist I: Equivalent to graduation from high school and one year of construction, maintenance or repair experience related to the assigned work.

Maintenance Specialist II: In addition to the above, two years of semi-skilled maintenance experience related to the assigned work at a level equivalent to the Maintenance Specialist I.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Water Maintenance Worker I: Requires the possession of or the ability to obtain a Grade I Water Distribution Systems Maintenance certificate within a one-year timeframe.

Water Maintenance Worker II: Requires the possession of or the ability to obtain a Grade I Water Treatment and a Grade II Water Distribution Systems Maintenance certificate within a one-year timeframe.

Wastewater Maintenance Worker I: Requires the possession of or the ability to obtain a Grade I Wastewater Collection Systems Maintenance certificate within a one-year timeframe.

Wastewater Maintenance Worker II: Requires the possession of or the ability to obtain a Grade II Wastewater Collection Systems Maintenance certificate within a one-year timeframe.

The one-year time frame for certification may be extended at the discretion of the Executive Manager.

Some of the positions in this classification may require specific licenses and/or certifications. For example: Distribution System Operator Certification I/II, Self Contained Breathing Apparatus Certification, Certified Pool Operator or Aquatic Facility Operator, Playground Safety Inspector Certification, Class B Driver License with tanker and airbrake certification, Class A Driver License, Pesticide Certification.

Physical Demands:

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

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, operate a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 60 pounds, unassisted, and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

Other Requirements:

May be available for regular standby assignments and work emergency overtime as required and in accordance with existing Memoranda of Understanding. Must be willing to work out of doors in all weather conditions and with exposure to traffic, fumes, odors, dust and potentially hazardous chemicals and conditions.

Typical Working Titles included in this classification:

Maintenance Worker I or II:

Fleet/Building Maintenance Worker
Parks Maintenance Worker
Street Maintenance Worker
Water Maintenance Worker
Wastewater Maintenance Worker

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.

MAINTENANCE SPECIALIST III

DEFINITION

Under general supervision, provides lead direction, training and work review to one or more maintenance crews on projects, at assigned sites or in areas of specialty; performs a variety of specialized skilled and semi-skilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, parks, traffic controls and structures, storm drains and sanitary sewers, water and wastewater systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Supervisor or designated manager. The incumbent may train and provide lead supervision to Maintenance Specialists I and II as well as temporary workers.

CLASS CHARACTERISTICS

This is the advanced-journey/lead level class in the maintenance class series. Positions are allocated at this level because work assignments require either advanced skills and/or certification necessary in the performance of more complex maintenance assignments, or lead responsibilities where direction is exercised at one or more job sites when a supervisor cannot oversee on a regular basis or where a particular job site or project is of sufficient complexity or size that on-going work direction is necessary on a daily basis. Incumbents are expected to both monitor and coordinate work site activities and to perform physical work of both a skilled and semi-skilled nature. This class is distinguished from Public Works Supervisor by the latter's management, budgetary and departmental administrative support responsibilities in addition to assigning, supervising, reviewing and evaluating the work of Maintenance Specialists I, II and III.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Services and maintains streets, parks, traffic controls and structures, storm drains and sanitary sewers, water and wastewater systems, buildings, grounds and/or equipment for the City owned facilities; inspects, diagnoses and troubleshoots basic equipment and operating problems, performs repairs and installs new equipment; responds to emergency requests; performs preventative maintenance; tests and inspects completed work as required for specific job assignment.
- Establishes a safe work area and coordinates activities with employees and the public, as safety rules require.
- Performs basic construction and remodeling to City facilities.
- Coordinates and provides for facility usage to ensure successful City activities.
- Completes monthly reports and maintains basic records of work performed and materials and supplies used.
- Directs and reviews the work of one or more crews performing construction, maintenance and repair assignments.

