

# **Gridley City Council – Regular Meeting Agenda**

Monday, December 1, 2025; 6:00 pm  
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”*

The Public is encouraged to attend and participate in person. Comments from the public on agenda items will be accepted until 4 pm on December 1, 2025, via email to [csantana@gridley.ca.us](mailto:csantana@gridley.ca.us) or via the payment/document drop box at Gridley City Hall and will be conveyed to the Council for consideration.

You may view using the following link, ID, and passcode:

<https://us06web.zoom.us/j/85391450210?pwd=wbXCBmz5mWF1a9jAlFjHAS23XyJ9is.1>

Webinar ID: 853 9145 0210

Passcode: 971203

**CALL TO ORDER** - Mayor Farr

**ROLL CALL**

**PLEDGE OF ALLEGIANCE** – Councilmember Sanchez

**PROCLAMATION** – None

**INTRODUCTION OF NEW OR PROMOTED EMPLOYEES** - None

**COMMUNITY PARTICIPATION FORUM** - *Members of the public may address the City Council on matters not listed on the agenda. The City Council may not discuss nor take action on any community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.*

## **CONSENT AGENDA**

### **1. City Council Minutes**

City Council to review and approve regular City Council minutes

*Recommended Action(s):*

- a. Approve regular City Council meeting minutes dated November 3<sup>rd</sup> and November 17<sup>th</sup>, 2025

### **2. Memorandum of Understanding (GPOA and MMCU)**

City Council to review and approve the MOU for the Gridley Police Officer Association and Mid-Management, Confidential and Unrepresented Employees

*Recommended Action(s):*

- a. Approve Resolution No. 2025-R-029: A Resolution of the City Council of the City of Gridley Approving the Memorandum of Understanding Between the Gridley Police Officers Association and the Gridley City Council, and
- b. Approve Resolution No. 2025-R-030: A Resolution of the City Council of the City of Gridley adjusting compensation for management, mid-management, confidential and unrepresented employees

**3. 2026 City Council Meeting Schedule**

City Council to review and approve the City Council meeting schedule for 2026

*Recommended Action(s):*

- a. Approve the attached 2026 meeting schedule

**ITEMS FOR CONSIDERATION –**

**4. PG&E Planned Outage – Informational Item**

City Staff to provide Council with an informational update on proposed outage

*Recommended Action(s):*

- a. Provide staff direction as necessary

**COUNCIL COMMITTEE REPORTS** - *Brief reports on conferences, seminars, and meetings attended by the Mayor and City Council members, if any.*

**CITY ADMINISTRATOR REPORTS** - *Brief updates and reports on conferences, seminars, and meetings attended by the City Administrator, if any.*

**DEPARTMENT UPDATE REPORTS** – *Brief updates and reports on City services as it pertains to each department, if any.*

**POTENTIAL FUTURE CITY COUNCIL ITEMS** - *(Appearing on the Agenda within 30 days):*

Energy Efficiency Contract Review	12/15/2025
Randolph Lot Use Agreement - GUSD	12/15/2025
Public Works – Sewer Grinder Repair	12/15/2025
Engineering – City Standards	1/20/2025

**CLOSED SESSION –**

- 5. Pursuant to Government Code 54957.6: Conference with Labor Negotiator, Elisa Arteaga,

City Administrator, for discussion of progress of collective bargaining discussions with City Employee represented classes – IBEW

6. Decision to Initiate Litigation Cal. Code Section 54956.9(d)(4) Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

**ADJOURNMENT** – adjourning to a regular meeting on December 15, 2025

**NOTE 1: POSTING OF AGENDA-** This agenda was posted on the public bulletin board at City Hall at or before 6:00 p.m., November 28<sup>th</sup>, 2025. This agenda along with all attachments is available for public viewing online at [www.gridley.ca.us](http://www.gridley.ca.us) and at the Administration Counter in City Hall, 685 Kentucky Street, Gridley, CA.

**NOTE 2: REGARDING UNSCHEDULED MATTERS** – In accordance with state law, it shall be the policy of this Council that no action shall be taken on any item presented during the public forum or on unscheduled matters unless the Council, by majority vote, determines that an emergency situation exists, or, unless the Council by a two-thirds vote finds that the need to take action arose subsequent to the posting of this agenda.



## Gridley City Council – Regular Meeting Minutes

Monday, November 3, 2025; 6:00 pm  
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”*

### CALL TO ORDER

Mayor Farr called the meeting to order.

### ROLL CALL

Present: Johnson, Roberts, Calderon, Farr, Sanchez  
Absent: None  
Arriving after roll call: None

Staff Present: Elisa Arteaga, City Administrator  
Todd Farr, Police Chief  
Landon Little, Deputy City Attorney  
Martin Pineda, Finance Director  
Chip Fowler, Fire Chief  
Christopher Smith, Principal Planner  
Jerry Cox, Public Works Director  
Carmen Santana, Deputy City Clerk

### PLEDGE OF ALLEGIANCE

Vice Mayor Johnson led the Pledge of Allegiance.

### PROCLAMATION

Mayor Farr read the Homeless Youth Awareness Month proclamation and presented the signed document to the Voices United Group.

### INTRODUCTION OF NEW OR PROMOTED EMPLOYEES - None

### COMMUNITY PARTICIPATION FORUM

The community forum was opened, and seeing as no one was present to speak, was closed.

### CONSENT AGENDA

#### 1. City Council Minutes

City Council review and approval of City Council meeting minutes.

*Recommended Action(s):*

- a. Approve regular Council meeting minutes dated: October 6<sup>th</sup>, and October 20<sup>th</sup>, 2025
- b. Approve special Council meeting minutes dated: October 20<sup>th</sup>, 2025

**2. Ord Ranch Transfer Station**

City Council to review the Property Transfer Agreement

*Recommended Action(s):*

- a. Approve the Property Transfer agreement and;
- b. Authorize the City Administrator to execute any necessary documents

**ROLL CALL**

Motion: Roberts

Second: Calderon

Action: approve consent agenda as presented

Ayes: Roberts, Farr, Johnson, Sanchez, Calderon

Noes: None

Absent: None

Abstain: None

Motion passed, 5-0

**ITEMS FOR CONSIDERATION**

**3. Comprehensive Cost Allocation, Master Fee Study, and Nexus Study Request for Proposal**

City Council to consider approval of the Request for Proposal (RFP) for professional consulting services to prepare a Comprehensive Cost Allocation Plan, Master Fee Study, and Nexus Study.

*Recommended Action(s):*

- a. Authorize staff to issue a Request for Proposals (RFP) for professional consulting services to prepare a Comprehensive Cost Allocation Plan, Master Fee Study, and Nexus Study; and
- b. Authorize the City Administrator and/or Finance Director, or designee, to make minor modifications to the RFP as necessary and to execute all related documents to facilitate the solicitation process.

Finance Director Martin Pineda requested authorization to issue a Request for Proposals (RFP) for professional consulting services to prepare a Comprehensive Cost Allocation Plan, a Master Fee Study, and a Nexus Study. He also requested authorization for the City Administrator and/or Finance Director, or their designee, to make minor modifications to the RFP as needed and to execute all documents necessary to facilitate the solicitation process.

He explained that the City has not had a comprehensive review of its user fees, cost-recovery levels, or cost-allocation methodologies. Conducting these studies will help determine whether the City is charging appropriate fees and identify potential opportunities for additional revenue. He further noted that the Nexus Study will evaluate the City's development impact fees to ensure they are aligned with the projects and purposes they are intended to support.

Vice Mayor Johnson emphasized the importance of ensuring that the studies reflect Gridley's unique demographics rather than relying solely on comparisons with other cities.

City Administrator Arteaga added that this project is included in the Capital Improvement Program.

Finance Director Pineda also noted that the RFP requests consultants to explain the formulas used to calculate fees so that City staff can apply them in the future to adjust fees as needed.

#### **ROLL CALL**

Motion: Sanchez

Second: Johnson

Action: to authorize staff to issue a Request for Proposals (RFP) for professional consulting services to prepare a Comprehensive Cost Allocation Plan, Master Fee Study, and Nexus Study. The action also authorizes the City Administrator and/or Finance Director, or their designee, to make minor modifications to the RFP as needed and to execute all related documents necessary to facilitate the solicitation process.

Ayes: Roberts, Farr, Johnson, Sanchez, Calderon

Noes: None

Absent: None

Abstain: None

Motion passed, 5-0

#### **4. Housing Tools Services Agreement**

City Council to consider authorizing the Housing Tools Services Agreement to Prepare and Submit for the 2025 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA)

*Recommended Action(s):*

- a. Approve the services agreement with Housing Tools

- b. Authorize the City Administrator to execute the contract with Housing Tools in an amount not to exceed \$20,000, contingent upon confirmation from HCD that the City qualifies as a candidate for the proposed grant.

City Administrator Elisa Arteaga requested Council approval of a professional services agreement with Housing Tools to prepare and submit the application for the 2025 CDBG NOFA, and to authorize the City Administrator to execute a contract with Housing Tools in an amount not to exceed \$20,000.

She explained that, if the City is awarded the grant, the funding would support infrastructure improvements related to a planned road extension that will provide access to the new Community Housing Improvement Program (CHIP) subdivision near Laurel and Randolph Streets. Depending on the amount awarded, the funds could also support additional future access to the Sports Complex area or any other eligible public improvement consistent with grant guidelines.

### **ROLL CALL**

Motion: Roberts

Second: Calderon

Action: approval of a professional services agreement with Housing Tools to prepare and submit the application for the 2025 CDBG NOFA, and to authorize the City Administrator to execute a contract with Housing Tools

Ayes: Roberts, Farr, Johnson, Sanchez, Calderon

Noes: None

Absent: None

Abstain: None

Motion passed, 5-0

### **COUNCIL COMMITTEE REPORTS**

Councilmember Calderon thanked our Fire and Police department for their recent help with the Day of the Dead celebration.

Mayor Farr reported that there will be a Veteran's Day Celebration on November 11<sup>th</sup> at Gridley Veterans Memorial Hall.

Councilmember Roberts stated there is a Veteran's Memorial fundraiser put on by the Gridley Museum on Saturday, November 8<sup>th</sup> at the Moose Lodge.

### **CITY ADMINISTRATOR REPORTS**

City Administrator Elisa Arteaga stated that her and staff have been working on recruitment and ongoing training processes as well as finishing up the labor negotiations.

### **DEPARTMENT UPDATE REPORTS**

Fire Chief Chip Fowler provided a report on the Fire Department's activities for the month of October.

Public Works Director Jerry Cox thanked all departments for their assistance with the annual Free Dump Day.

Finance Director Martin Pineda reported that audit preparations are underway and currently ahead of schedule. He also noted that the Finance Department is working on transferring funds into the investment portfolio. Additionally, he reported on behalf of the Recreation Department that the soccer season has concluded, and that *Breakfast with Santa* is tentatively scheduled for December 6th

**POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30 days):**

Travel Policy	11/17/2025
Energy Efficiency Contract Review	11/17/2025
Records Retention RFP	11/17/2025
Randolph Lot Use Agreement – GUSD	11/17/2025

**CLOSED SESSION –**

5. Pursuant to Government Code 54957.6: Conference with Labor Negotiator, Elisa Arteaga, City Administrator, for discussion of progress of collective bargaining discussions with City Employee represented classes – IBEW, MMU, and GPOA

No reportable action.

**ADJOURNMENT**

With no further items left to discuss, Mayor Farr adjourned to the next regular meeting on November 17<sup>th</sup>, 2025.

Approve: \_\_\_\_\_  
Elisa Arteaga, City Clerk



## **Gridley City Council – Regular Meeting Minutes**

Monday, November 17, 2025; 6:00 pm  
Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

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### **CALL TO ORDER**

Mayor Farr called the meeting to order at 6:01 pm.

### **ROLL CALL**

Present:	Johnson, Roberts, Farr, Calderon
Absent:	None
Arriving after roll call:	Sanchez
Staff Present:	Elisa Arteaga, City Administrator Landon Little, Deputy City Attorney Todd Farr, Police Chief Martin Pineda, Finance Director Chip Fowler, Fire Chief Chris Smith, Principal Planner Jerry Cox, Public Works Director Carmen Santana, Deputy City Clerk

### **PLEDGE OF ALLEGIANCE**

Vice Mayor Johnson led the Pledge of Allegiance.

### **PROCLAMATION – None**

### **INTRODUCTION OF NEW OR PROMOTED EMPLOYEES**

Finance Director Martin Pineda introduced newly promoted employee, Ruth Moreno as Accounting Technician and new hire Tyler Farr, Administrative Assistant I.

### **COMMUNITY PARTICIPATION FORUM**

The forum was opened, and seeing as no one was present to speak, was closed.

### **CONSENT AGENDA**

#### **1. Supplemental Appropriation – Gridley Invitational Basketball Tournament**

City Council to formally approve the supplemental appropriation for the donation request previously approved

Recommended Action(s):

- a. Approve Resolution 2025-R-027: a Resolution of the City of Gridley authorizing the donation of \$1,500 to the Gridley Invitational Basketball Tournament

### **ROLL CALL**

Motion: Roberts

Second: Johnson

Action: approve consent agenda as presented

Ayes: Roberts, Calderon, Farr, Johnson

Noes: None

Absent: Sanchez

Abstain: None

Motion passed, 4-0

### **ITEMS FOR CONSIDERATION**

#### **2. Proposition 218 Process – Waste Management**

City Council to review and authorize City staff to initiate the proposition 218 notice and public hearing process for proposed solid waste rate adjustment by Waste Management

*Recommended Action(s):*

- a. Authorize City staff to initiate the Proposition 218 notification and public hearing process

City Administrator Elisa Arteaga presented the item, recommending that the City Council authorize staff to initiate the Proposition 218 noticing process for the waste management rate increase proposed by Waste Management. She noted that the City Attorney also supported this recommendation.

Administrator Arteaga explained that although the City's contract with Waste Management runs through January 2028 and allows for a maximum annual CPI increase of up to 5%, the proposed rate adjustment exceeds that limit. The total proposed increase of 6.62% is composed of a 4.83% CPI-based adjustment and a 1.79% increase related to disposal cost changes at the Neal Road Landfill. While the landfill's disposal costs increased by 15.50%, only 1.79% of that increase is being passed on to City residents.

Vice Mayor Johnson requested that the Proposition 218 notice clearly explain that the full 15.50% landfill cost increase will not be passed on to residents and that only the 1.79% portion applies.

Councilmember Calderon asked where residents with concerns about Waste Management services should be directed. Administrator Arteaga responded that residents may contact Waste Management directly and also may notify City staff so the City can assist as needed.

Councilmember Sanchez recommended that the City provide educational videos to help residents better understand Waste Management procedures and avoid penalties or additional charges.

Deputy City Attorney Landon Little provided an overview of the Proposition 218 noticing requirements and process.

Following Council discussion, a motion to approve initiation of the Proposition 218 notice process was made by Councilmember Roberts and seconded by Councilmember Calderon.

### **ROLL CALL**

Motion: Roberts

Second: Calderon

Action: Authorize City staff to initiate the Prop 218 noticing and public hearing requirements

Ayes: Roberts, Calderon, Farr, Johnson, Sanchez

Noes: None

Absent: None

Abstain: None

Motion passed, 5-0

### **COUNCIL COMMITTEE REPORTS**

Councilmember Calderon informed the Council that he will be visiting the City's Sister City, Comala, and requested that a letter be prepared reaffirming his role as the City's official liaison and authorizing him to act on the City's behalf during his visit.

Councilmember Roberts announced that the Moose Lodge will host its annual free Thanksgiving Dinner on November 27 for any community member who would like a hot holiday meal.

Mayor Farr reported on the recent Veteran's Day Celebration held at the Veteran's Memorial Hall, noting that the facility is now open for public use.

Vice Mayor Johnson provided an update on his attendance at meetings of both the Mosquito and Vector Control District and the Sutter Butte Flood Control Agency.

Councilmember Sanchez asked City Administrator Arteaga for an update regarding prior concerns about the entryways to the Heritage Oak Shopping Center. Administrator Arteaga responded that a formal letter addressing those, and other related concerns is currently being drafted.

### **CITY ADMINISTRATOR REPORTS**

City Administrator Arteaga reported on her participation in the NCPA Utility Director meeting, as well as several other meetings attended alongside City staff.

### **DEPARTMENT UPDATE REPORTS**

Police Chief Todd Farr reported on recent interviews for the Safety Dispatcher and Police Officer positions and noted that the department is preparing for the upcoming Winter Parade.

Finance Director Martin Pineda informed the Council that auditors are currently conducting the 2024–2025 audit, and that the Request for Proposals for the Master Fee Schedule Cost Study has been released. Reporting on Recreation Department activities, he stated that basketball registration has recently closed and that the *Breakfast with Santa* event will be held on December 6 at the Moose Lodge.

Public Works Director Jerry Cox acknowledged public concerns regarding fading road striping and stated that the City is scheduled on Butte County's list for restriping work this summer.

Fire Chief Chip Fowler reported on a fire that occurred at 110 Virginia Street on November 16. He recommended that the Council require the property's receiver to install fencing around the site for safety purposes. Chief Fowler also noted that Avatar Foods' fire suppression system passed its inspection, and that training for the new ladder truck has begun.

Principal Planner Christopher Smith informed the Council that he has been in discussions with a potential buyer for the property at 110 Virginia Street. He also reported that the Housing Element will soon be brought forward for adoption and that the Request for Proposals for the Safety Element has been issued.

Electric Director Ryan Carlson notified the Council of upcoming PG&E work scheduled for December 11 and stated that he will provide detailed information once it becomes available.

**POTENTIAL FUTURE CITY COUNCIL ITEMS** - (*Appearing on the Agenda within 30 days*):

Energy Efficiency Contract Review	12/1/2025
Randolph Lot Use Agreement - GUSD	12/1/2025

**CLOSED SESSION – At 6:50 pm, Council adjourned to closed session.**

3. Pursuant to Government Code 54957.6: Conference with Labor Negotiator, Elisa Arteaga, City Administrator, for discussion of progress of collective bargaining discussions with City Employee represented classes – IBEW

No reportable action. (*Councilmember Roberts stepped down and was not present for this item*).

4. Closed session discussion with City Attorney pursuant to Government Code 54956.95 – Liability Claim presented by Kimber N. Lee vs. City of Gridley

**ROLL CALL**

Motion: Roberts

Second: Johnson

Action: Rejection of Liability Claim presented by Kimber N. Lee vs. City of Gridley

Ayes: Roberts, Calderon, Farr, Johnson, Sanchez

Noes: None

Absent: None

Abstain: None

Motion passed, 5-0

**ADJOURNMENT**

At 8:11 pm with no further items left to discuss, Mayor Farr adjourned to the next regular meeting on December 1, 2025.

Approve: \_\_\_\_\_  
Elisa Arteaga, City Clerk

DRAFT



**City Council Agenda Item #2**  
Staff Report

<b>X</b>	Regular
	Special
	Closed
	Emergency

**Date:** December 1, 2025

**To:** Mayor and City Council

**From:** Elisa Arteaga, City Administrator

**Subject:** Approval of Resolution No. 2025-R-029: A Resolution of the City Council of the City of Gridley Approving the Memorandum of Understanding Between the Gridley Police Officers Association and the Gridley City Council

Approval of Resolution No. 2025-R-030: A Resolution of the City Council of the City of Gridley adjusting compensation for management, mid-management, confidential and unrepresented employees

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**Recommendation**

City staff respectfully requests that the City Council accept the new Memorandum of Understanding (MOU) between the City and the Gridley Police Officers Association (GPOA) by adoption of Resolution No. 2025-R-029 and the MOU between the Management, Mid-Management, Confidential and Unrepresented (MMCUC) Employees by adoption of Resolution No. 2025-R-030.

**Background**

The City's current Memorandum of Understanding (MOUs) with the Gridley Police Officers Association (GPOA) and with the Management, Mid-Management, Unrepresented, and Classified (MMUC) employee groups reached the end of their designated contract periods on June 30, 2025. Over the past several months, the City Administrator and negotiating teams for each group have engaged in a series of collaborative discussions to review the third-party wage study findings, discuss methodology, and evaluate wage adjustment options. All parties recognized the value of the wage study in providing an objective framework for decision-making and supporting compliance with best practices in labor relations.

Through these negotiations, proposed wage and classification adjustments were developed to align positions with the study's recommended ranges while balancing the City's fiscal capacity and long-term sustainability. The Finance Director reviewed the full fiscal impact of the proposed changes—both in the current year and across the multi-year budget outlook. It was determined that the negotiated adjustments are financially supportable within existing adopted budget parameters, with mid-year adjustments anticipated. Additional projected revenues from the Biggs police services contract were also considered as part of the City's overall fiscal planning.

The Human Resources Manager completed a comprehensive review of all draft MOU language for each group to ensure consistency with City policies, applicable labor laws, and the wage study methodology. All proposed revisions were evaluated for internal equity, classification alignment, and implementation feasibility.

Following collaborative negotiation sessions with each employee group, the City and all represented and unrepresented parties reached final tentative agreements. Each agreement reflects:

- Consideration and incorporation of the third-party wage study findings;
- Wage adjustments to bring classifications into recommended market alignment;
- Consensus among negotiating teams regarding the structure and timing of adjustments;
- Verification that all MOU language is accurate, compliant, and implementable.

Each employee group has confirmed ratification of their respective agreement, consistent with City Council authorization parameters. The proposed GPOA MOU is a three-year contract and the MMCU is a four-year contract and both include notable changes from prior agreements, as outlined in the respective MOU documents.

Below is the wage increase summary:

#### **GPOA**

##### **Sworn:**

##### **Effective**

July 1, 2025      6%

Jan. 1, 2025      2%

*(Removal of 40 hrs of sabbatical leave from the contract in exchange for 2% value)*

July 1, 2026      2%

July 1, 2027      0%

*(year three will allow only for a shift pay differential increase)*

##### **Non-Sworn**

##### **Effective**

July 1, 2025      1%

Jan 1, 2026      2%

July 1, 2026      0%

July 1, 2027      0%

#### **MMCU**

For MMCU there is no COLA (Cost of Living Adjustment), instead there is an update to the Salary Schedule. See the Salary Schedule in the MMCU MOU for details.

#### **Fiscal Impact**

The total cost of the negotiated wage adjustments has been reviewed and validated by the Finance Director. The city had an estimated budget incorporating a 3% increase for FY 25-26 therefore, an adjustment may be made to the budget in the mid-year review. The city should consider long-term impacts to the general fund for safety services and align master fee schedule and impact fees.

The overall contract is projected to increase the budget by \$270,762.81 (3 years) and \$235,666.14 (4 years) for a total of \$506,428.95. However, this is a projection and depending on staffing levels, overtime, benefits costs, UAL, and operational changes in year 2, year 3, and year 4(MMCU) of the contract, this amount will change.

The wage changes and financial impacts for the GPOA and MMCU are described below.

FY 2025-2026			
Bargining Unit	Current	Projected	Increase (Decrease)
GPOA	\$ 2,680,772.00	\$ 2,680,968.00	\$ 196.00
MMCU	\$ 1,458,783.00	\$ 1,573,965.00	\$ 115,182.00
Total Contract Projection (3 Years)			
Bargining Unit	Projected		
GPOA	\$ 270,762.81		
MMCU	\$ 235,666.14		

**Compliance with City Council Strategic Plan or Budget Goals**

This recommendation is consistent with our ongoing effort to be responsive and transparent regarding all business transactions and financial matters.

**Attachment**

Resolution No. 2025-R-029 GPOA - with Attachments

Resolution NO. 2025-R-030 MMCU – with Attachments



RESOLUTION NO.  
2025-R-029

## MEMORANDUM OF UNDERSTANDING



## City of Gridley & Gridley Police Officers Association

July 1, 2025 to June 20, 2028

*Resolution No. 2025-R-029  
Attachment A*

RESOLUTION NO.  
2025-R-029

RESOLUTION NO.  
2025-R-029

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE GRIDLEY POLICE OFFICERS' ASSOCIATION (GPOA) AND THE GRIDLEY CITY COUNCIL**

**WHEREAS**, negotiations between the City Council of the City of Gridley and representatives of the GPOA have been conducted regarding wages, hours, and working conditions for certain designated employees of the City of Gridley which negotiations have culminated in the preparation of the Memorandum of Understanding, a copy of which is attached hereto, marked Attachment "A" and incorporated herein;

**WHEREAS**, the GPOA has ratified the Memorandum of Understanding; and,

**WHEREAS**, the City desires to clarify and affirm the existing benefits for current employees.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Gridley as follows:

1. The Memorandum of Understanding (Attachment "A") between the City of Gridley and the GPOA is hereby approved.

**I HEREBY CERTIFY** that the foregoing resolution was introduced, passed and adopted by the City Council of the City of Gridley at a regular meeting held on the 1<sup>st</sup> day of December, 2025 by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ATTEST:

APPROVE:

\_\_\_\_\_  
Elisa Arteaga, City Administrator

\_\_\_\_\_  
Michael Farr, Mayor

**THIS MEMORANDUM OF UNDERSTANDING**, made and entered into this 1st day of July 1, 2025, by and between the designated representatives of the **CITY OF GRIDLEY** (a public agency as defined in Section 3501 (c) of Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as the "CITY", and the designated representatives of the **GRIDLEY POLICE OFFICERS' ASSOCIATION** (a recognized employee organization as defined in Section 3501 (b) Chapter 10 of Division 4 of Title 1 of the Government Code of the State of California), hereinafter referred to as ASSOCIATION or GPOA. In this document the terms GRIDLEY POLICE DEPARTMENT shall hereinafter be referred to as "DEPARTMENT."

**WHEREAS**, the parties hereto desire to facilitate the peaceful adjustment of differences that may from time to time arise between them, to promote harmony and efficiency to the end that the CITY, ASSOCIATION and the general public may benefit there from, and to establish fair and equitable wages, hours and working conditions for certain hereinafter designated employees of CITY.

**NOW THEREFORE**, the parties hereto do agree as follows:

#### **TITLE 1. PREAMBLE**

##### **1.1 Principles**

The parties acknowledge the provisions of Chapter 10 (Section 3500, et. seq.) of Division 4 of Title 1 of the Government Code of the State of California.

##### **1.2 Non-Discrimination**

It is the policy of the CITY and ASSOCIATION not to, and neither party will interfere with, intimidate, restrain, coerce or discriminate against any employee because of race, creed, sex, color or national origin.

##### **1.3 City - Association Relations**

This Memorandum of Understanding is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes: The CITY and ASSOCIATION agree to promote harmonious relations between the parties and other employee groups; establish and maintain an orderly bargaining procedure; work to provide the best possible service for the general public; prompt and fair disposition of all grievances and disputes; and adhere to this Agreement.

##### **1.4 Rights of Employees**

Employees have the right to organize or join employee organizations of their own choice for the purpose of representation on all matters of employer-employee relations. Employees are free to join or not to join an employee organization and shall have the right to refuse to join or participate in the activities of employee organizations. Membership or non-membership in an employee organization is not a condition of employment and the employee will not be granted preferential treatment nor will they be withheld for equitable treatment because of either membership or non-membership in such an organization. Each employee has the right to represent themselves individually in their employment relations with the CITY. Employees shall not have the right to strike or to recognize a picket line of a labor organization while in the course of the performance of their official duties.

### **1.5 City Rights**

CITY retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Memorandum of Understanding, except as expressly limited by law or this Memorandum of Understanding. Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by CITY include, but are not limited to, the following: To manage and direct its business and personnel; to manage, control and determine the mission of its departments, building facilities, and operations; to direct the work force; to hire, transfer, promote, and maintain the discipline and efficiency of its employees; to establish work standards, schedules of operation and reasonable work load; to specify or assign work requirements; to schedule working hours and shifts; to determine the type and scope of work to be performed by CITY's employees and the services to be provided; to classify positions; to determine the methods, processes, means and places of providing services.

### **1.6 Section Titles**

Section Titles in this Agreement are for identification purposes only, and are not to be used for the purpose of interpreting either the intent or the meaning of the language of any section.

## **TITLE 2. RECOGNITION**

### **2.1 Recognition**

The CITY recognizes the Gridley Police Officers' Association, hereinafter referred to as the ASSOCIATION, as the exclusive representative of those employees of the CITY except management or confidential in the DEPARTMENT, consisting of the classifications: Police Sergeant, BINTF Detective, Detective, School Resource Officer, Police Officer, Public Safety Dispatch and Records Supervisor, Public Safety Dispatcher, Records & Property Technician and Animal Control Officer. The provisions of this Memorandum of Understanding, hereinafter set forth, shall apply only to those employees of the CITY of Gridley for whom ASSOCIATION is the established exclusive representative.

### **2.2 Applicability**

The provisions of this Agreement shall be limited to their application to employees of CITY in the bargaining unit described in Section 2.1. Wherever the words "employee" and "employees" are used in this Agreement, they shall, unless otherwise noted, be construed to refer only to the employees described in Section 2.1 for whom ASSOCIATION is the exclusive bargaining representative. The respective obligations of the parties herein shall be operative only insofar as ASSOCIATION acts in the capacity of exclusive bargaining representative of said employees.

### **2.3 Representation**

Before any action is taken which could result in possible discharge or other disciplinary action against an employee, the CITY shall provide a written, formal charge, which states:

- The charge;
- The reason for the charge;
- The proposed action to be taken;
- A copy of all materials upon which the charge is based, to the extent that such materials are currently available to the CITY;
- A statement of rights to ASSOCIATION representation;
- A statement of rights to respond.

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Any employee, at their request, shall be permitted representation by an ASSOCIATION representative. The foregoing shall apply to disciplinary actions and hearings, providing there is no unreasonable delay in obtaining representation. All employees covered under this MOU are presumed innocent of all allegations until proven otherwise.

**2.4 Contract Services**

In the event that the CITY negotiates a contract to provide law enforcement services to another public agency, and such contract requires the CITY to hire additional law enforcement personnel, the CITY and ASSOCIATION agree to meet and consult concerning possible modifications to Section 2.1 affecting personnel providing contract services.

**TITLE 3. ASSOCIATION SECURITY**

**3.1 Check off Dues**

The CITY shall make monthly payroll deductions of ASSOCIATION dues from the earning of each individual employee who is a member of the ASSOCIATION, and who individually and voluntarily authorizes such deductions in writing in accordance with the provisions of Section 1157.3 of the Government Code of the State of California.

Monthly payroll deductions shall be made and a check for the total deductions shall be submitted to the ASSOCIATION, within five (5) working days of the date the dues are withheld from the employee's check. The CITY shall notify ASSOCIATION each month at the time of the dues transmittal to ASSOCIATION of any changes since the previous dues transmittal and the reasons therefore.

**3.2 Association Information**

The CITY shall provide all new employees with ASSOCIATION Membership application forms, payroll deduction authorization forms, and a copy of this Memorandum of Understanding on or before the first day of employment. Such materials will be furnished to the CITY, by the ASSOCIATION.

**TITLE 4. ASSOCIATION ACTIVITY**

**4.1 Association Orientation**

The CITY shall give the ASSOCIATION one (1) hour with all new employees for the purpose of explaining CITY policies, ASSOCIATION Contract orientation, and enrollment into the ASSOCIATION. This time shall be compensated for by the CITY and shall be done within five (5) days following the date of hire.

**4.2 Lists**

On or before January 31st of each year, CITY shall furnish ASSOCIATION with a list showing the name of individual, home address, home telephone number, employment date, and classification of each Police Department employee, and date vacancy filled.

**4.3 Non-Discrimination**

Neither the CITY, nor the ASSOCIATION, shall interfere with, intimidate, restrain, coerce, or discriminate against any employee because of his membership, or non-membership, in ASSOCIATION or his activity on behalf of ASSOCIATION.

**4.4 Representatives of Association**

The ASSOCIATION's representatives shall be permitted by the CITY to transact ASSOCIATION business on

the premises of the CITY during working hours. Such time shall not interfere with the current work in progress.

ASSOCIATION members shall only transact ASSOCIATION business on the premises of the CITY with approval of the appropriate Supervisor, whose permission shall not be unreasonably denied.

#### **4.5 Bulletin Boards**

The CITY agrees to provide adequate space on the bulletin boards, in employee assembly areas, for dissemination of ASSOCIATION information to its members.

#### **4.6 Negotiations**

Three (3) ASSOCIATION members shall be allowed time off to meet with CITY to negotiate changes in the Memorandum of Understanding, retirement plan, or new conditions not covered in the Agreement. This time off shall be compensated for by the CITY at the normal rate of pay.

### **TITLE 5. GRIEVANCE PROCEDURE**

#### **5.1 Statement of Intent - Notice**

It is the intent of both the ASSOCIATION and the CITY that the processing of disputes through the Grievance Procedure will give meaning and content to the Memorandum of Understanding (M.O.U.) through a concise procedure for resolution of disputes. It is understood and agreed that whenever a provision in this Title refers to an employee filing a grievance, the ASSOCIATION may file such grievance, either on the employee's behalf or on behalf of the ASSOCIATION. In such an event, the processing of the grievance shall comply with all other provisions of this grievance procedure Title. It is therefore the stated purpose of this procedure to:

- Avoid grievances and misunderstandings
- Orally handle as many grievances as possible within the framework of this Agreement
- Expeditiously investigate and quickly dispose of such grievances or problems

The ASSOCIATION and the CITY agree that they will continue to work within the framework of the Agreement to further the above-stated objectives. Should the above fail to resolve a grievance, the following steps shall be utilized to resolve the dispute between the parties. Disputes involving the following subjects shall be determined by the Grievance Procedure established herein:

- Interpretation or application of any of the terms of this Agreement, including Exhibits thereto, Letters of Agreement, informal interpretations and clarifications executed by the ASSOCIATION and the CITY.
- Disputes as to whether a matter is a proper subject for the Grievance Procedure.

Objections or disputes regarding discharge, demotions, or suspensions of any employee are not proper subjects to be determined by the grievance procedure established in Title 5 of this Memorandum of Understanding, but are proper subjects under Title 6 of this Memorandum.

#### **5.2 Step One: Association President**

The initial Step in the adjustment of a grievance shall be the presentation of a written grievance to the grievant's supervisor setting forth (1) the action complained of, (2) the rule, procedure or other policy claimed to have been violated or not followed by the action, and (3) the employee's proposed solution, followed by a discussion between the ASSOCIATION president and the immediate Supervisor directly

involved, or Department Head as applicable, who shall answer within five (5) working days. This Step shall be started within fifteen (15) working days of the date of the action complained of, or the date the grievant became aware of the incident, which is the basis for the grievance.

**5.3 Step Two: Department Head**

If a grievance is not resolved in the initial Step, the Second Step shall be a discussion between either the ASSOCIATION president, or the ASSOCIATION representative, and the Department Head who shall answer within ten (10) working days. This Step shall be taken within ten (10) working days of the date of the immediate Supervisor's answer in Step One.

**5.4 Step Three: City Administrator**

If a grievance is not resolved in the Second Step, the Third Step shall be presentation of the grievance, in writing, by the ASSOCIATION or its representative to the CITY Administrator who shall answer, in writing, within ten (10) working days. The Third Step shall be taken within ten (10) working days of the date of the answer in Step Two.

**5.5 Step Four: City Council**

If a grievance is not resolved in the Third Step, the Fourth Step shall be the presentation of the grievance within ten (10) working days by the ASSOCIATION Business Representative to the City Council. The City Council shall meet within fourteen (14) working days of the request, take evidence and reach a majority decision. A majority decision of the quorum of the City Council at such hearing would be binding upon both parties. In considering any grievance brought before the City Council, the City Council may conduct such additional investigation and take such additional evidence as it may desire, in the Council's sole discretion.

**5.6 Grievance Processing**

Grievances shall be processed from one step to the next within the time limit prescribed in each of the steps. Time limits may be extended by mutual agreement. Any grievance for which a disposition is not made at any step within the time limit prescribed, or any extension which may be agreed to, may be referred to the next step in the grievance procedure. Time limits shall run from the date when time for disposition expired.

**5.7 Enabler Clause**

Notwithstanding the aforementioned procedure, any individual employee shall have the right to present grievances to the CITY and to have such grievances adjusted without the intervention of ASSOCIATION, provided that the adjustment shall not be inconsistent with this Memorandum of Understanding, and provided, further, the ASSOCIATION or its representative shall be given an opportunity to be present at such adjustment, as an observer only.