- Maintains many aspects of City facilities including electrical systems, HVAC, plumbing systems, roof, janitorial services, contract work, locks and door hardware, and audio-visual systems.
- May coordinate and review the work of contract staff required for public works maintenance assignments.
- Operates specialized equipment such as sweepers, heavy trucks, backhoes, loaders, hydro-sewer cleaners and related construction equipment.
- Reports the need for major contract repair or maintenance of facilities and equipment.
- Interacts with the public to answer questions, explain applicable laws, rules, and regulations, and investigate complaints.
- Determines the type of materials, supplies, machinery, or tools to be used for each project; may purchase materials and supplies from established suppliers with appropriate authorization; prepares materials for use.
- Provides consultation or expert advice to management when necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Methods of trouble-shooting maintenance and repair projects.
- Maintenance principles, practices, tools and materials for maintaining and repairing assigned systems and facilities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable codes and regulations.
- Safe driving rules and practices.
- Traffic control procedures and traffic sign regulations
- Maintenance principles, practices, tools and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials and water service components, as applicable.
- Maintenance principles, practices, tools and materials for maintaining public parks, as applicable.
- Systems of lighting controls, plumbing repair and installation, electrical motor repair and troubleshooting, HVAC system control with program management, playground equipment regulations and repair, and pool operation and repair, and other construction-related knowledge, as applicable.
- Basic mathematics.

Skill in:

- Providing lead direction and work review to public works maintenance staff.
- Training staff in work procedures.
- Performing skilled and semi-skilled construction, modification, maintenance and repair work on assigned systems, facilities and equipment such as found in the City.
- Operating specialized street maintenance and repair equipment and sewer-cleaning equipment, as applicable.
- Setting up and operating a traffic area construction zone, including cones, barricades and flagging, as applicable.

- Locating underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations, as applicable.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Skillfully and safely using and maintaining tools and equipment related to the work.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and written records of work performed.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school and two years of experience in performing semi-skilled public works maintenance experience in a variety of craft areas at a level equivalent to the City's classes of Maintenance Specialist II.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Water Maintenance Worker III: Requires the possession of or the ability to obtain a Grade II Water Treatment and a Grade III Water Distribution System Operators certificate.

Wastewater Maintenance Worker III: Requires the possession of or the ability to obtain a Grade III Wastewater Collection Systems Maintenance certificate within a one-year timeframe.

The one-year time frame for certification may be extended at the discretion of the Executive Manager.

Other positions in this classification may require specific licenses and/or certifications. For example: Self Contained Breathing Apparatus Certification, Certified Pool Operator or Aquatic Facility Operator, Playground Safety Inspector Certification, Class B Driver License with tanker and airbrake certification, Class A Driver License, Pesticide Certification.

Physical Demands:

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

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 60 pounds, unassisted, and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

Other Requirements:

May be available for regular standby assignments and work emergency overtime as required and in accordance with existing Memoranda of Understanding. Must be willing to work out of doors in all weather conditions and with exposure to traffic, fumes, odors, dust and potentially hazardous chemicals and conditions.

Typical Working Titles included in this classification:

Fleet/Building Maintenance Worker
Parks Maintenance Worker
Street Maintenance Worker
Water Maintenance Worker
Wastewater Maintenance Worker

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.

TECHNICIAN I/II

DEFINITION

Under direct or general supervision provides technical expertise and performs a variety of technical and field support tasks involving the operation, enforcement, maintenance and problem resolution of departmental and/or Citywide systems and functions; and performs related work as required. Responsibilities differ, depending upon the technical expertise required within the department or function assigned.

SUPERVISION RECEIVED AND EXERCISED

This classification receives direct or general supervision from assigned administrative and/or management staff.

CLASS CHARACTERISTICS

Technician I is the entry and first working level in the Technician series. Incumbents work under supervision and learn the basic assignments of a functional area or assist with the conduct of the more challenging and technically difficult assignments. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. The work requires the application of policies, procedures and regulations and involves frequent contact with city employees and the public. This class is alternately staffed with the Technician II class and incumbents may advance to the higher-level class after obtaining the knowledge, skills, experience, licenses and certifications, if required, that meet the qualifications for the higher-class level and demonstrating the ability to perform the work of the higher-level class.