**TITLE 6. DISCIPLINARY AND COMPLAINT PROCESS**

**6.1 Citizen Complaints**

The CITY and the ASSOCIATION agree that it is in the interest of the CITY, citizens of the CITY of Gridley, and members of the ASSOCIATION that citizens' complaints be investigated promptly and resolved with all due dispatch. Employees shall be considered innocent until proven otherwise after an investigation has been conducted. In order to accomplish prompt resolution of citizens' complaints, it is agreed that:

- All complaints shall be in writing on a form provided by the Department whenever possible. All

complaints shall be investigated, whether written or not.

- The officer who is the subject of the complaint shall be notified in writing no later than their next working day that a complaint was made.
- Findings will be made on citizen complaints within sixty (60) days of the date the complaint is received.
- The Chief of Police will take such actions as are within his power within said Sixty (60) days whenever possible.

## **6.2 Pre-Disciplinary Procedures**

All pre-disciplinary procedures shall be conducted in accordance with Skelly vs. State Personnel Board and Sections 3300-3311 of the California Government Code known as the "Public Safety Officers Procedural Bill of Rights" and the CITY of Gridley Personnel Rules.

## **6.3 Right of Appeal**

Any regular employee who has completed their initial probationary period shall have the right to appeal a suspension, demotion, or other discipline imposed on that employee to the City Council.

### Method of Appeal

A regular employee may file a written notice within seven (7) calendar days, starting from the date of receipt of a decision by the Department Head/City Administrator.

The appeal shall be addressed to the City Council and filed with the City Clerk. The appeal shall set forth the matter appealed from, set forth a statement of the action desired by the appellant and list the reasons for the desired actions. Within seven (7) calendar days after receipt of the appeal, the City Clerk shall inform each member of the City Council, the City Administrator and all other persons named or affected by the appeal.

### Notice of Hearing

When an appeal has been filed, a date shall be set for a hearing on the appeal. The date for the hearing shall not be less than ten (10) calendar days from the date of filing of the appeal. The City Clerk shall notify all interested parties of the date, time and place of the hearing.

### Hearing (Review of Record)

When an appeal has been filed, the City Council shall review all evidence previously considered and make a final determination of the issue. A new hearing will be held if it is determined that evidence was improperly excluded, or there was a deprivation of due process rights in which case there will be a hearing de nova. Both parties will be allowed to present a brief presentation concerning their interpretation of the record. Hearings shall be closed, unless the appellant files a written request for an open hearing.

### Findings

The City Council, within fifteen (15) calendar days after said hearing, shall make a finding. The City Council may:

- follow the recommendations of the City Administrator; or
- reinstate the employee; or
- order any disciplinary action which it judges to be appropriate based on the evidence; or
- re-hear the matter as provided in Title 6; or

- sustain the original discipline action

The final finding of the City Council shall be the final administrative step in the disciplinary appeal process.

Extension of Time

Any time limit contained in this title may be extended by mutual agreement of the employee and the City Administrator.

**TITLE 7. SAFETY**

**7.1 Prevention of Accidents**

The CITY desires to maintain a safe place of employment and to that end the CITY shall make all reasonable provisions necessary for the safety of employees in the performance of their work. The CITY and the ASSOCIATION shall cooperate in promoting the realization of the responsibility of the individual employee and Supervisor with regard to the prevention of accidents, and to that end both parties agree to comply with all State and Federal Health and Safety Laws, rules and resolutions. In the event any applicable State or Federal Health or Safety rules are revised or adopted that conflict with current rules, such rule shall be revised.

**7.2 Safety Equipment**

The CITY agrees to provide, as needed, the following protective equipment to peace officers, as defined in Section 830.1 and 830.2 of the Penal Code:

The	Rain Gear	Firearm
	Flashlight	Chemical Agent and Holder
	Complete Patrol Gear	Personal Protective Equipment (PPE)
	Handcuffs	Taser and Associated Equipment
	Ballistic Vest/Outer Carrier	Body Worn Camera
	Baton	Cell Phone

standards for the above equipment provided by the CITY shall be set by the CITY. Each employee shall be issued one of each of the above items. In event of the employee's termination of employment, the items shall be returned to the City in good condition, with normal wear and tear expected. In the event that any CITY issued equipment is damaged during the course of employment and in the normal performance of the employee's duties, it shall be replaced upon the employee returning the damaged equipment to the CITY, with sufficient explanation of the cause of the damage. If equipment is not returned as set forth above, the employee shall pay the CITY the cost of the replacement item.

Members required to carry a firearm may provide their own firearm. Such firearm shall comply with standards set by the CITY. CITY shall provide appropriate ammunition in a reasonable amount.

The BINTF Detective may submit a budget request each year for safety or specialized equipment, not otherwise listed above. The Police Chief may authorize the purchase of such equipment that, in his opinion, is necessary for this assignment.

### 7.3 Uniforms

The CITY shall pay a uniform allowance to the following ASSOCIATION members: Police Sergeant, Police Officer, Detective, Public Safety Dispatch & Records Supervisor, Public Safety Dispatcher, Records & Property Technician and Animal Control Officer. The amount of the allowance shall be tiered between sworn and non-sworn staff. The amount of the allowance shall be one thousand five hundred (\$1,500) for non-sworn staff and the amount of the allowance shall be one thousand eight hundred fifty (\$1,850) for sworn staff. Payable in advance annually with the first payroll cycle in July.

The allowance is for application toward the cost of uniforms and uniform and equipment maintenance expenses and for replacement of uniforms due to normal wear. The uniform color shall be as directed by uniform standards in the policy manual.

Employees hired during the term of this MOU will be provided two complete sets of uniforms and related required equipment as per the policy manual. The employee would receive a pro-rata amount of the annual allowance (in full monthly units) on the first regular payroll dated following their hiring date. For example, if an employee is hired on November 15, that employee would receive a uniform and, at the first payroll cycle following employment, the employee would receive 7/12 of the annual uniform allowance for the remainder of the fiscal year.

Employees who separate during the term of this MOU may be required to return a portion of the uniform allowance under the following circumstances:

- If the employee separates between July 1 and December 31, one-half(½) of the amount paid as the allowance in the first payroll cycle in July will be repaid to the City.
- No return of the annual uniform allowance would be required if the employee separates between January 1 and June 30.

## TITLE 8. EMPLOYEE STATUS

### 8.1 Employee Designation

Employees will be designated as Regular, Probationary or Temporary depending upon the purpose for which they were hired and their length of continuous service with the CITY.

### 8.2 Regular Employee Defined

A regular employee is defined as an employee who has satisfactorily completed a twelve (12) month probationary period of employment with the CITY, with the exception of employees in the classifications of Police Sergeant and Police Officer who shall have completed an eighteen (18) month probationary period. All promotional appointments shall be subject to a 12-month probationary period.

### 8.3 Probationary Employee

A probationary employee is defined as an employee hired for a position that has been regularly established and is of indeterminate duration. A probationary employee will receive not less than the minimum rate for the job and will be eligible to accrue sick leave, holiday pay, vacation leave, insurance coverage or items of a similar nature in accordance with personnel rules and this MOU. Upon satisfactory completion of the probationary service with the CITY, a probationary employee will be given the status of a regular employee. A probationary employee may be terminated at any time during the probationary period, without cause, and the probationary employee shall have no right to appeal the

termination.

A probationary employee that falls under the classification of police cadet/recruit that is being sponsored by the Gridley Police Department attending a P.O.S.T. approved police academy, and who successfully completes the academy and the department Field Training Program, shall have their 18-month, sworn police officer classification probationary period calculated as starting from the first day of as a sworn police officer. This calculation does not apply to the time required for the achievement of a POST Basic Certificate. The parties agree that Police Officer Recruit/Cadet is a non-safety position for the purposes of other benefits provided under this MOU.

#### **8.4 Temporary Employee**

A temporary employee is defined as an employee hired by the day for occasional or seasonal work for a period not to exceed one hundred and twenty-five (125) days, or 1,000 hours per fiscal year. A temporary employee will receive not less than the minimum rate for the job but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage, retirement benefits or items of a similar nature. Upon completion of one-hundred twenty-five (125) days, or 1,000 hours, of continuous service with the CITY, within a single fiscal year, a temporary employee will be given the status of probationary employee. If the temporary employee's continuous service is interrupted at any time, he/she will lose the accumulation of hours toward the 1000-hour goal and would not be eligible to receive CITY benefits nor would enter into Probationary Status.

#### **8.5 Regular Part-Time Employee**

An employee appointed to fill, on a less than full-time basis, a budgeted position shown in the salary resolution. Any employee hired into a regular part-time position shall be provided all benefits based on a pro-rata basis as compared to the normal work hours for their classification, with the exception of Medical and Dental, which shall be available to the employee, with the CITY and the employee equally sharing the cost.

### **TITLE 9. WAGES AND CLASSIFICATIONS**

#### **9.1 Wages**

Employees shall be paid the wages established for their classifications.

#### **9.2 Pay Day**

Wages shall be paid on a bi-weekly basis. Upon request, the City Administrator may approve advances on wages for up to one pay period.

#### **9.3 Wage Schedule**

Attached hereto and made a part hereof is Exhibit A, titled "Gridley Police Officers Association Wage Schedule" which shall be effective from July 1, 2025, through June 30, 2028. The schedule is based upon the following adjustments:

##### **Sworn GPOA employees**

Effective	Increase	Effective	Increase
July 1, 2025	4%	Jan. 1, 2026	2%
July 1, 2026	2%		
July 1, 2027	2%		

Non-sworn GPOA employees

Effective	Increase	Effective	Increase
July 1, 2025	1%	Jan. 1, 2026	2%
July 1, 2026	0%		
July 1, 2027	0%		

Officers assigned to the Detective, BINTF Detective and School Resource Officer classifications shall receive an additional 5% increase to their base pay for the duration of the assignment. Any additional assignments, may qualify for an additional 5% increase to their base pay if approved by the Chief of Police.

**9.4 Longevity Pay**

In order to promote retention, and to reward dedicated employees for their years of service, the following longevity pay shall be added to that employee's base salary upon the anniversary date of their employment, and applies to all full-time employees within the bargaining unit.

- Effective with an employee's 5<sup>th</sup> consecutive year of service, one percent (1%) of the employee's gross salary shall be added to that employee's base salary.
- Effective with an employee's 10<sup>th</sup> consecutive year of service, two percent (2%) of the employee's gross salary shall be added to that employee's base salary for total longevity pay of three percent (3%).
- Effective with an employee's 15th consecutive year of service, an additional one percent 1% of the employee's gross salary shall be added to that employee's base salary for total longevity pay of four percent (4%).
- Effective with an employee's 20<sup>th</sup> consecutive year of service, an additional one percent 1% of the employee's gross salary shall be added to that employee's base salary for a total longevity pay of five percent (5%).

The longevity incentives do not stack with each other. An employee that has returned to employment with the City of Gridley after a break in service may begin their length of service calculation from the years of employment they had prior to the separation. This shall not provide the affected employee seniority under other sections of this MOU. Longevity pay will be effective at the beginning of the next pay period following the applicable anniversary date.

**9.5 Field Training Officer (FTO) Pay**

Individuals assigned as Field Training Officers (FTOs) shall receive two hours of overtime per day while assigned a trainee.

**9.6 Educational Incentive**

Incentive pay percentages listed below shall be converted to an equivalent flat dollar amount plus \$50 provided the salary increase is included in the conversion, and the following adjustments are included in the following flat dollar amounts:

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Associates Arts Degree	Based on Salary Schedule, step and position
Bachelor's Degree	Based on Salary Schedule, step and position
Master's Degree	Based on Salary Schedule, step and position

The degrees must be issued by an accredited educational institution.

#### 9.7 Tuition Reimbursement

Positions covered by this agreement shall be eligible to participate in the Tuition Reimbursement program for continuing education courses in pursuit of an Associate's, Bachelor's, Master's or Doctorate degree, from an accredited educational institution or for law enforcement related courses.

Advance approval for any P.O.S.T. approved law enforcement related course by the Police Chief is required, no advanced approval is needed for coursework completed in pursuit of an educational degree. Courses must be taken outside of regular work hours. The reimbursement may apply to fees, books, and/or materials not to exceed \$500 per year. Reimbursement is to be made following satisfactory completion of the class upon receipt of a certificate (a photocopy is acceptable) or a printout showing a grade point average of 2.0 or above on a 4-point scale.

#### 9.8 Officer in Charge (OIC)

Officers may, at the sole discretion of the Chief of Police, be assigned the role of OIC for an entire assigned shift or a portion of a shift. Such assignment shall provide a 5% increase to their base pay, only for the allotted hours approved.

### TITLE 10. WORK PERIODS/SHIFT SCHEDULING

#### 10.1 Work Period

The work period shall consist of a seven-day work period commencing on Sunday at 12 O'clock midnight, and ending the following Saturday at 12 O'clock midnight. For the purposes of the FLSA and overtime, employees are eligible for overtime for work in excess of forty hours in a work period as provided by the Fair Labor Standards Act. When the use of paid time such as vacation or sick leave is used under this schedule, employee shall use 10-hour increments when on a ten-hour work schedule.

#### 10.2 Work Shifts/Bidding

Shifts will be picked by departmental seniority. A regular employee subject to shift rotation, cannot pick or stay on a shift with weekends off, for more than six months per year or choose to be on the same shift for more than six months per year. Shift rotation will be every three months.

The Police Chief has the right to assign officers to the schedule to best fulfill the needs of the Department, for remedial training and/or for disciplinary reasons. The Police Chief may take into consideration training, experience and other factors necessary to provide appropriate staffing for public safety.

#### 10.3 Shift Hours

The standard workweek for employees in the classification of Public Safety Dispatcher, Public Safety Dispatch & Records Supervisor, and Property & Records Technician shall be 80 hours per two weeks utilizing 12-hour shifts, 10-hour shifts, or 8-hour shift or a combination of both. The Animal Control Officer shall be forty (40) hours per week, which shall consist of five (5) consecutive workdays and two (2) consecutive days off.

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The standard workweek for employees in the classifications of Police Officer, Detective and Police Sergeant shall be one or a combination of the following, upon agreement with the association and the Chief of Police and taking into account the staffing needs of the department.

- A 4/10 work schedule
- An alternating 3/12 and 4/12 work schedule
- A combination of a 12 hour, 10 hour, and 8 hour work schedule

A 5/8 shift may be implemented for the classification of School Resource Officer to meet the needs of the department.

Except in a declared City emergency, it is agreed that any required change in the days or hours of regular work schedule of an employee covered by this agreement shall entitle affected employee to be paid time and one-half for the first affected shift only unless the CITY has given the employee seven (7) days' notice.

Employees may or may not receive consecutive days off during a week in which employees rotate shifts on a department-wide basis. However, such shift rotation shall be no more than four (4) times yearly, unless otherwise agreed upon by the ASSOCIATION and the CITY. No employee shall be required to work two (2) shifts with less than eight (8) hours between shifts, except during a major incident or declared emergency.

#### 10.4 Shift Differential

Swing shift is defined as any 10 or 12-hour shift at or after 1400 hours. "Swing shift" refers to any 10- or 12-hour shift, and the swing shift differential applies to any hours worked that begin at or after 2:00 p.m. (1400 hours). Graveyard shift is defined as any 10 or 12-hour shift that starts at or after 1800 hours. "Graveyard shift" refers to any 10- or 12-hour shift, and the graveyard shift differential applies to any hours worked that begin at or after 6:00 p.m. (1800 hours). Employees assigned to work a swing shift shall receive an additional \$0.50 per hour to their base pay. Employees assigned to work a graveyard shift shall receive an additional \$1.50 per hour to their base pay. Beginning fiscal year of 2027-2028 (year 3 of contract), shift differential will increase for swing shift to \$0.75 per hour and grave shift will increase to \$1.75 per hour for sworn and non-sworn employees.

An officer who is called in to work during swing or graveyard shift hours but is not assigned to work the full swing or graveyard shift, shall not receive shift differential pay unless they work a minimum of three (3) consecutive hours during those designated shift differential hours.

#### 10.5 Overtime Defined

Overtime is defined as time worked in excess of the employee's applicable work period. Overtime shall be computed to the nearest one-quarter hour. Overtime shall be authorized, in advance, by the immediate Supervisor, Department Head or City Administrator.

#### 10.6 Overtime Compensation

Overtime compensation **shall be paid/earned at a rate equivalent to one and one-half (1-1/2) times** the individual employee's straight time rate of pay.

#### **10.7 Court Overtime**

Overtime compensation shall be paid for employees required to appear in court or at an official hearing, in connection with their duties, other than during their normal workday. The minimum time for which overtime shall be paid under this Section is three (3) hours on a non-workday and two (2) hours on a workday.

#### **10.8 Court Overtime (Day Off)**

In the event that an individual is subpoenaed to court to testify on their day off, special provisions may apply. Normal court appearances are subject to regular overtime provisions. In the event that a court appearance is cancelled after 1700 hours on the previous day, the individual is entitled to two hours of overtime pay, even if no appearance is required.

#### **10.9 Call Back/Vacation Call Out**

Any employee who is required to return to work after completion of a shift and after having left work, prior to the beginning of the next shift, or on a day off, shall receive overtime compensation. The minimum time for which overtime shall be paid under this Section is three (3) hours on a non-workday and two (2) hours on a workday.

### **TITLE 11. PROMOTION AND TRANSFER**

#### **11.1 Posting Vacancies**

When new jobs or additional jobs are created, or vacancies, other than temporary vacancies occur, which the CITY intends to fill, the CITY shall post vacancy notices on all bulletin boards and a copy shall be provided to the ASSOCIATION. Vacancy notices shall be posted for a period of five (5) working days, and shall set forth the date of the posting the classification and location of the job, its duties, and qualifications required and the rate of pay. Regular full-time employees may submit applications on such jobs to the CITY office and the CITY shall not consider any applications submitted or postmarked more than five (5) working days from the date that the five (5) day posting period expired. In filling jobs, CITY shall give preferential consideration to employees in the order of their CITY seniority.

#### **11.2 Bypass for Lack of Qualifications**

Notwithstanding Title 11.1, the CITY need not consider the bid of any employee who does not possess the knowledge, skill, efficiency, attitude, adaptability, ability to work with others and physical ability required for the job on which the bid is made. The CITY shall be the sole judge of the qualifications. When the CITY intends to appoint an employee to a vacancy in preference to an employee with greater seniority as provided in 11.1, the CITY shall notify the ASSOCIATION of its intent prior to such appointments.

#### **11.3 Filling Vacancy**

Vacant positions within the bargaining unit shall be filled within 90 days of the created vacancy unless it is impossible, impractical or futile to do so. This shall not, in any way, interfere with CITY's rights to determine staffing levels or other rights set forth in Section 1.5.

### **TITLE 12. DEMOTION AND LAYOFF**

#### **12.1 Notice**

When it becomes necessary for the CITY to lay off regular employees, the CITY shall give employees involved as much notice as possible, but in no event will such employees receive less than two (2)

weeks' notice of layoff. Where temporary employees or probationary employees are to be laid off, no notice of layoff need be given.

#### **12.2 Layoff**

When it becomes necessary to reduce the work force, layoffs shall be in reverse order of seniority, and senior employees shall be retained, provided they have necessary skill and ability to perform the required work.

### **TITLE 13. LEAVE OF ABSENCE**

#### **13.1 Eligibility**

"Leave of Absence" may be granted to regular employees by the CITY Administrator, or his duly authorized representative, for urgent and substantial reasons, providing that adequate arrangements can be made to take care of the employee's duties without undue interference with the normal routine of work. All applications for "Leave of Absence" shall be made in writing except when the employee is unable to do so.

#### **13.2 Periods of Leave**

The CITY Administrator may grant a "Leave of Absence" without pay to a regular employee for a period not in excess of ninety (90) days. The City Council may grant an additional "Leave of Absence" without pay to such employee if his personal circumstances and his service to the CITY warrant the granting thereof.

#### **13.3 Status**

An employee status as a regular employee will not be impaired by such a "Leave of Absence" and his seniority shall accrue. During the period of a "Leave of Absence", an employee's position and tour of duty will only be filled on a temporary basis.

#### **13.4 Commence and End**

A "Leave of Absence" will commence on and include the first workday on which the employee is absent and terminate with, and includes the workday preceding the day the employee returns to work. The conditions under which an employee will be restored to employment on the termination of "Leave of Absence" shall be clearly stated by the CITY on the form on which application for the leave is made.

#### **13.5 Reinstatement**

Upon an employee's return to work after a "Leave of Absence", he will be reinstated to his former position and working conditions, except when there has been a reduction of forces or the position has been eliminated during said leave, he will be returned to the position he would have been in had he not been on a "Leave of Absence".

#### **13.6 Termination of Service**

If an employee fails to return to work on the first working day after the expiration of this "Leave of Absence", he will be deemed to have resigned from employment with the CITY and his employment will terminate provided, however, that the CITY Administrator may, for good cause shown, authorize an additional five (5) days extension of the "Leave of Absence" provided that application for such extension is made prior to the expiration of his "Leave of Absence".

Any employee who accepts gainful employment while on "Leave of Absence" terminates his employment, unless such employment is approved by the CITY.

#### **13.7 City "Leave of Absence"**

Members of ASSOCIATION who are temporarily or permanently appointed to positions within the CITY, but outside the jurisdiction of the ASSOCIATION, shall at their request, receive "Leaves of Absence" for periods not to exceed one (1) year. An employee who is granted such a "Leave of Absence" shall continue to accrue seniority and retain the right to return to their previous classification. However, should the employee successfully seek employment within the jurisdiction of the ASSOCIATION after their "leave" expires, they shall suffer loss of seniority for job bidding purposes only. They shall work within the jurisdiction of ASSOCIATION for a period equal to the time they were outside of the ASSOCIATION jurisdiction to receive their job bidding seniority.

#### **13.8 Military "Leave of Absence"**

An employee who leaves their employment with the CITY to enter the Military service or other service, where their rights are protected by Federal and State Law, shall be granted a "Leave of Absence" under the provision of Section 13.1 to 13.6, inclusive. Upon qualifying for re-employment under any such law, and being re-employed, they will be granted a further retroactive "Leave of Absence" to cover the balance of their absence.

#### **13.9 National Guard**

An employee attached to the National Guard or Military Reserves, who is required to participate in the annual training encampment, reserve meetings, and/or is called to active duty, shall be so compensated up to thirty (30) calendar days and shall be given up to one hundred eighty (180) days of "Leave of Absence", provided the employee has at least one (1) year of service. Employees shall be placed on "Leave of Absence" only upon receipt of the Order to Duty.

#### **13.10 Funeral Leave**

A regular employee shall be granted time off with pay to attend to the funeral of a member of the immediate family. The immediate family shall be limited to: employee's spouse, parents, grandparents, children, grandchildren, brothers, sisters, brother-in-law, sister-in-law, father-in-law, and mother-in-law. Funeral leave shall consist of up to three (3) working days per occasion. If the deceased immediate family member is the employee's spouse, parent, father-in-law, mother-in-law, or child, the employee's funeral leave shall consist of five (5) days per occasion. In other cases, the CITY Administrator may approve paid funeral leave.

Probationary employees who have not attained regular status shall be allowed time off with pay, as provided for above.

#### **13.11 Jury Duty**

Employees called for jury duty, grand jury trial, or inquest shall be granted the necessary time off for this purpose under the following conditions: Employees called for jury duty, grand jury trial, or inquest shall be compensated by the CITY for the difference between his regular wages and any compensation received as a juror. Expenses and travel allowances which are not taxable and payment for jury duty on non-workdays will not be included in computing the remuneration received from the Court.

#### **13.12 Benefits While on Leave**

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An employee on a "Leave of Absence", as provided herein, shall not accrue vacation or sick leave benefits nor maintain group insurance coverage. An employee may, however, at their option and expense, maintain their group insurance coverage providing the full monthly premium is received in the Finance Department of the CITY on or before the first day of the month for which the premium is intended. Notwithstanding the above, however, if the "Leave of Absence" is a result of exhaustion of sick leave benefits, an employee's group insurance may be maintained for up to three (3) calendar months on the normal premium-sharing formula, providing the employee pays their share of the premium on a timely basis.

**13.13 Application**

This Title applies to any and all employees on "Leave of Absence" as of the effective date of this Agreement.

**13.14 Employee Obligation to Communicate with Employer While on Leave**

Employee shall have the obligation to reasonably communicate with the City when Employee is absent from work due to leave. Employee's obligation to communicate during vacation leave shall be at Employee's reasonable discretion, and shall not be a requirement subject to these provisions. At all other times and for all other types of leave, Employee shall be under a duty to return phone calls and other electronic communications from the City from time to time related to Employee's leave status as well as to respond to the City's questions concerning matters relevant to Employee's job with the City. To the extent physically able to do so, Employee shall be obligated to return phone call promptly and within 24 hours if Employee is unable to respond to the telephone when the call is initially placed. As to other electronic communications, employee shall promptly respond within 24 hours (again, assuming Employee is physically able to do so). Additionally, Employee shall, to the extent physically able to do so, make themselves personally available to discuss with the City Employees job status and matters related thereto as well as to discuss matters relevant to and related to Employee's job with the City. Employee shall report to their regular place of employment or such other location reasonably located within the City as the City may direct from time to time to meet with the City representatives. If Employee is required to physically present themselves, they shall be compensated for time spent during such meetings as if they were actually performing work for the City (even though the purpose of such meetings shall be for purposes of communication and not to perform work). Employee shall physically report for face-to-face communications with the City upon 72 hours or more notification of the City's request for a meeting. Except for vacation leave, the Employee shall provide the City with a current telephone number and mailing address at all times while on leave. Employee's failure to communicate with the City as described above shall be grounds for discipline up to and including termination. Should the employee not respond within 24 hours, the Employer shall first notify the GPOA representative of employee's failure to respond. Subsequent to City notification, the GPOA representative shall have a minimum of one-full regular work day in order to contact said employee in order to open lines of. In the event that the representative is able to open communications between the employee within the one work-day timeframe, the Employer shall take no disciplinary actions against the employee regarding failure to communicate in reasonable and timely fashion.

**TITLE 14. SICK LEAVE**

**14.1 Accumulation**

Employees shall earn sick leave at a rate of 8 hours per calendar month of service or pro-rata portion. There shall be no limit to the accrual of unused sick leave. Individuals laterally transferring from an outside agency as a peace officer into a peace officer position with the Gridley Police Department shall

be provided with up to 80 hours accrued sick leave at the time of hire in addition to the regular accruals.

#### **14.2 Allowance**

Sick leave shall be allowed for an absence due to a bona fide illness, off-duty injury, for the care of a sick/injured immediate family member as defined in section 2.30 of the personnel rules, or confinement for medical treatment. The definition of "Immediate family member" is expanded to include any person in the employee's household that they provide significant medical care for. A Doctor's certificate, showing proof of illness, may be required by the CITY only when the absence is more than three (3) consecutive days. Any such certification shall be paid by the CITY.

The CITY shall not require an employee to take vacation in lieu of sick leave or "Leave of Absence" due to illness. Employees may, if they wish, transfer sick leave credit to fellow department employees who have exhausted all their other leave due to illness or accidental injury. Approval of said transfers must be secured from the appropriate department director. Transfers shall be credited in terms of equivalent hourly amounts expressed in dollars.

#### **14.3 Workers' Compensation**

If an employee is injured on the job and receiving benefits under Workers' Compensation Act, he shall be allowed to use his unused leave benefits in an amount sufficient to provide wages equal to his salary as if he were normally employed, if the employee is not receiving his full wages under the provisions of Labor Code Section 4850; provided, however, that no uniform allowance will be given for any period of time *off* work where the employee is not required to wear the uniform. This provision will cease when the employee's leave benefits are exhausted.

#### **14.4 Sick Leave Pay Off**

Sick leave balances are available matching the criteria listed for those GPOA members hired prior to July 1, 2011, at the time of service retirement, sick leave, which has been accumulated during an employee's tenure with the CITY, shall be available at the current value for any of the following purposes:

- Reimbursed to employee upon retirement separation. Appropriate income taxes per IRS and State of California guidelines will be deducted upon payment of accumulated sick leave. This is not available to employees hired after July 1, 2011.
- Converted to years of service credits under PERS guidelines (all employees)
- Cash out the value of the sick leave accrual, less any applicable taxes and deductions. This would apply to anywhere between 0% and 100% of available balances. This is not available to employees hired after July 1, 2011.

Note: Eligible employees may utilize the above in any combination but only up to the total available accrual at the time of retirement for the employee.

#### **14.5 Sick Leave Incentive Payment**

The CITY agrees to provide a sick leave incentive payment of \$200 per year to permanent full time employees who have not used more than three (3) days of sick leave during the previous 12 months (December 1 - November 30) of continuous employment with the DEPARTMENT. The incentive is payable during the month of December each year.

#### 14.6 Short Term Disability/Long Term Disability

The City agrees to provide all eligible employees covered under this Memorandum of Understanding with the following benefits through The Standard Insurance Company:

1. Short-Term Disability (STD): Employer-paid STD coverage in accordance with The Standard plan provisions.
2. Long-Term Disability (LTD): Employer-paid LTD coverage in accordance with The Standard plan provisions.

All benefits shall be governed by the terms and conditions of the insurance policies issued by The Standard.

#### TITLE 15. HOLIDAYS

##### 15.1 Holiday Entitlement

Employees may accrue 96 hours of holiday time in a "Holiday Bank". Such Holiday Bank hours shall be used or cashed out no later than June 30th of each year. Cash out requests must coincide with payroll check periods. Any remaining balances shall be forfeited except when community emergencies prevent such use. In that event, the City Council may restore such lost hours with an appropriate time limit.

Employees who terminate City service shall be eligible for pay *off* of any accrued holiday bank hours. The City Administrator is authorized to approve exceptions to the holiday entitlement policy.

##### 15.2 Holiday Time Worked - Compensation Rules

Employees required to work one of the following holidays shall be paid **one and a half times their rate of pay for all hours worked**. Any applicable shift differential will also be included in this calculation. In the event an employee works a Holiday and that shift is classified as an overtime shift, the employee will earn the overtime value of the shift (1.5x) and .5x each hour worked for the holiday. By way of example: An employee works a 12-hour overtime shift (1.5) and 6 hours for working the holiday. These 6 hours earned for the holiday can be banked or cashed out.

Example Scenarios of Holiday Time Worked and Compensation

If the Holiday Time Worked is part of an employee's 80-hour work week, it needs to be paid out. It **cannot** be added to the comp bank.

##### Example 1 :

Employee works 7-10 regular hour shifts and 1-10 Holiday Hour Shift. The timecard should reflect the following:

- 70 hours – Regular Wages
- 10 hours – Holiday Worked

##### Scenario 2:

If the Holiday Time worked is not part of an 80-hour work week. In other words, it would be time worked after the employee has already worked 80 hours in the same pay period. It can be paid out or added to your comp bank.

##### Example 2:

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Employee works 8-10 regular hour shifts and 1-10 Holiday Hour Shift. The timecard entry should reflect:

- 80 hours – Regular Wages
- 10 hours – Overtime **or** Comp Time Earned

The following holidays are observed by the City of Gridley for which all regular and benefited probationary employees will be entitled to hours in the "Holiday Bank:"

New Year's Day	January 1
Martin Luther Kind Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Designated Thursday in November
Day after Thanksgiving	
Last Working Day before Christmas	
Christmas Day	December 25
Last Working Day before New Year's Day	
Floating Holidays (2) zero (0) for employees hired after July 1, 2022, effective July 1, 2019)	

## TITLE 16. VACATIONS

### 16.1 Vacation Allowance

Each regular employee in the classified service shall be entitled to earn vacation as follows:

<u>Years of Service</u>	<u>Rate in Hours</u>	<u>Max Accrual</u>
0 through 5 years	100 hours per year	160 hours
6 through 10 years	140 hours per year	240 hours
11 through 20 years	180 hours per year	320 hours
20+ years	220 hours per year	400 hours

Earned vacation is credited monthly at rates that are based upon length of continuous employment. Employees who exceed the maximum vacation accrual (for his or her length of employment) will be ineligible to earn additional vacation credit. Monthly vacation accrual will resume after the accumulated balance is reduced below the maximum accrual. Employees may choose to receive up to 80 hours of their vacation pay.

Individuals laterally transferring from an outside agency as a peace officer into a peace officer position with the Gridley Police Department shall be provided with 80 hours accrued vacation at the time of hire in addition to the regular accruals.

#### Unused Vacation

Employees whose employment with the CITY is terminated for any reason shall, at the time of termination, receive pay for any unused vacation hours previously earned, in accordance with the existing personnel rules and regulations.

### 16.2 Compensatory Time

Employee's accrual of compensatory time will agree with the Fair Labor Standards for State and Local Governments and Schools as follows:

- Regular employees may accrue up to 240 hours of compensatory time.
- Employees in public safety activities and emergency response activities may accrue up to 280 hours of compensatory time. Accrued compensatory time above 280 hours will automatically be cashed out.

## TITLE 17. MISCELLANEOUS

### 17.1 Anti-Abrogation

The CITY shall not, by reason of the execution of this Agreement, abrogate or reduce the scope of any present plan, rule or item which is subject to the Meet and Confer process of the Meyers-Milias-Brown Act, which is not specifically covered by this Agreement.

### 17.2 Future MOU Amendments-ADA

The CITY and the GPOA shall meet, as needed throughout the contract, to refine and update the wording of the City Personnel Rules and this Memorandum of Understanding to reflect the statutory provisions of the Americans with Disabilities Act. The amended documents will then be submitted to the City Council for adoption.

### 17.3 Substance Abuse Policy

The CITY and the GPOA have agreed to implement the comprehensive substance abuse and testing policy attached to this Memorandum of Understanding as Exhibit "B".

### 17.4 Physical Fitness

The CITY desires its employees to remain physically fit and will reimburse GPOA members up to \$50 per month for a gym/fitness membership. Should a member pay for more than one month at a time (for example, six months in advance) the City will only reimburse that member at a rate of up to \$50 per month. The City Administrator will have the final approval or disapproval authority of any facility or business selected by the member to ensure the intent of this section is met.

### 17.5 Personnel Rules

The CITY and ASSOCIATION will review the Personnel Rules and this MOU during its term, and work together in an attempt to combine any language directly related to hours, wages and working conditions that are normally considered to be more appropriate to the MOU than the Personnel Rules.

## TITLE 18. BENEFITS

### 18.1 Medical

#### City Medical Plans

The City shall provide the following medical plans:

Anthem Blue Cross PPO - High Option (PPO 1 as outlined in 8-11-14 Company provided summary)

**Commented [PT1]:** No verbiage will be added pertaining to ASI benefits.

#### Employee Contributions

Employees shall contribute the following dollar amounts plus 20% of any premium increase for their selected Blue Cross Plan:

Employee:	<b>\$64.57</b>
Employee+ One:	<b>\$104.14</b>
Employee+ Family:	<b>\$137.88</b>

In no event shall employee contributions exceed the following monthly contribution:

Employee:	<b>\$100.00</b>
Employee+ One:	<b>\$150.00</b>
Employee+ Family:	<b>\$200.00</b>

#### In Lieu Health Plan Contributions

Any employee who submits a written request to waive health insurance coverage and the City contribution to the cafeteria plan may do so provided they have proof of other health insurance coverage. Such employee shall receive fifty-percent (50%) of the 2014 monthly premium value of the plan tier for which the employee waives coverage, i.e. Employee Only (\$728), Employee +1 (\$1460), Family (\$1,897), and this payment shall be allocated to employee's payroll or to one of the City's tax deferred IRS plans provided herein. An employee may opt out of health coverage only during the regular open enrollment period or during a qualifying event.

### 18.2 Dental Plan

The CITY agrees to provide and maintain a Group Dental Insurance Program at the agreed-upon level of benefits and the CITY shall pay 100% of the costs of such coverage for the term of this agreement.

The employee, upon separation, may apply with the City for COBRA benefits for dental insurance. The payment of insurance premiums would be the obligation of the employee upon retirement at the rate described in COBRA for a period of up to 18 months (the available time period is also described by COBRA).

### 18.3 Life Insurance

The City will provide and maintain Group Life Insurance with accidental death and dismemberment (AD&D) benefits. The basic coverage amount is **\$50,000 for employees**, and the premium will be fully paid by the City.