Technician II is the journey-level class in the Technician series. Incumbents coordinate and participate in technical support work for a department or function by performing multiple duties to ensure efficient City service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as specific technical knowledge of departmental and City activities. The work also requires the interpretation and application of policies, procedures and regulations and involves frequent contact with the public. This class is distinguished from the Technician III in that the latter requires a deeper understanding of specific technical functions, and an ability to supervise and lead the technical support function within the organization or assigned department.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Performs, monitors and coordinates the daily technical operations of assigned areas and maintains appropriate records.
- Receives visitors and telephone calls; and/or provides factual information or problem resolution regarding City and departmental activities and functions that may require the interpretation and explanation of policies, rules, procedures and ordinances.
- Responds to written and verbal requests from a variety of sources; provides information to City staff, regulatory agencies, other organizations and the public.

Technician I/II

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- May provide information and assistance to the general public, businesses, school communities, and other government agencies regarding codes, laws, and ordinances as well as department services, programs, and practices.
- May perform routine and preventative maintenance on equipment and facilities; diagnose, troubleshoot, and repair problems within assigned area of expertise.
- Performs project research; may prepare and reconcile technical reports and documents; and performs other technical work related to City or department activities.
- Calculates, checks and tabulates standard arithmetic or statistical data related to field and office work; may summarize such information and prepare periodic numerical reports.
- Performs technical field, office and computer-aided studies, evaluates data collected and makes recommendations to appropriate staff and prepares periodic and special reports based on findings.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; and may operate a two-way radio or other department-specific equipment.
- Organizes and maintains various administrative, reference and follow-up files, records and databases; purges as required.
- May prepare specifications, plans, estimates, presentations, technical illustrations, and reports related to specific area of expertise.
- May conduct inspections to evaluate compliance with City ordinances, state and federal governmental laws and other requirements; reports failures or operating difficulties and makes suggestions for correcting non-compliance.
- May operate, adjust and maintain electrical, mechanical or computer equipment to execute job-related responsibilities and to assure maximum efficiency of processes, standards, and regulations.
- May collect and log a variety of samples from various locations throughout the City.
- May perform a variety of moderately complex and standard tests and analysis on samples, following approved procedures.
- May perform quality control tests on procedures and equipment for State accreditation purposes.
- May draft standard operating procedures for required tests and analyses.
- May calculate, collect, and account for fees and other monies collected using City ordinances and fee schedules.
- May secure and compare information regarding price, quality, availability and other pertinent data for material, supply and equipment purchases; analyzes and makes recommendations; ensures items are properly stored; may update inventory and generates inventory reports for reference.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices and new developments in assigned work areas.
- Observes safe work methods and safety precautions related to the work.
- May coordinate special projects that vary depending on department to which assigned.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- May attend a P.O.S.T. certified basic academy, participating in and passing all required classes designed to provide an overview of the Criminal Justice System which includes training in various laws, police procedures, law enforcement techniques, first aid, weapons, and physical fitness.
- May perform a variety of support duties, not requiring a sworn Police Officer.
- May respond to calls for service regarding accidents, emergencies, crimes, threats, altercations and/or requests for aid.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state, county, and City codes, regulations, policies, laws, rules, agreements, technical processes and procedures related to City and departmental activities.
- Operations, services, and activities for the assigned department.
- The care, maintenance and operational requirements of assigned equipment.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Occupational safety and health rules and regulations.
- Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding property and materials including hazardous materials.
- Procedures and methods for providing services and information to the public including those related to collecting, maintaining, and releasing information, files, and documents.
- Geographic features and locations within the area served.
- English usage, spelling, grammar, and punctuation.
- Standard broadcasting procedures of a radio system.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

Skill in:

- Learning the functions and procedures for the department to which assigned.
- Interpreting, applying, explaining and implementing policies, procedures, technical processes and computer applications related to the City, department or organizational unit to which assigned.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.
- Responding to and effectively prioritizing multiple phone calls, visitors and other requests for service.
- Compiling information from varied sources and preparing accurate records and reports.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing assigned work, initiating processes, coordinating projects, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.
- Collecting and analyzing data and making appropriate recommendations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Preparing clear, concise, factual, and thorough reports and statements.
- Entering and maintaining accurate data and information in communication systems.
- Operating equipment and assigned vehicle in a safe manner.
- Exercising tact and judgment in responding to public inquiries and resolving complaints and problems.