### 18.4 Deferred Compensation Program

The CITY has established for all employee's voluntary participation in qualified 457 Deferred Compensation programs. The city will match \$50 per month for those GPOA members who contribute at least \$50 per month to the program.

### 18.5 Incentive Pay

Employees, sworn and non-sworn, shall receive incentive pay for each of the following certificates they have been issued based on the rates listed in the attached Wage Schedule:

#### Sworn Police Personnel (Police Sergeant, Police Officer, Detective, B.I.N.T.F. Detective, SRO)

Intermediate P.O.S.T. Certificate		2.5%
Advanced P.O.S.T. Certificate	(Additional)	2.5%
Supervisory P.O.S.T. Certificate	(Additional)	2.5%

#### Non-Sworn Police Personnel (Public Safety Dispatcher/Records Technician Public Safety Dispatcher, Property & Records Technician and Animal Control Officer)

Intermediate P.O.S.T. Certificate		2.5%
Advanced P.O.S.T. Certificate	(Additional)	2.5%
Supervisory P.O.S.T. Certificate	(Additional)	2.5%

The affected employee shall begin receiving incentive pay for the certificates they are eligible for upon submission of their eligibility to the chief of police for processing through P.O.S.T. the pay period following the submission.

**18.6 Canine Officer Compensation**  
Establishment of Program

This section sets forth the terms and conditions of certain additional compensation to be received by a Canine Officer in the event the CITY establishes a Canine Officer position. The parties agree and understand that the CITY, as a part of its management prerogative, retains full discretion as to whether or not it will implement a Canine Program within DEPARTMENT, retains full discretion as to the manner in which said program will be implemented and retains full discretion to discontinue, terminate, or modify said program after it has been established. Additionally, the parties agree and understand that the CITY retains the discretion, as its management prerogative, to determine who they would select to serve as a Canine Officer within the Gridley Police Department (subject only to that officer's agreement to serve in such position) and the CITY further retains full discretion to reassign the duties of the Canine Officer to other personnel within the DEPARTMENT from time to time as the CITY may determine to be in the best interests of the Police Department.

Additional Compensation for Canine Officer

In the event the CITY establishes a Canine Program, the Canine Officer shall be entitled to receive the following additional compensation in exchange for the additional duties to be performed under the Canine Program:

- The Canine Officer shall be compensated for daily grooming and feeding of the Canine at the usual overtime rate of 1-1/2 times the Officer's hourly compensation rate to a maximum of 30 minutes per day.
- The Canine Officer shall be compensated for call outs specifically related to use of the Canine at 1-1/2 times the Officer's hourly compensation rate. Call-out time is to be based on "portal to portal" time service (i.e. from the time the officer begins the call-out service until termination of the call-out service). There shall be no maximum or minimum time to be charged for call-out service specifically related to the Canine service. The call-out provision with respect to the Canine Officer does not apply to other call-out services that are not specifically related to the Canine service (in particular, there is currently a 2-hour minimum for call outs which shall remain unaffected by the special call-out provisions established for Canine service).

**18.8. Computer Purchase Program**

The City of Gridley has established a computer purchase loan program for its employees. The City encourages the use of computers by employees, where such use will result in a more efficient use of time and an improved work product. City personnel will have the opportunity to acquire desktop and laptop computers and accessories that will enhance their personal and professional skills.

Participation in the loan program is voluntary and subject to the following conditions:

- Eligible employees may receive a loan of up to \$2,000 (Two Thousand Dollars) for the purchase of a computer (desktop or laptop), printer, digital camera, software and other related equipment as provided under the minimum standards as defined under City policy. The specific items to be purchased must be approved in advance by the City Administrator (or his

designee).

- The equipment must meet minimum standards established by the City:  
Minimum standards are subject to revision by the City as necessary to maintain current technology. Revision to the standards will be via changes to City policy approved by City Council.
- The term of the loan shall be 24 months and interest free. The loan repayment schedule shall generally start with the payroll period following the month in which the City paid for the equipment.
- The Finance Department will deduct payments from the employee's paycheck as provided for in the individual agreement repayment schedule (generally in equal installments). The employee may make payments in excess of the minimum necessary to satisfy the loan in 24 months.
- The loan agreement, included as an exhibit in the original 1998 Resolution No. 47 approving the loan program must be signed. The loan agreement is included in the City policy and may be changed immaterially from time to time based on the circumstances of a particular loan.
- The Security Agreement, included as an exhibit in the original 1998 Resolution approving the loan program must be signed. The Security Agreement is included in the City policy and may be changed immaterially from time to time based on the circumstances of a particular loan to adequately identify the security of the loan.
- The Computer Loan Program was originally incorporated into the MOU between the City and GPOA in the 1998-1999 fiscal year by reference and was previously included as Exhibit D of the 2005-2008 MOU.

#### **18.9 Bilingual Pay**

An employee shall receive bilingual pay as reflected in the attached Wage Schedule if:

- The CITY determines that bilingual skill in a specific foreign language will improve the operations of the Police Department.
- The employee agrees to utilize his or her bilingual ability on the job.
- The employee is able to demonstrate bilingual proficiency that is satisfactory to the CITY.
- Employees in the positions covered by the Memorandum of Understanding shall be eligible for this pay, upon meeting requirements.

#### **18.10 Issued Cell Phone Use**

CITY recognizes the value of cell phone service for use by on-duty law enforcement. The Police Chief may establish reasonable procedures governing the use of these phones during on-duty hours. The employee agrees to utilize the phone while on duty for business related uses.

#### **18.11 Vision Plan**

The CITY has established a vision plan for members; however, members who desire to participate will bear 100% of their costs.

### **TITLE 19. RETIREMENT**

#### **19.1 Retirement Benefits**

Following is a listing of benefits and their availability upon retirement. This listing is not exhaustive and is only provided as a guide relating to sick and vacation accruals (if any) and remaining balances in the

cafeteria plan (if any). Where known, other benefits that extend beyond the retirement date of the employee are also included (dental and health insurance).

- Vacation: Balances available at the time of retirement fully accrue to the retiring employee. The employee, at their option, may apply the value equivalent of the vacation accrual to the following:
- "Cash out" the value of the vacation accrual, less any applicable taxes and deductions. This would apply to anywhere between 0% and 100% of available balances.
- If the employee has not contributed the maximum allowable for the year to their existing 457 plan, the value of the vacation "cash out" up to the maximum allowable contribution amount may be directed to their 457 deferred income account at ICMA.
- Dental insurance: The employee, upon separation, may apply with the City for COBRA benefits for dental insurance. The payment of insurance premiums would be the obligation of the employee upon retirement at the rate and duration as described in COBRA.
- Health Insurance: The employee, upon separation, and not more than 120 days following separation, may apply to continue health insurance coverage available through the City Health Care Provider.

#### **19.2 Public Employees' Retirement System (P.E.R.S.)**

Note: The California Public Employees' Pension Reform Act of 2013 (PEPRA), on and after January 1, 2013, requires a public retirement system, as defined, to modify its plan or plans to comply with the act and, among other provisions, establishes new retirement formulas that may not be exceeded by a public employer offering a defined benefit pension plan, setting the maximum benefit allowable for employees first hired on or after January 1, 2013, as a formula commonly known as 2.5% at age 67 for non-safety members, one of 3 formulas for safety members, 2% at age 57, 2.5% at age 57, or 2.7% at age 57.

Retirement benefits shall be provided to eligible employees in accordance with the appropriate contract between the City and the Public Employees Retirement System (PERS).

The use of terms "Classic Member" and "New Member" shall be as defined by CalPERS and the Public Employee Pension Reform Act of 2013 (PEPRA).

A "Classic Member" is defined as any of the following:

- A new hire that was brought into CalPERS membership for the first time before January 1, 2013.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another qualifying public retirement system prior to January 1, 2013, and is eligible for reciprocity.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired (by a different CalPERS employer) after a break in service of less than six months.

A "New Member" is defined as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in a qualifying public retirement

- system; or
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another qualifying public retirement system prior to January 1, 2013, and is not eligible for reciprocity; or
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired (by a different CalPERS employer) after a break in service of greater than six months.

Classic Member Retirement Formulas

- The 3% at 50 formula shall be provided for Safety Classic Members hired prior to January 1, 2013.
- The 2% at 55 PERS formula shall be provided for Classic Member employees hired prior to January 1, 2012.

New Member Retirement Formula

- 2.7% at 57 retirement formula shall be provided for all new Safety Member employees.
- 2% at 62 retirement formula shall be provided for all New Member employees.

Employee Contribution

Employees classified as Classic Members shall pay 100% of the member contribution, 9%.

Employees classified as New Members shall pay 50% of the PERS "normal costs" rounded to the nearest quarter of 1 percent (as defined in PEPRA).

Members shall be notified of the monthly contribution rate for the following fiscal year in the first quarter of each calendar year.

All applicable contributions identified shall be made through payroll deduction on a pre-tax basis.

One-Year Final Compensation - Section 20042

The City has previously agreed to and has amended its PERS Agreement for determining the average monthly pay rate when calculating retirement benefits from the 36 highest paid consecutive months to the 12 highest paid consecutive months pursuant to Section 20042 of the PERS Retirement Law effective July 1, 2011. This benefit will only apply to employees hired before July 1, 2011

1959 Survivor Benefit Level 3 - Section 21573

City agrees to pay the two-dollar (\$2) per month employee contribution for the current 1959 Survivor benefit (Level 3) Section 21573 of the PERS Retirement Law effective July 1, 2008.

**TITLE 20. SEVERABILITY CLAUSE**

**20.1 Severability Clause**

If any article or section of this Memorandum of Understanding should be found invalid, unlawful, or unenforceable by reason of any existing or subsequent enacted legislation or by judicial authority, all other articles and sections of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum. In the event of invalidation of any article or section, the CITY and the ASSOCIATION agree to meet within thirty (30) days for the purpose of renegotiating said article

or section.

**TITLE 21. TERM OF AGREEMENT**

**21.1 Term**

This Agreement shall take effect on July 1, 2025, and shall continue in full force and effect through June 30, 2028.

**TITLE 22. PAST PRACTICES**

**22.1 Past Practices**

Neither the GPOA (nor other designees of the bargaining unit) nor the CITY shall be bound by any requirement which is not expressly and explicitly stated in this agreement. Specifically, but not exclusively, neither the GPOA nor the CITY shall be bound by any past practices of the CITY or by understandings with any employee or organization unless such past practices or understandings are specifically stated in this agreement.

**MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF GRIDLEY AND THE GRIDLEY POLICE OFFICERS ASSOCIATION**

**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Understanding this 1<sup>st</sup> day of December, 2025.

**GRIDLEY POLICE OFFICERS ASSOCIATION**

1. \_\_\_\_\_  
Clint Massey, GPOA President
2. \_\_\_\_\_  
Jared Cooley, GPOA Vice President

**CITY OF GRIDLEY**

1. \_\_\_\_\_  
Elisa Arteaga, City Administrator
2. \_\_\_\_\_  
Todd Farr, Police Chief

RESOLUTION NO.  
2025-R-029

EXHIBIT A  
Gridley Police Officers Association  
Salary Schedule

**Commented [SS2]:** Each Wage Schedule will have to be updated pages 31 to 39

RESOLUTION NO.  
2025-R-029

Schedule of Wage Rates - Non-Sworn Employees  
Bargaining Group: GPOA  
Effective Date 7-1-2025

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>Evidence Officer</b>							
Public Safety Dispatcher & Records Supervisor	3,942	4,139	4,346	4,563	4,792	5,031	5,157
Public Safety Dispatcher/ACO	3,754	3,942	4,139	4,346	4,563	4,792	4,912
Records and Property Technician	3,754	3,942	4,139	4,346	4,563	4,792	4,912

**Certificate and other additional Pay**

**Intermediate POST Certificate or Bilingual Pay (Flat Rate)**

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Records and Property Technician	171	174	178	182	186	188	191

**Advanced Certificate - in addition to Intermediate (Flat Rate)**

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Records and Property Technician	171	174	178	182	186	188	191

**Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)**

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Records and Property Technician	171	174	178	182	186	188	191

**Bilingual Pay (Flat Rate)**

Public Safety Dispatcher & Records Supervisor	292	299	306	314	322	327	331
Dispatcher/ACO	292	299	306	314	322	327	331
Records and Property Technician	292	299	306	314	322	327	331

**Longevity**

**1% at 5 years of service**

Public Safety Dispatcher & Records Supervisor	39	41	43	46	48	50	52
Public Safety Dispatcher/ACO	38	39	41	43	46	48	49
Records and Property Technician	38	39	41	43	46	48	49

**3% at 10 years of service**

Public Safety Dispatcher & Records Supervisor	118	124	130	137	144	151	155
Public Safety Dispatcher/ACO	113	118	124	130	137	144	147
Records and Property Technician	113	118	124	130	137	144	147

**4% at 15 years of service**

RESOLUTION NO.  
2025-R-029

Public Safety Dispatcher & Records Supervisor	158	166	174	183	192	201	206
Public Safety Dispatcher/ACO	150	158	166	174	183	192	196
Records and Property Technician	150	158	166	174	183	192	196
<b><u>5% at 20 years of service</u></b>							
Public Safety Dispatcher & Records Supervisor	197	207	217	228	240	252	258
Public Safety Dispatcher/ACO	188	197	207	217	228	240	246
Records and Property Technician	188	197	207	217	228	240	246
<b>Educational Incentive Pay</b>							
<b><u>Associates Arts Degree (1% plus \$50)</u></b>							
Public Safety Dispatcher & Records Supervisor	89	91	93	96	98	100	102
Public Safety Dispatcher/ACO	88	89	91	93	96	98	99
Records and Property Technician	88	89	91	93	96	98	99
<b><u>Bachelor's Degree (2.5% plus \$50)</u></b>							
Public Safety Dispatcher & Records Supervisor	149	153	159	164	170	176	179
Public Safety Dispatcher/ACO	144	149	153	159	164	170	173
Records and Property Technician	144	149	153	159	164	170	173
<b><u>Master's Degree (5% plus \$50)</u></b>							
Public Safety Dispatcher & Records Supervisor	247	257	267	278	290	302	308
Public Safety Dispatcher/ACO	238	247	257	267	278	290	296
Records and Property Technician	238	247	257	267	278	290	296

**Schedule of Wage Rates - Non-Sworn Employees**  
**Bargaining Group: GPOA**  
**Effective Date 1-1-2026**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>Evidence Officer</b>							
Public Safety Dispatcher & Records Supervisor	4,020	4,222	4,433	4,655	4,888	5,132	5,260
Public Safety Dispatcher/ACO	3,829	4,020	4,222	4,433	4,655	4,888	5,010
Records and Property Technician	3,829	4,020	4,222	4,433	4,655	4,888	5,010

**Certificate and other additional Pay**

**Intermediate POST Certificate or Bilingual Pay (Flat Rate)**

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Records and Property Technician	171	174	178	182	186	188	191

**Advanced Certificate - in addition to Intermediate (Flat Rate)**

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Records and Property Technician	171	174	178	182	186	188	191

**Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)**

Public Safety Dispatcher & Records Supervisor	171	174	178	182	186	188	191
Public Safety Dispatcher/ACO	171	174	178	182	186	188	191
Records and Property Technician	171	174	178	182	186	188	191

**Bilingual Pay (Flat Rate)**

Public Safety Dispatcher & Records Supervisor	292	299	306	314	322	327	331
Dispatcher/ACO	292	299	306	314	322	327	331
Records and Property Technician	292	299	306	314	322	327	331

**Longevity**

**1% at 5 years of service**

Public Safety Dispatcher & Records Supervisor	40	42	44	47	49	51	53
Public Safety Dispatcher/ACO	38	40	42	44	47	49	50
Records and Property Technician	38	40	42	44	47	49	50

**3% at 10 years of service**

Public Safety Dispatcher & Records Supervisor	121	127	133	140	147	154	158
Public Safety Dispatcher/ACO	115	121	127	133	140	147	150
Records and Property Technician	115	121	127	133	140	147	150

**4% at 15 years of service**

RESOLUTION NO.  
2025-R-029

Public Safety Dispatcher & Records Supervisor	161	169	177	186	196	205	210
Public Safety Dispatcher/ACO	153	161	169	177	186	196	200
Records and Property Technician	153	161	169	177	186	196	200
<b><u>5% at 20 years of service</u></b>							
Public Safety Dispatcher & Records Supervisor	201	211	222	233	244	257	263
Public Safety Dispatcher/ACO	191	201	211	222	233	244	251
Records and Property Technician	191	201	211	222	233	244	251
<b>Educational Incentive Pay</b>							
<b><u>Associates Arts Degree (1% plus \$50)</u></b>							
Public Safety Dispatcher & Records Supervisor	90	92	94	97	99	101	103
Public Safety Dispatcher/ACO	88	90	92	94	97	99	100
Records and Property Technician	88	90	92	94	97	99	100
<b><u>Bachelor's Degree (2.5% plus \$50)</u></b>							
Public Safety Dispatcher & Records Supervisor	151	156	161	166	172	178	182
Public Safety Dispatcher/ACO	146	151	156	161	166	172	175
Records and Property Technician	146	151	156	161	166	172	175
<b><u>Master's Degree (5% plus \$50)</u></b>							
Public Safety Dispatcher & Records Supervisor	251	261	272	283	294	307	313
Public Safety Dispatcher/ACO	241	251	261	272	283	294	301
Records and Property Technician	241	251	261	272	283	294	301

**Schedule of Wage Rates - Sworn Officers**

**Bargaining Group: GPOA**

**Effective Date 7-1-2025**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Sergeant	6,142	6,449	6,771	7,110	7,465	7,838	8,035
Police Officer	5,094	5,348	5,616	5,897	6,192	6,502	6,665

**Certificate and other additional pay**

**Intermediate POST Certificate (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Advanced Certificate in addition to Intermediate (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Assignment - Detective & SRO (5%)**

Police Officer	255	267	281	295	310	325	333
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**Bilingual pay (Flat Rate)**

Sergeant	321	332	344	356	369	376	383
Police Officer	283	293	302	312	323	329	334

**Longevity**

**1% at 5 years of service**

Police Sergeant	61	64	68	71	75	78	80
Police Officer	51	53	56	59	62	65	67

**3% at 10 years of service**

Police Sergeant	184	193	203	213	224	235	241
Police Officer	153	160	168	177	186	195	200

**4% at 15 years of service**

Police Sergeant	246	258	271	284	299	314	321
Police Officer	204	214	225	236	248	260	267

**5% at 20 years of service**

Police Sergeant	307	322	339	355	373	392	402
Police Officer	255	267	281	295	310	325	333

**Educational incentive pay**

**Associates Arts Degree (1% plus \$50)**

Police Sergeant	111	114	118	121	125	128	130
Police Officer	101	103	106	109	112	115	117

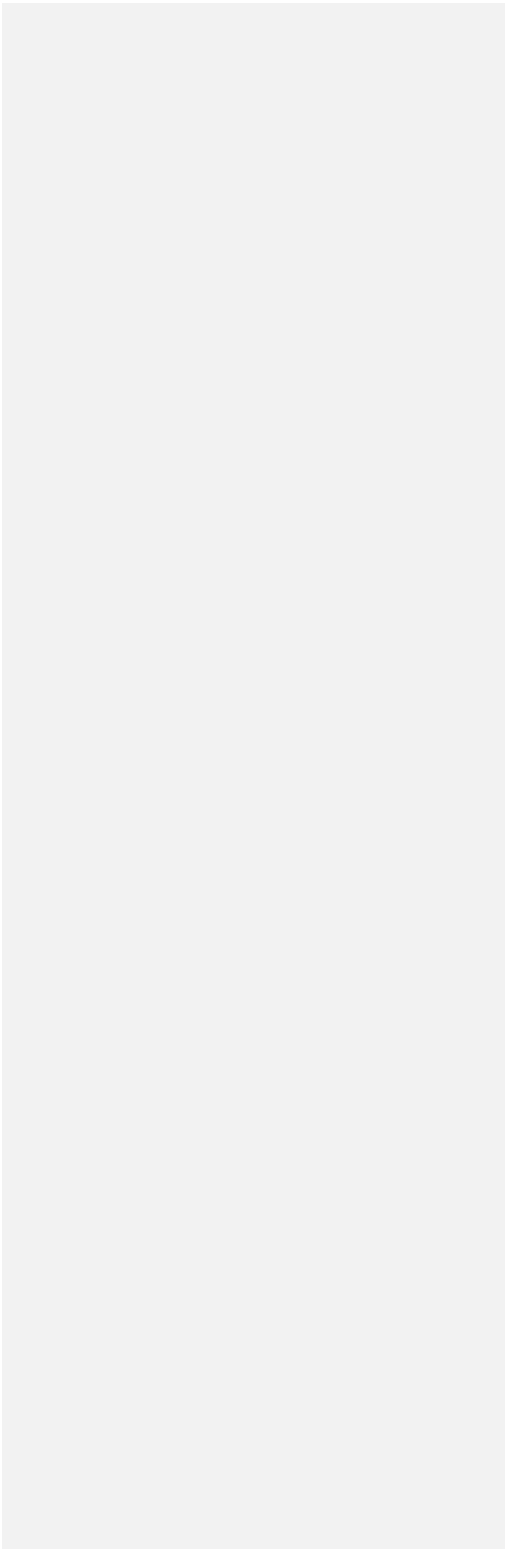
**Bachelor's Degree (2.5% plus \$50)**

Police Sergeant	204	211	219	228	237	246	251
Police Officer	177	184	190	197	205	213	217

**Master's Degree (5% plus \$50)**

RESOLUTION NO.  
2025-R-029

Police Sergeant	357	372	389	405	423	442	452
Police Officer	305	317	331	345	360	375	383



RESOLUTION NO.  
2025-R-029

**Schedule of Wage Rates - Sworn Officers**

**Bargaining Group: GPOA**

**Effective 1-1-2026**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Sergeant	6,265	6,578	6,907	7,252	7,615	7,995	8,195
Police Officer	5,196	5,455	5,728	6,015	6,316	6,632	6,798

**Certificate and other additional pay**

**Intermediate POST Certificate (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Advanced Certificate in addition to Intermediate (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Assignment - Detective & SRO (5%)**

Police Officer	260	273	286	301	316	332	340
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**Bilingual pay (Flat Rate)**

Sergeant	321	332	344	356	369	376	383
Police Officer	283	293	302	312	323	329	334

**Longevity**

**1% at 5 years of service**

Police Sergeant	63	66	69	73	76	80	82
Police Officer	52	55	57	60	63	66	68

**3% at 10 years of service**

Police Sergeant	188	197	207	218	228	240	246
Police Officer	156	164	172	180	189	199	204

**4% at 15 years of service**

Police Sergeant	251	263	276	290	305	320	328
Police Officer	208	218	229	241	253	265	272

**5% at 20 years of service**

Police Sergeant	313	329	345	363	381	400	410
Police Officer	260	273	286	301	316	332	340

**Educational incentive pay**

**Associates Arts Degree (1% plus \$50)**

Police Sergeant	113	116	119	123	126	130	132
Police Officer	102	105	107	110	113	116	118

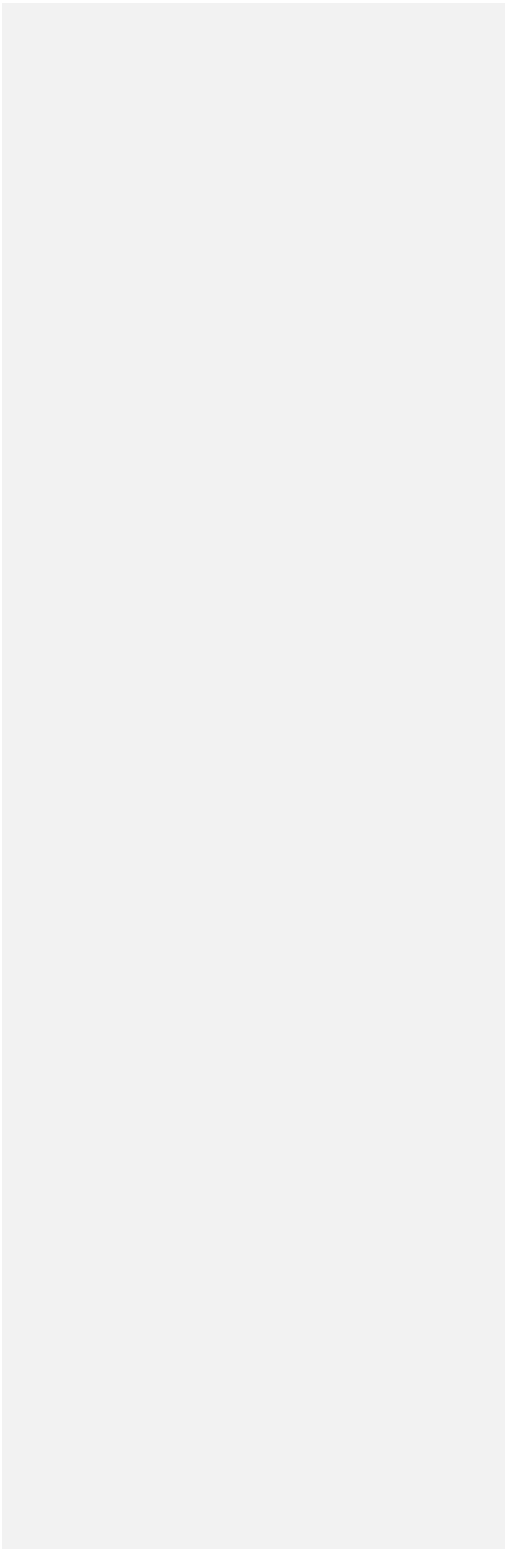
**Bachelor's Degree (2.5% plus \$50)**

Police Sergeant	207	214	223	231	240	250	255
Police Officer	180	186	193	200	208	216	220

**Master's Degree (5% plus \$50)**

RESOLUTION NO.  
2025-R-029

Police Sergeant	363	379	395	413	431	450	460
Police Officer	310	323	336	351	366	382	390



RESOLUTION NO.  
2025-R-029

**Schedule of Wage Rates - Sworn Officers**

**Bargaining Group: GPOA**

**Effective Date 7-1-2026**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
<b>Police Sergeant</b>	6,390	6,709	7,045	7,397	7,767	8,155	8,359
<b>Police Officer</b>	5,300	5,564	5,843	6,135	6,442	6,764	6,934

**Certificate and other additional pay**

**Intermediate POST Certificate (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Advanced Certificate in addition to Intermediate (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Assignment - Detective & SRO (5%)**

Police Officer	265	278	292	307	322	338	347
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**Bilingual pay (Flat Rate)**

Sergeant	321	332	344	356	369	376	383
Police Officer	283	293	302	312	323	329	334

**Longevity**

**1% at 5 years of service**

Police Sergeant	64	67	70	74	78	82	84
Police Officer	53	56	58	61	64	68	69

**3% at 10 years of service**

Police Sergeant	192	201	211	222	233	245	251
Police Officer	159	167	175	184	193	203	208

**4% at 15 years of service**

Police Sergeant	256	268	282	296	311	326	334
Police Officer	212	223	234	245	258	271	277

**5% at 20 years of service**

Police Sergeant	320	335	352	370	388	408	418
Police Officer	265	278	292	307	322	338	347

**Educational incentive pay**

**Associates Arts Degree (1% plus \$50)**

Police Sergeant	114	117	120	124	128	132	134
Police Officer	103	106	108	111	114	118	119

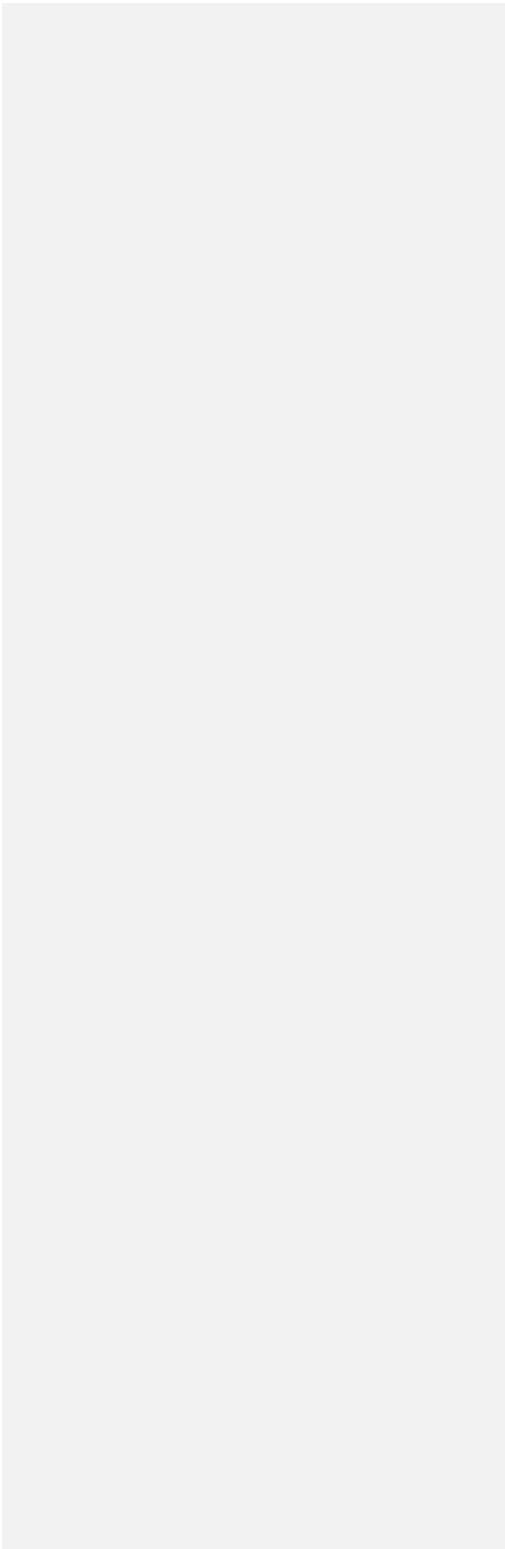
**Bachelor's Degree (2.5% plus \$50)**

Police Sergeant	210	218	226	235	244	254	259
Police Officer	182	189	196	203	211	219	223

**Master's Degree (5% plus \$50)**

RESOLUTION NO.  
2025-R-029

Police Sergeant	370	385	402	420	438	458	468
Police Officer	315	328	342	357	372	388	397



**Schedule of Wage Rates - Sworn Officers**

**Bargaining Group: GPOA**

**Effective Date 7-1-2027**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
<b>Police Sergeant</b>	6,518	6,843	7,186	7,545	7,922	8,318	8,526
<b>Police Officer</b>	5,406	5,676	5,959	6,258	6,571	6,900	7,072

**Certificate and other additional pay**

**Intermediate POST Certificate (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Advanced Certificate in addition to Intermediate (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Supervisory Certificate - in addition to Intermediate & Advanced (Flat Rate)**

Police Sergeant	211	216	222	228	234	238	241
Police Officer	192	196	201	206	212	214	217

**Assignment - Detective & SRO (5%)**

Police Officer	270	284	298	313	329	345	354
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**Bilingual pay (Flat Rate)**

Sergeant	321	332	344	356	369	376	383
Police Officer	283	293	302	312	323	329	334

**Longevity**

**1% at 5 years of service**

Police Sergeant	65	68	72	75	79	83	85
Police Officer	54	57	60	63	66	69	71

**3% at 10 years of service**

Police Sergeant	196	205	216	226	238	250	256
Police Officer	162	170	179	188	197	207	212

**4% at 15 years of service**

Police Sergeant	261	274	287	302	317	333	341
Police Officer	216	227	238	250	263	276	283

**5% at 20 years of service**

Police Sergeant	326	342	359	377	396	416	426
Police Officer	270	284	298	313	329	345	354

**Educational incentive pay**

**Associates Arts Degree (1% plus \$50)**

Police Sergeant	115	118	122	125	129	133	135
Police Officer	104	107	110	113	116	119	121

**Bachelor's Degree (2.5% plus \$50)**

Police Sergeant	213	221	230	239	248	258	263
Police Officer	185	192	199	206	214	222	227

**Master's Degree (5% plus \$50)**

RESOLUTION NO.  
2025-R-029

Police Sergeant	376	392	409	427	446	466	476
Police Officer	320	334	348	363	379	395	404

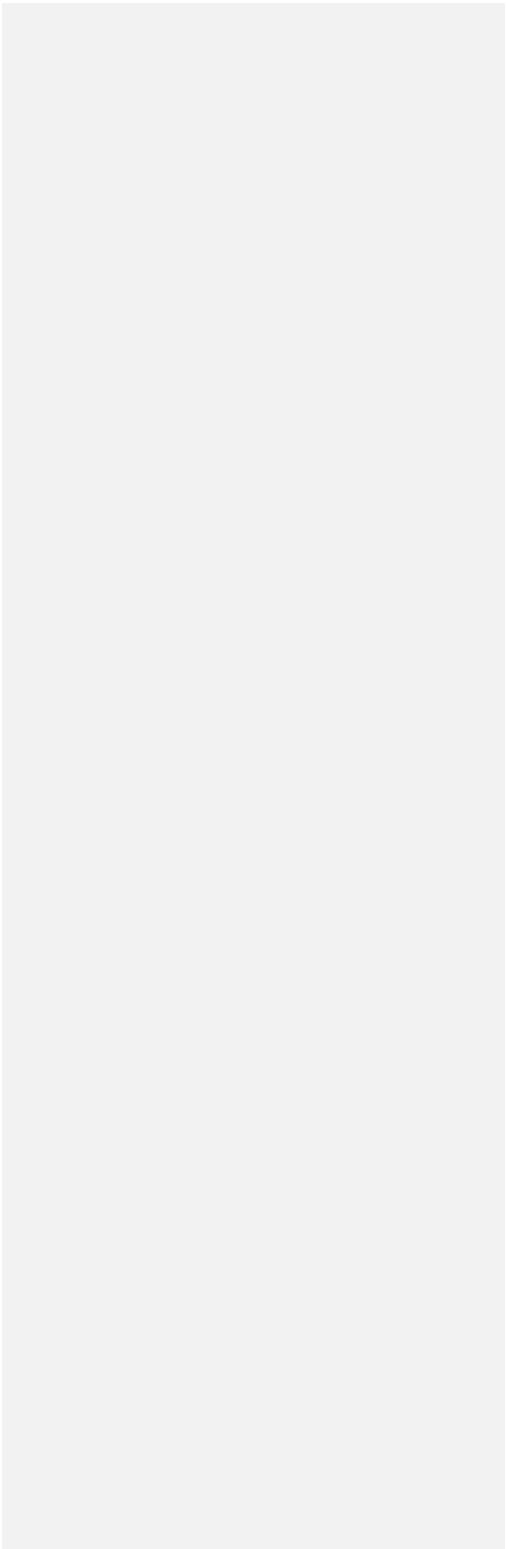


Exhibit B

**GRIDLEY POLICE DEPARTMENT SUBSTANCE ABUSE POLICY**

**PURPOSE**

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of management and employees. It is the policy of the Gridley Police Dept. to maintain a safe, healthful, and productive work place for all employees. To that end, the City of Gridley will act to eliminate any substance abuse (alcohol, illegal drugs, and prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or tends to undermine public confidence in the City's work force. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

**POLICY**

It is Department policy that employees shall not report to work under the influence of alcohol or drugs, or have the odor of alcohol or drugs on their breath, possess, sell, or provide drugs or alcohol to any other employee or to any person while such employee is on duty or on call, or have their ability to work impaired as a result of the use of alcohol or drugs.

While use of medically prescribed medications and drugs is not, per se, a violation of this policy, failure by the employee to notify his/her supervisor, before beginning work, when taking medications or drugs which may interfere with the safe and effective performance of duties of operation of city equipment can result in discipline up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medication or drugs, clearance from a qualified physician may be required.

The City of Gridley has established a voluntary Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees should contact their supervisors for additional information.

The Department has the right to conduct searches of all items, such as lunch boxes, purses, cars, tool boxes, and brief cases which are brought onto city property, as well as all items of city property, such as city vehicles, desks and lockers, whenever management deems such searches necessary.