Technician I/II
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- Remaining acting quickly and calmly under in emergency or hazardous situations and adopting an effective course of action.
- Working under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Understanding and following oral and written instructions.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Technician I and II: Equivalent to graduation from high school. Completion of 12 semester units from an accredited college, university or trade school in a field related to work assigned is desired.

Technician I: One year of technical support or experience related to the work assigned. Experience working in a public agency setting is desirable.

Technician II: Three years of responsible technical experience working in an organization which will have provided knowledge of the departmental function to which assigned. Experience working in a public agency setting is desirable.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Laboratory Technician I: Requires the possession of or ability to obtain and maintain a Grade I California Water Environmental Association (CWEA) Laboratory Certification within a six month timeframe.

Wastewater Plant Operator I: Must possess the ability to obtain a California class B driver's license with tanker & airbrake endorsement within 6 months of employment. Requires the possession of or the ability to obtain and maintain, a Grade I Wastewater Treatment Plant Operator certification within a one-year timeframe. May also require Confined Space Entry and Self Contained Breathing Apparatus certifications.

Water Plant Operator I: Requires the possession of or ability to obtain a Grade I Water Treatment and Grade II Water Distribution Certifications within a one-year timeframe. Also requires Confined Space Entry certification.

Laboratory Technician II: Requires the possession of a Grade II California Water Environmental Association (CWEA) Laboratory Certification.

Wastewater Plant Operator II: Must possess a California class B driver's license, with a tanker and air brake endorsement. Requires the possession of or the ability to obtain and maintain a Grade II Wastewater Treatment Plant Operator certificate within a one-year timeframe. Also requires Confined Space Entry and Self Contained Breathing Apparatus certifications.

Water Plant Operator II: Requires the possession of or ability to obtain a Grade II Water Treatment and Grade II Water Distribution Certifications within a one-year timeframe. Also requires Confined Space Entry certification.

Building Inspector: Ability to obtain certification as a Building Inspector by an accredited body within a one-year timeframe.

Equipment Mechanic: Must possess the ability to obtain a California class B driver's license within a one-year timeframe. Requires the ability to obtain and maintain, an ASE certification within a one-year timeframe.

Community Services Officer: Must possess and maintain a P.O.S.T. approved Penal Code 832 certification as well as a CPR and First Aid within ~~six~~twelve months of appointment. A California Association of Code Enforcement (CACE) or Southern California Association of Code Enforcement Officers (SCACEO) certification as a Code Enforcement Officer is desirable.

Police Officer Recruit: Upon successful completion of the California P.O.S.T. Basic Police Academy, must possess a valid P.O.S.T. Basic Law Enforcement Academy Certification of Completion at the time of appointment to Police Officer classification. Must possess and maintain a P.O.S.T. approved Penal Code 832, CPR and First Aid certifications within ~~six~~twelve months of appointment.

The one-year time frame for certification may be extended at the discretion of the Executive Manager.

Physical Demands:

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

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or a two-way radio; and/or possess mobility to work in a standard shop setting and use power and hand tools and equipment and a computer; and/or mobility to inspect various field sites; and/or mobility to work in a standard wastewater treatment plant setting, and use specialized test equipment, hand and power tool and instrumentation; physical stamina to work in confined spaces, around machines, and to climb and descend ladders; and/or ability to perform maintenance repair work, operate heavy equipment, work on uneven terrain and lift and carry equipment and materials weighing up to 60 pounds, unassisted; and/or vision to read charts and gauges and smell to identify odors.

Other Requirements:

Attendance at off-hours meetings may be required. Must be available for regular and emergency standby, weekend assignments, and work emergency overtime as required. May be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

Plant Operator I/II: Work in this class requires wearing respiratory protective equipment at times; when assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

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Technician I/II
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Community Services Officer/Police Officer Recruit; Must be able to work rotating shifts for days and evenings.

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Typical Working Titles included in this classification:

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Technician I:

Equipment Mechanic
Laboratory Technician I
Plant Operator I, Wastewater/Water

Technician II:

Community Services Officer
Engineering Technician
Equipment Mechanic
Laboratory Technician II
Planning Technician
Plant Operator II, Wastewater/Water
Police Officer Recruit

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.