Violations of this policy shall be grounds for disciplinary action up to and including discharge for serious or repeated infractions. Any confirmed indication of drug use shall be grounds for removing an employee from a sensitive position. Any Department member may be removed upon confirmation of illegal drug use. Refusal to submit immediately to an alcohol and/or drug analysis when requested by management or a supervisor will constitute insubordination which alone will form a basis for discipline.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and may be instructed to wait for a reasonable time until an authorized city representative can transport the employee from the work site.

#### EMPLOYEE RESPONSIBILITIES

An employee must:

- not report to work or be subject to duty while his/her ability to perform job duties is impaired due to alcohol or drug use, on or off duty;
- not possess or use or have the odor of alcohol or drugs on his/her breath during working hours, on breaks, during meal periods while on city property in an official capacity or while operating any city vehicle;
- not directly or through a third party sell or provide drugs or alcohol to any person or to any other employee while either employee or both employees are on duty, or "on-call";
- submit immediately to reasonable requests for alcohol and/or drug analysis when requested by a supervisor or manager who has reasonable suspicion employee is under the influence;
- notify his/her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of city equipment; and,
- provide within twenty-four (24) hours of request, a current valid prescription for any drug or medication identified when drug screen/analysis is positive. The prescription must be in the employee's name.

#### MANAGEMENT RESPONSIBILITIES AND GUIDELINES

Managers and supervisors are responsible for consistent enforcement of this policy. Any supervisor who knowingly permits a violation of this policy by employees under his/her direct supervision shall be subject to disciplinary action.

Managers and supervisors may request that an employee submit to a drug and/or alcohol analysis when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead a reasonable prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced.

The manager or supervisor shall document in writing the facts constituting reasonable suspicion that the employee in question is under the influence of alcohol or drugs. Any manager or supervisor requesting an employee to submit to a drug and/or alcohol analysis shall be responsible for the employee's transport to the designated medical center for administration of the test. Any manager or supervisor encountering an employee who refuses to submit to an alcohol and/or drug analysis shall remind the employee of the requirements and consequences of this policy. An employee shall not be forced to submit to such testing. The manager or supervisor shall be responsible for arranging transportation home for the employee. Managers or supervisors shall not confiscate, without consent, prescription medications from an employee who has a prescription.

#### PRE-EMPLOYMENT SCREENING

Candidates selected for employment with the Department will be required to submit to a pre-employment physical, therapy evaluation, and a drug and alcohol screening to determine if the candidate is fit to perform the duties of the job for which he/she is applying. All employment applicants for these positions will be informed of the physical and drug/alcohol screening tests in the

job announcements and will be asked to sign a consent form confirming their voluntary participation in these tests as a prerequisite to consideration for employment. A candidate who refuses to submit to any or all of these tests will not be considered for employment with the Gridley Police Department.

A candidate who tests positive for drugs or alcohol will be so informed. The candidate may be allowed to retest. Should the second test also be positive, the candidate will not be considered for that or any other position with the Department.

Should the second test be negative, the candidate will not be disqualified from employment with the Department for drug/alcohol reasons.

#### **FOR CAUSE SCREENING**

If a manager or supervisor has a reasonable suspicion based on articulable facts that an employee is unfit to perform the duties of his/her job or is suspected of being under the influence of drugs or alcohol, or that an employee's physical or emotional condition, or drugs or alcohol may be a contributing factor in any work-related accident or injury (hereinafter referred to as a "reasonable suspicion"), the supervisor or manager may direct the employee to submit to a fitness for duty physical examination which may include a physical therapy evaluation, and drug and/or alcohol analysis. In the case of alcohol abuse, an intoxilyzer examination may suffice. Should an intoxilyzer test be administered, the employee may at his/her request have a second test of his/her blood or urine as a back-up.

Should an intoxilyzer test or a fitness for duty exam conclude that an employee is not fit for duty, the employee shall be notified, and the Chief of Police shall be notified at the earliest possible time.

#### **EMPLOYEE DISCIPLINE**

The following shall be grounds for discipline:

- An employee who is directed to submit to an intoxilyzer test or fitness for duty examination and willfully refuses or fails to do so.
- An employee refuses to comply with the requests or instructions of the examining physician or person administering the intoxilyzer test.
- An employee tests positive for drugs and/or alcohol on the initial test and/or secondary tests administered.
- An employee was on duty when he/she knew or should have known that he/she was unfit for duty.
- Unlawful possession, distribution, dispensing or manufacturing of controlled substances on duty or within the workplace.

The discipline to be imposed shall depend upon the totality of the circumstances surrounding the violation. Consideration shall be given to the following factors among others:

- Previous discipline.
- The nature and severity of the offense.
- Employee culpability.
- Entry into and successful participation in a rehabilitation program.

The discipline to be imposed may range from reprimand to termination. Unless other circumstances exist that in the opinion of the Department, makes it inappropriate, an employee who has used or been

under the influence of drugs or alcohol may be permitted to participate in a rehabilitation program and be permitted to return to work in accordance with the procedures outlined in the return to work agreement.

#### **RETURN TO WORK AGREEMENT**

If one of the grounds for disciplinary action was the use of or being under the influence of drugs or alcohol, the City may require the employee, as a condition of continued employment, to enter into a Return to Work Agreement. The Return to Work Agreement will provide for the protection of the employee's job, provided that:

- the employee enters a drug or alcohol rehabilitation program acceptable to both the City and the employee;
- the employee successfully completes the program within the prescribed time;
- the employee complies with all conditions and directives of the program, including periodic drug testing if applicable;
- and such other provisions as may be agreed upon by the City and the employee.

Failure of the employee to strictly comply with all the terms and conditions of the Return to Work Agreement shall be grounds for termination of employment, or a lesser sanction at the discretion of the City.

#### **TESTING PROCEDURES**

Testing for drugs shall be carried out in accordance with guidelines established by the National Institute on Drug Abuse. Testing for alcohol shall be carried out in accordance with the regulations governing forensic alcohol testing in the State of California. These procedures shall provide for confidentiality and integrity of the process to the greatest extent feasible.

#### **CONFIDENTIALITY OF TEST RESULTS**

All test results will be kept separate from the employee's personnel file and become part of, but separate from, the employee's normal medical records. The information in this file will only be provided on a strict need-to-know basis and will not be released to any outside agency.

## RETURN TO WORK AGREEMENT

The Agreement is hereby entered into between City of Gridley (hereinafter referred to as 'City') and \_\_\_\_\_ (hereinafter referred to as 'Employee'). The purpose of this Agreement is to assist \_\_\_\_\_ in solving his/her drug/alcohol problem. This Agreement is in no way intended to restrict rights guaranteed City or Employee pursuant to state or federal laws or to the existing terms and conditions of employment.

City agrees to suspend its action regarding the discipline of \_\_\_\_\_ as a result of \_\_\_\_\_.

As a condition to and in consideration for the suspension of disciplinary action, Employee agrees to enroll in, participate in and complete City's designated Employee Assistance Plan (sometimes referred to herein as the 'Plan'). In the event that the Plan provider directs the Employee to participate in a rehabilitation program (sometimes referred to herein as the 'Program'), either in addition to or in place of participation in the Plan, Employee shall, as a condition to the suspension of disciplinary action, participate in and complete such a Program. Any such Program must be approved in advance by City or the Plan provider.

City's Employee Assistance Plan consists of 5 counseling sessions provided to employees to further assess the need for additional treatment. In the event treatment beyond these 5 sessions is directed or required, the cost will be borne by the Employee. Employee will be given 10 weeks in which to successfully complete the Employee Assistance Plan which Employee agrees is a reasonable time in which to complete the Plan. Failure of Employee to successfully complete the Plan within this time period, unless excused for good cause by City or the Plan provider, may constitute a failure to comply with this Agreement. If during or upon completion of the Employee Assistance Plan, the Plan provider determines that Employee requires further treatment, Employee shall be notified, and Employee shall thereupon make such arrangements for such further treatment.

Employee understands and agrees to follow the instructions given by and conditions set by the treatment provider in order to complete the Plan or Program, as the case may be. Employee understands that refusal to cooperate in any way with the Plan or Program provider for purposes of treatment, including failing to attend treatment sessions, will constitute a violation of this Agreement. Employee further understands that City will be in contact with treatment provider in order to verify Employee's compliance with this Agreement and will be entitled to receive, upon request from treatment provider, any documents related to or prepared in conjunction with Employee's treatment. The treatment provider will determine when Employee has successfully completed the Plan or Program. Once City has been notified of Employee's successful completion, City will reinstate Employee to active status with City.

Failure of the Employee to abide by the terms and conditions of this Agreement, or the violation of any term of this Agreement, shall be grounds for the City to reinstate the disciplinary proceedings suspended pursuant to this Agreement. This Agreement in no way limits City's ability to discipline or terminate Employee for conduct arising on or after the date of this Agreement, nor does this Agreement

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in any way limit City's right to use or make reference to the incident(s) described above as a basis, in part, to justify a decision to discipline or terminate Employee for conduct arising on or after the date of execution of this Agreement. During Employee's participation in the Plan or Program, Employee will continue to enjoy and receive the rights and entitlements made available through the terms and conditions referred to above.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Representative

\_\_\_\_\_  
Date

**Exhibit C**  
**AMENDMENTS TO PERSONNEL RULES APPLICABLE TO GPOA**

CITY and GPOA agree that the following Sections of the Personnel Manual shall be amended as follows:

**2.26 Disciplinary Action**

Oral reprimand, written reprimand, dismissal, demotion, reduction in compensation, suspension, placement on disciplinary probation or other action taken for disciplinary punitive reasons.

**2.48 Reasonable Cause**

The condition or conditions existing which may justify the discharge, demotion or suspension of an employee. Reasonable cause may include, but not be limited to the following:

- Neglect of Duty
- Dishonesty
- Being under the influence of alcohol or drug.
- Unlawful use, sale or possession of narcotics or habit-forming drugs
- Unauthorized absence without leave
- Conviction of a felony, or conviction of a misdemeanor, involving moral turpitude. A plea or verdict of guilty or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section
- Immorality
- Repeated violation of safety procedures
- Misuse of City property
- Violation of any of the provisions of these rules or departmental rules and regulations
- Other failure of good behavior either during or outside of duty hours which is of such nature that causes discredit to the City
- Refusal to take or subscribe to any oath or affirmation which is required by law in connection with employment
- Fraud in securing appointment
- Insubordination
- Unsatisfactory performance
- Inefficiency
- Disrespectful behavior toward the public, superiors, or other employees

**2.63 Disciplinary Probation**

A form of Disciplinary Action, as distinguished from the usual probationary period for new or recently promoted employees, for a specified time not to exceed one year. Employees placed on Disciplinary Probation may be dismissed for failure to meet any requirement imposed as a condition to such status.

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**Exhibit D**  
**Gridley Police Officers Association**  
**Job Descriptions**

Animal Control Officer  
Public Safety Dispatcher & Records Supervisor  
Records & Property Technician  
Police Officer  
Public Safety Dispatcher  
Sergeant

## **ANIMAL CONTROL OFFICER**

### **Job Description**

#### **DEFINITION**

Under general direction from the Police Chief or his/her designee within a framework of established policies and standard operating procedures, to perform varied and routine non-sworn police work with an emphasis on animal control; enforcement of ordinances governing the licensing, impounding, disposal and quarantine of animals; respond to citizen complaints regarding nuisance or humane investigations; and to perform related work as assigned.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Typical duties may vary from routine, non-sworn animal control and enforcement work to more complex duties of a similar nature
- Patrols the City to enforce City and State animal control ordinances and related laws
- Extensive contact with the general public in matters relating to care, control, maintenance and treatment of animals
- Issues citations
- Takes less complex police reports
- May provide clerical support as needed
- Care for impounded animals and maintains the shelter facility
- Investigates animal bites and completes related reports
- May testify in court and respond to requests for animal control information
- Locate and remove dead animals
- Identifies problems and solutions and makes suggestions and recommendations regarding changes in procedure and policy
- Performs related duties as required

#### **TOOLS AND EQUIPMENT USED**

Patrol vehicle, stock trailer, animal capture equipment, police radio, pager, tape recorder, facsimile equipment, telephone, computer aided dispatch equipment, first aid equipment, personal computer.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to stand, walk on a variety of surfaces, climb or balance, stoop, kneel, crouch, or crawl; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must routinely be able to lift, pull, push and/or move more than 50 pounds; 100 pounds with assistance, including dead and fractious animals. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

While performing the duties of this job, the employee frequently works in outside weather conditions including rain, heat, and cold. The employee occasionally works near moving mechanical parts and traffic; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, and foul

odors. The noise level in the work environment is usually moderate.

#### **EMPLOYMENT STANDARDS**

##### **Knowledge of:**

- English usage, spelling, and punctuation
- Basic practices and techniques for impounding and caring for a variety of animals
- The geography of the City
- Crime scene preservation and evidence handling techniques
- Animal anatomy, behavior and first aid treatment
- Proper and safe techniques for capturing, impounding, caring for, and disposing of and otherwise handling animals
- Police department procedures related to animal control operations, related laws and City policies and procedures

##### **Ability to:**

- Deal tactfully and effectively with the public
- Understand written and oral instructions
- Write clear and accurate reports
- Operate radio, telephone, and Computer-Aided Dispatch equipment
- Work effectively without direct supervision
- Analyze situations and take effective action
- Identify common breeds of dogs, cats, livestock and exotic animals and reptile
- Perform animal capture, impounding, care and handling
- Identify symptoms and behaviors associated with rabies and other common domestic animal diseases
- Perform vigorous physical tasks in the performance of assigned duties

##### **Minimum Qualifications**

High school graduation or equivalent and one year of experience in law enforcement or a position involving extensive public contact. Experience that would provide knowledge of basic practices and techniques for impounding and caring for a variety of animals is desirable.

**Additional Requirement:** Possession of a valid California Driver License.

## **PUBLIC SAFETY DISPATCH & RECORDS SUPERVISOR**

### **Job Description**

#### **DEFINITION**

To plan, coordinate, supervise and participate in the maintenance of the public safety/criminal records system and dispatch communications activities for the City; to supervise, train, and evaluate the work of assigned staff; to perform a variety of responsible administrative support functions for the Police Chief; to plan, direct, and supervise assigned special project areas; and to function as a positive and cooperative team member.

#### **DISTINGUISHING CHARACTERISTICS**

This job class functions at the full supervisory level of job performance. This job class performs supervisory, analytical, technical and responsible administrative/secretarial work in support of the City's Police Department. Employees in this classification perform a variety of specialized and technical functions and are expected to possess in-depth knowledge of public safety dispatch, communications, and record keeping operations, standards, and procedures for a municipal public safety agency. Employees in this job class are responsible for the completion and coordination of assigned and on-going services as well as special project activities. In addition to performing the full range of duties assigned to the Public Safety Dispatchers, this job class is also responsible for supervising and training subordinate staff in all day-to-day activities as well as special projects/assignments. This job class requires excellent organizational skills, superior communications and interpersonal skills, and initiative.

#### **SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive general supervision from the Police Chief within a framework of established policies and standard operating procedures. Employees in this classification exercise direct supervision over assigned clerical and technical employees.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, coordinates, supervises and participates in receiving and initiating the appropriate response to emergency and non-emergency calls for police, fire, EMS/rescue, animal control and after-hours public works requests as well as the dispatching of appropriate emergency or non-emergency service resources to requests for assistance.
- Plans, coordinates, supervises, and participates in the maintenance and updating of the specialized police record keeping system to include the filing and retrieval of information as necessary and upon request and the entering and retrieval of data from a computerized law enforcement network.
- Performs confidential and complex secretarial and administrative duties in support of the Police Chief; initiating, coordinating, and following through on a variety of administrative and operational processes; implementing administrative details not requiring the Police Chief's attention; and representing the Police Chief's office as assigned.
- Plans, directs, coordinates, and supervises the Public Safety Dispatch work unit to include the completion of all work on a daily basis; supervising and training assigned staff in all aspects of the City's and Police Department's operational and administrative processes; and acts as the primary resource regarding all aspects of public safety dispatch, communications, and recordkeeping activities.

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- Participates in the development and implementation of relevant policies and procedures; establishes schedules and methodology for the maintenance and management of recordkeeping and communication system operations; implements and interprets the operating procedures and submits recommendations for change/modification as necessary and upon request.
- Participates in the recruitment and selection of assigned staff; monitors employee performance; prepares employee performance reviews; provides or coordinates staff training; and implements and/or initiates appropriate disciplinary procedures.
- Represents Police Chief's office; greeting and screening visitors and telephone calls to the office, providing requested information/support not requiring the Police Chief's attention; sorting and screening incoming mail, responding to requests, initiating correspondence, and disseminating to appropriate staff as necessary; accepts documents for signature and returns to requester in a timely manner.
- Researches inquiries, compiles pertinent information, and prepares reports, manuals, forms, and statistics in support of the Police Chief's office, public safety operations, and special projects as assigned.
- Coordinates activities with and provides information to other City departments, outside agencies, citizens, and the general public regarding the City's public safety services and operations as well as acting as liaison between the Police Chief and the above cited entities.
- Receives and responds to a variety of citizen's requests, concerns, and complaints regarding public safety functions and activities; gathers pertinent data, researches inquiry and initiates appropriate response/action and/or refers citizen to an alternative resource.
- Monitors interview areas and secure areas when occupied; assists with the search and booking of suspects and prisoners as necessary or upon request.
- Performs related duties as required.

#### EMPLOYMENT STANDARDS

**Knowledge of:**

- Standard and accepted functions, procedures and practices of public safety operations including police, fire, rescue, and paramedic activities.
- Pertinent laws, regulations and guidelines related to confidentiality issues and the release of information from law enforcement records.
- City and departmental organizational structure, ordinances, policies, and procedures. Location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.
- Standard and accepted radio and telephone communication equipment and radio codes.
- Standard and accepted office practices, procedures, and operations.
- Standard and accepted principles and practices of business letter writing and report writing.
- Standard and accepted financial/budgetary systems and procedures.
- Standard and accepted English usage, spelling, punctuation, and grammar.
- Designated and specialized computer software programs and their applications.
- Standard and accepted record keeping practices, guidelines and retention requirements for public safety/police records.
- Standard and accepted principles and practices of supervision and training.