City of Paso Robles



Updated January 1, 2017
Full-Time Salary Information

Job Title	Monthly Minimum	Monthly Maximum	Annual Minimum	Annual Maximum	Group
Administrative Assistant I	\$2,971.00	\$3,776.00	\$35,652.00	\$45,312.00	SEIU
Maintenance Specialist I	\$2,971.00	\$3,776.00	\$35,652.00	\$45,312.00	SEIU
Administrative Assistant II	\$3,349.00	\$4,255.00	\$40,188.00	\$51,060.00	SEIU
Maintenance Specialist II	\$3,349.00	\$4,255.00	\$40,188.00	\$51,060.00	SEIU
Administrative Assistant III	\$3,794.00	\$4,820.00	\$45,528.00	\$57,840.00	SEIU/Unrep. Conf. Pro. & Mgmt
Maintenance Specialist III	\$3,794.00	\$4,820.00	\$45,528.00	\$57,840.00	SEIU
Technician I	\$3,794.00	\$4,820.00	\$45,528.00	\$57,840.00	SEIU
Engineering Technician I					SEIU
Laboratory Technician I					SEIU
Planning Technician					SEIU
Plant Operator I					SEIU
Police Dispatcher	\$4,087.00	\$5,191.00	\$49,044.00	\$62,292.00	POA
Technician II	\$4,089.00	\$5,194.00	\$49,068.00	\$62,328.00	
Community Services Officer					SEIU
Engineering Technician II					SEIU
Equipment Mechanic					SEIU
Laboratory Technician II					SEIU
Plant Operator II					SEIU
Police Officer Recruit					SEIU
Technician III	\$4,724.00	\$6,001.00	\$56,688.00	\$72,012.00	
Assistant Planner					SEIU
Building/Engineering Inspector					SEIU
Engineering Technician III					SEIU
Information Systems Technician III					SEIU/Unrep. Conf. Pro. & Mgmt
Plant Operator III					SEIU
Supervisor/Professional/Coordinator I	\$4,724.00	\$6,001.00	\$56,688.00	\$72,012.00	
Administrative Services Coordinator					SEIU
Airport Coordinator					SEIU
HR Specialist					Unrep. Conf. Pro. & Mgmt
Event Coordinator					SEIU
Fleet Supervisor					SEIU
Librarian					SEIU
Parks, Landscape and Lighting Supervisor					SEIU
Recreation Coordinator					SEIU
Tourism Coordinator					SEIU
Volunteer Coordinator					SEIU
Firefighter	\$4,843.00	\$6,152.00	\$58,116.00	\$73,824.00	IAFF
Executive Assistant	\$4,916.42	\$6,244.50	\$58,997.00	\$74,934.00	Unrep. Conf. Pro. & Mgmt
Technician IV	\$5,194.00	\$6,598.00	\$62,328.00	\$79,176.00	
Information Systems Technician IV					SEIU
Sr. Building/Engineering Inspector					SEIU
Web Analyst					SEIU
Technical Supervisor I	\$5,194.00	\$6,598.00	\$62,328.00	\$79,176.00	
Supervisor (Water/Wastewater)					SEIU
Police Officer	\$5,273.00	\$6,697.00	\$63,276.00	\$80,364.00	POA
Firefighter/Paramedic	\$5,324.00	\$6,764.00	\$63,888.00	\$81,168.00	IAFF
Supervisor/Professional/Coordinator II	\$5,738.00	\$7,291.00	\$68,856.00	\$87,492.00	
Dispatch/Records Supervisor					SEIU
Technical Supervisor II	\$5,738.00	\$7,291.00	\$68,856.00	\$87,492.00	
Chief Plant Operator (Water/Wastewater)					SEIU
Fire Captain	\$6,500.00	\$8,260.00	\$78,000.00	\$99,120.00	IAFF
Professional Manager II	\$6,763.67	\$8,596.58	\$81,164.00	\$103,159.00	
Associate Planner					Unrep. Conf. Pro. & Mgmt
Deputy Building Official					Unrep. Conf. Pro. & Mgmt
GIS Analyst					Unrep. Conf. Pro. & Mgmt
Industrial Waste Manager					Unrep. Conf. Pro. & Mgmt
Recreation Services Manager					Unrep. Conf. Pro. & Mgmt
Stormwater Manager					Unrep. Conf. Pro. & Mgmt
Water Conservation Manager					Unrep. Conf. Pro. & Mgmt
Police Sergeant	\$7,112.00	\$9,038.00	\$85,344.00	\$108,456.00	POA
Fire Captain/Paramedic	\$7,183.00	\$9,128.00	\$86,196.00	\$109,536.00	IAFF
Professional Manager III	\$8,638.42	\$10,977.25	\$103,661.00	\$131,727.00	
Building Official					Unrep. Conf. Pro. & Mgmt
Capital Projects Engineer					Unrep. Conf. Pro. & Mgmt
City Engineer					Unrep. Conf. Pro. & Mgmt
City Librarian					Unrep. Conf. Pro. & Mgmt
City Planner					Unrep. Conf. Pro. & Mgmt
Finance Manager					Unrep. Conf. Pro. & Mgmt
Housing Manager					Unrep. Conf. Pro. & Mgmt
Human Resources/Risk Manager					Unrep. Conf. Pro. & Mgmt
Information Systems Manager					Unrep. Conf. Pro. & Mgmt
Maintenance Superintendent					Unrep. Conf. Pro. & Mgmt
Wastewater Manager					Unrep. Conf. Pro. & Mgmt
Water Resources Manager					Unrep. Conf. Pro. & Mgmt
Safety Professional Manager III	\$8,990.33	\$11,424.00	\$107,884.00	\$137,088.00	
Fire Battalion Chief					Unrep. Conf. Pro. & Mgmt
Police Lieutenant					Unrep. Conf. Pro. & Mgmt
Executive Director	\$10,811.00	\$13,738.42	\$129,732.00	\$164,861.00	
Assistant City Manager					Unrep. Conf. Pro. & Mgmt
Director of Administrative Services					Unrep. Conf. Pro. & Mgmt
Director of Community Development					Unrep. Conf. Pro. & Mgmt
Director of Library and Recreation Services					Unrep. Conf. Pro. & Mgmt
Director of Public Works					Unrep. Conf. Pro. & Mgmt
Safety Executive Director	\$11,251.67	\$14,297.42	\$135,020.00	\$171,569.00	
Fire Chief					Unrep. Conf. Pro. & Mgmt
Police Chief					Unrep. Conf. Pro. & Mgmt
City Manager	\$16,750.00	\$16,750.00	\$201,000.00	\$201,000.00	Unrep. Conf. Pro. & Mgmt

Salary Effective Dates:

- SEIU - May 3, 2016
- POA - January 1, 2016
- IAFF - January 1, 2016
- Unrep. Conf. Pro. & Mgmt - January 1, 2016

City of Paso Robles

Updated January 1, 2017
 Part-Time Salary Information



Job Title	Hourly Minimum	Hourly Maximum	Group
Staff Aide	\$ 11.25	\$ 12.25	Unrep. Part-Time
Clerical and/or Customer Service Aide			
Maintenance			
Recreation Aide			
Staff Assistant I	\$ 12.75	\$ 14.25	Unrep. Part-Time
Library Assistant I			
Lifeguard			
Unskilled Labor/Maintenance			
Recreation Leader I			
Staff Assistant II	\$ 15.75	\$ 17.25	Unrep. Part-Time
Administrative Assistant I			
General Labor/Maintenance			
Library Assistant II			
Police Cadet			
Recreation Leader II			
Water Safety Instructor			
Staff Assistant III	\$ 18.75	\$ 20.25	Unrep. Part-Time
Administrative Assistant II			
Assistant Police Dispatcher			
Assistant Pool Manager			
Event Staff			
Library Assistant III			
Planning Intern			
Skilled Labor/Maintenance			
Water Conservation Assistant			
Staff Assistant IV	\$ 22.50	\$ 24.75	Unrep. Part-Time
Level II Police Officer			
Library Coordinator			
Police Officer Trainee			
Pool Manager			
Recreation Coordinator			
Level I Reserve Police Officer	\$ 30.42	\$ 30.42	Unrep. Part-Time

Salary Effective Date: January 1, 2016