**Ability to:**

- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Plan, organize, supervise, and evaluate the work of others in an effective and positive manner.
- Interview and communicate with a variety of individuals in a positive, persuasive, and effective manner.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Identify problem, gather pertinent data, analyze and evaluate alternatives, and recommend and/or initiate a solution.
- Think clearly in a variety of emergency situations and respond in a timely and calming manner.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, teletype machine, copier, and calculator.
- Operate and utilize designated telephone communication and radio equipment and codes in an effective and timely manner.
- Perform a variety of mathematical calculations including addition, subtraction, multiplication, and division as well as basic statistical analyses with speed and accuracy.
- Establish and maintain a variety of specialized and confidential recordkeeping systems effectively.
- Operate designated software programs including word processing, spreadsheets, databases, and specialized computerized network systems effectively.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**LICENSES OR CERTIFICATES**

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Possession of a California Law Enforcement Telecommunications System (C.L.E.T.S.) Certificate.
- Ability to successfully obtain the P.O.S.T. Public Safety Dispatcher Training Certificate within the first year of employment in this job class.

**TRAINING AND EXPERIENCE**

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

**Training**

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance. An Associate of Arts degree from an accredited college or university is desirable.
- Possession of an associate of arts degree with a major in police science, criminal justice, or a related is highly desirable.

**Experience**

- At least three (3) years of increasingly responsible criminal records and communications

experience in a public safety environment to include at least one (1) year of lead or supervisory experience.

**TYPICAL PHYSICAL REQUIREMENTS**

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for constant radio and telephone communications; ability to write and listen at the same time for timely recording of data; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

**TYPICAL WORKING CONDITIONS**

Assigned work is normally performed in an office environment. Employee works in a high stress environment and is exposed to emergency and high demand situations in the performance of required duties. Employees subject to the possibility of rotating shifts and on call work. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public.

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**Records and Property Technician**

Job Description

**Summary Description**

Under supervision of the Executive Assistant or general supervision of the Police Lieutenant or other assigned supervisory or management staff, performs responsible administrative and clerical duties related to the processing and managing of police records and the acceptance, storage, control and disposal of police evidence and property; to protect the integrity of the evidence throughout the judicial process; and to ensure compliance with all State and local laws regarding the storage and disposition of property and evidence as well as maintenance of the police departments records system. Performs Public Safety Dispatch oversight and coverage as needed within the communications center.

**Distinguishing Characteristics**

This position performs analytical, technical and responsible administrative/secretarial work in support of the Police Department and possesses in-depth knowledge of public safety dispatch communications, record keeping functions and knowledge of procedures within managing evidence and property.

**Examples of Duties**

Duties may include, but are not limited to, the following:

- Plans, coordinates, and participates in the maintenance and updating of the specialized police record keeping system to include the filing and retrieval of information as necessary and upon request and the entering and retrieval of data from a computerized law enforcement network.
- Plans, coordinates, supervises and participates in receiving and initiating the appropriate response to emergency and non-emergency calls for police, fire, EMS/rescue, animal control and after-hours public works requests as well as the dispatching of appropriate emergency or non-emergency service resources to requests for assistance.
- Overseeing the Public Safety Dispatch Center and daily functions; acts as a liaison between the department's Public Safety Dispatchers and department Executive Assistant.
- Provides Public Safety Dispatch coverage as needed and may require shift and schedule modifications deemed necessary by the Executive Assistant.
- Receives and responds to a variety of citizen's requests, concerns, and complaints regarding public safety functions and activities; gathers pertinent data, researches inquiry and initiates appropriate response/action and/or refers citizen to an alternative resource.
- Receives and responds to public inquiries, requests for information and assistance.
- Manages the Police Department's evidence system, including evidence handling, storage, record-keeping, inventory control, release and destruction, as well as lost-and-found property.
- Maintains the department's property inventory records. Attends City and staff meetings as required.
- Maintains and updates specialized police recordkeeping system; files and retrieves information as necessary and upon request; enters and retrieves data from computerized law enforcement network.
- Processes a variety of police documentation and forms such as arrest warrants, crime reports, release of impound vehicles, citations, fingerprint cards; verify accuracy, completeness, and compliance with pertinent guidelines and regulations.
- Completes in person registration requirements by those that are mandated by the courts. Including updating all records regarding the matter.
- Operate and utilize designated telephone communication and radio equipment and codes in an effective and timely manner.
- Performs a variety of clerical functions in support of both City and Police Department operations; sorts, processes, and files documentation; types/word processes records, forms, and correspondence; prepares a variety of reports, logs, and receipts; proofs and verifies data as well as other duties as assigned.
- 

**Employment Standards**

Knowledge of:

- Pertinent federal, state and local laws, regulations, codes and ordinances.
- Criminal justice or related governmental field.
- Organization and functional responsibilities of a police department.
- Record keeping and reporting writing.
- English usage, spelling, grammar and punctuation. Safe work practices.

Ability to:

- Read, learn, understand and apply pertinent federal, state and local laws, rules and regulations.
- Ability to proofread, check grammar and report contents for accuracy.

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- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contact in the course of work.
- Complete basic clerical needs of the police department.

**Training and Experience**

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

Training

- Graduation from high school or GED.

Experience

- One year of experience in a law enforcement records position or a position involving extensive clerical, receptionist and secretarial services involving public contact, preferably within a police department or other public safety agency.
- Evidence management or similar experience.

Additional Requirements:

- Possession of a valid California Class "C" driver's license

**Typical Physical Requirements**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, twist, reach while performing office and field duties; lift and/or move up to 100 pounds of weight; perform simple gasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment; a telephone to communicate verbally, a keyboard to communicate through written means, to review information and enter/retrieve data to see and read characters on a computer screen.

**Typical Working Conditions**

Assigned work is normally performed in an office environment. Employees work in a high stress environment and are exposed to emergencies and high demand situations in the performance of required duties. Employees are subject to the possibility of rotating shifts and on-call work. Continuous contact with other staff, citizens, other agencies and businesses as well as the public.

The standard work week for employees within this classification shall consist of 80 hours per two weeks utilizing five (5) consecutive workdays and two (2) consecutive days off or four (4) consecutive workdays and three (3) consecutive days off, utilizing 8-hour shifts or 10-hour shifts at the discretion of the Chief of Police.

**POLICE OFFICER**  
**Job Description**

**DEFINITION**

To perform a variety of responsible law enforcement and crime prevention functions by patrolling, observing, and protecting assigned areas of the City in a professional and proactive manner; to actively participate in an investigation from its initiation to completion; to act as a positive resource in the community to promote proactive crime prevention, enhance community relations, and provide outreach and support to all citizens; to perform a variety of special assignments in support of the Police Department, the City and its citizens; and to function as a positive and cooperative team member.

**DISTINGUISHING CHARACTERISTICS**

This job class is the working journey level of sworn police classifications. Employees in this classification function at the journey level of job performance and are expected to perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the professional standards, operating procedures and policies within the Police Department. Although individual positions may be assigned to specialized work units or special projects, employees in this job class are expected to be cross trained and fully functional in all areas of sworn police work activities and assignments. Employees in this job class are subjected to both mental and physical stress as well as exposure to dangerous and uncomfortable situations as a condition of regular work assignments.

**SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive general supervision from a Police Sergeant or his/her designee within a framework of established policies and standard operating procedures. Employees in this classification may provide technical and/or functional supervision when functioning in a special duty/assignment capacity.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Patrols designated areas of the City on foot and in patrol car on an assigned shift to conduct a variety of responsible law enforcement and crime prevention duties;
- Responds to routine or emergency calls for assistance; controls traffic; observes all suspicious activities/persons; and reports to superiors periodically.
- Provides proactive crime prevention and community outreach; acts as a resource to City's citizens and the general public; provides training and education to community regarding police activities and crime prevention techniques; making presentations and serving on committees as assigned.
- Conducts criminal investigations from initiation to the completion of investigation; prepares preliminary reports of incidents and investigations to include documentation; contacts and interviews victims, witnesses, and suspects for details; secures statements; preserves evidence; follows-up on every facet of assigned investigation to ensure all activities and efforts are coordinated and successfully completed.
- Makes arrests and issues citations for violations of pertinent laws and ordinances within standard and accepted laws, policies, and operational regulations.
- Books, transports, and is charged with responsibility for the appropriate care and safety of detained persons.

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- Performs a variety of duties, functions and activities as a participant in a special duty assignment such as DARE, School Resource Officer, BINTF, Training Officer, or Canine Patrol; cross trains and maintains expertise in all areas of sworn police activities.
- Observes and notes all unusual or suspicious situations, behaviors and events; reporting these circumstances and/or activities to superior officer and/or following up and gathering pertinent data.
- Controls traffic; stops unsafe and/or illegal drivers; issues traffic citations; investigates causes and results of accidents; renders first aid at the accident scene; serves at first response level to hazardous materials spills and accidents.
- Appears in court to present evidence and testify as to circumstances, occurrences, and the investigative process regarding designated cases; provides information, reports, and documentation to the court and its representatives in support of case development.
- Prepares a variety of administrative reports and documentation of activities such as accident reports, investigation reports, and patrol observations; establishes and maintains files and records in a complete and confidential manner.
- Participates in maintaining order, coordinating and supporting relief efforts, and protecting citizens/general public during a variety of emergency situations.
- Assists and attends to ill and/or injured individuals who may be violent, disruptive, unmanageable, or have a communicable disease; administers first aid, CPR, or other means of assistance and care.
- Performs other related duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Standard and accepted law enforcement methodology and techniques to include patrol, crime prevention, and traffic control.
- Pertinent federal, state, and local laws, regulations, and guidelines governing the apprehension, arrest, and custody of persons accused or suspected of committing felonies and misdemeanors
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Proper use and care of firearms and other special equipment utilized by sworn police law enforcement personnel.
- Standard and accepted law enforcement recordkeeping, documentation, and reporting requirements, methods and procedures.
- Community policing philosophy and methodology. Automated safety di patch and criminal records systems.

**Ability to:**

- Learn the City and departmental organizational structure, ordinances, policies, and procedures.
- Learn the location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.
- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Interview and communicate with a variety of diverse individuals and groups in a positive, persuasive, and effective manner.

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- Identify potential problems/hazards, investigate and gather pertinent and relevant data, document conclusions and observations, and present recommendations and/or findings.
- Operate a variety of routine and special law enforcement equipment such as car radio, hand guns and other firearms, handcuffs, batons, tear gas, ammunition, chemical reagents, stroll-a-meter, and a variety of protective devices in a safe and effective manner.
- Utilize a computer and designated software at a level sufficient for successful job performance.
- Prioritize and schedule work load in a timely and effective manner for self and others.
- Establish and maintain a variety of documentation, records and logs.
- Prepare a variety of administrative documentation, forms, and reports.
- Provide courteous and positive community relations and neighborhood outreach. Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

**LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Completion of a P.O.S.T. certified Basic Police Academy Program.
- Completion of a P.O.S.T. certified Field Training Program.
- Possession of valid American Red Cross Basic First Aid and CPR Certificates ..

**May require:**

- Completion of additional designated P.O.S.T. certification in specialized areas of law enforcement or crime prevention pertinent to special duty assignments.

**TRAINING AND EXPERIENCE**

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

**Training**

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

**Experience**

- At least one (1) year of patrol experience with a municipal or county law enforcement agency.

**TYPICAL PHYSICAL REQUIREMENTS**

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with citizens, general public, victims, suspects, witnesses, supervisors, and fellow employees on a continuous basis. Employee is regularly required to lift and/or carry and/or move objects weighing up to 25 to 35 pounds and occasionally lift and/or move individuals weighing more than 165 pounds. Vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Good vision is defined as 20/100 in each eye correctable to 20/30. Night

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vision is also required. Employees are required to be able to detect a variety of odors such as drugs, alcohol, fumes, and hazardous materials spills.

**TYPICAL WORKING CONDITIONS**

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, and in traffic. The majority of the employee's work time may be spent driving a patrol car. Employee works in a high stress environment and is exposed to hazardous, volatile, and dangerous situations in the performance of required duties. Ongoing exposure to these types of environments and situations may create a high demand on an employee's physical, mental and emotional well-being. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

**PUBLIC SAFETY DISPATCHER**  
**Job Description**

**DEFINITION**

To receive and provide the appropriate response to emergency and non-emergency calls for police, fire, EMS/rescue, animal control and after hours public works; to perform a variety of clerical functions in support of police and City operations; to act as a resource to visitors and the general public regarding routine inquiries; and to function as a positive and cooperative team member.

**DISTINGUISHING CHARACTERISTICS**

This job class functions at the journey level of job performance. Employees in this classification perform the full range of assigned duties in an independent manner. Employees in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the operating procedures and policies within the City and the Police Department. Employees in this job class are responsible for responding to a wide variety of calls and requests in an appropriate and timely manner which requires a thorough knowledge of public safety dispatch procedures and standards as well as excellent communication and interpersonal skills. Employees in this job class may also be trained in other clerical and recordkeeping functions in order to provide competent back-up and additional administrative/operational support as necessary.

**SUPERVISION RECEIVED**

Employees in this classification receive general supervision from the Public Safety Dispatch Supervisor within a framework of established policies and standard operating procedures.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Receives emergency and non-emergency calls for police, fire, EMS/rescue, animal control and after-hours public works requests; collects all pertinent information, determines nature and priority of call as well as location of incident, and provides appropriate response.
- Dispatches appropriate emergency or non-emergency service response to requests for assistance; refers callers to appropriate resource as necessary.
- Greets visitors and the general public and answers telephone; provides basic and routine information, takes messages, refers inquiries to appropriate staff/resource, and follows-up to ensure the inquiry has been answered in an appropriate and timely manner.
- Maintains contact with Police Officers in the field; provides records information and responds to requests as necessary.
- Processes a variety of police documentation and forms such as arrest warrants, crime reports, release of impound vehicles, citations, fingerprint cards, and bicycle licenses; verifies accuracy, completeness, and compliance with pertinent guidelines and regulations.
- Maintains and updates specialized police recordkeeping system; files and retrieves information as necessary and upon request; enters and retrieves data from computerized law enforcement network.
- Performs a variety of clerical functions in support of both City and Police Department operations; sorts, processes, and files documentation; types/word processes records, forms, and correspondence; prepares a variety of reports, logs, and receipts; proofs and verifies data.

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- Assists citizens and general public at the complaint desk by providing appropriate information and forms for completion; answering questions regarding the accessing of reports and records; receives registrations and other documents for filing and/or distribution.
- Monitors interview areas and holding cell when occupied; assists with the search and booking of suspects and prisoners as necessary and upon request.
- Prepares summary reports on public safety and departmental activities and emergency responses; maintains emergency notification data for City businesses.
- Performs related duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Standard and accepted office practices, procedures, and techniques.
- Standard and accepted English usage, spelling, grammar and punctuation.
- Standard and accepted receptionist techniques and telephone etiquette.
- Designated computer software and its applications.
- Standard and accepted radio and telephone communication equipment and radio codes.
- Standard and accepted functions, procedures and practices of public safety operations including police, fire, rescue and paramedic activities.
- Basic laws, regulations and guidelines related to confidentiality issues and the release of information from law enforcement records.

**Ability to:**

- Learn the City and departmental organizational structure, ordinances, policies, and procedures.
- Learn the location and configuration of the City's streets, landmarks, public areas, community facilities and schools.
- Read and write English at a sufficient level for successful job performance.
- Understand and carry out a variety of both oral and written instructions in an independent manner.
- Interview and communicate with a variety of diverse individuals in a positive, persuasive, and effective manner.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Utilize designated work processing, spreadsheet, database and other specialized software programs accurately and effectively.
- Organize and prioritize a variety of tasks in an effective and timely manner.
- Think clearly in a variety of emergency situations and respond in a timely and calming manner.
- Operate and utilize designated telephone communication and radio equipment and codes in an effective and timely manner.
- Perform mathematical calculations including addition, subtraction, multiplication, and division accurately.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, teletype machine, copier and calculator.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

#### **LICENSES AND CERTIFICATES**

- The ability to successfully obtain a California Law Enforcement Telecommunications System (C.L.E.T.S.) Certificate within one (1) year of employment within this job class.
- The ability to successfully complete the P.O.S.T. Basic Dispatcher course within one (1) year of employment within this job class.

#### **TRAINING AND EXPERIENCE**

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

##### **Training**

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

##### **Experience**

- At least one (1) year of work experience performing clerical, receptionist, or public contact duties, preferably within a police or other public safety agency.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for constant radio and telephone communications; ability to write and listen at the same time for timely recording of data; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of information.

#### **TYPICAL WORKING CONDITIONS**

Assigned work is normally performed in an office environment. Employee works in a high stress environment and is exposed to emergency and high demand situations in the performance of required duties. Employees may be subject to rotating shifts. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public.

## **SERGEANT**

### Job Description

#### **DEFINITION**

To supervise, train and evaluate the work of assigned police officers in the conduct of all activities; to supervise, monitor and participate in patrolling, observing, and protecting assigned areas of the City in a professional and proactive manner; to coordinate and participate in an investigation from its initiation to completion; to act as a positive resource in the community to promote proactive crime prevention, enhance community relations, and provide outreach and support to all citizens; to perform a variety of administrative functions in support of the Police Department, the City and its citizens; and to function as a positive and cooperative team member.

#### **DISTINGUISHING CHARACTERISTICS**

This job class is the first line, working supervisory classification of sworn personnel in the Police Department. Employees in this classification perform a variety of professional and technical functions and are expected to possess in-depth knowledge of police operations, standards, and procedures. Incumbents in this job class are responsible for the day to day direction and coordination of assigned shifts as well as the on-going supervision of designated Police Officers. In addition to performing the full range of duties assigned to the Police Officer, this job class is also responsible for supervising, counseling, evaluating and training subordinate staff in all day to day activities as well as special duty assignments and emergency responses. This job class requires a high degree of professional and technical knowledge and expertise as well as organizational, communication, and community policing skills.

#### **SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive general supervision from the Police Lieutenant within a framework of established policies and standard operating procedures. Employees in this classification exercise direct supervision over assigned Police Officers and Reserve Officers as well as technical and functional supervision over shift personnel.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Supervises, oversees, and monitors all field activities during as assigned law enforcement shift
- Inspects officers and disseminates current information prior to initiating patrol activities
- Maintains discipline and ensures that all pertinent laws, regulations, and operating policies/procedures are followed.
- Supervises, monitors and participates in field activities and patrols on designated shift to conduct a variety of responsible law enforcement and crime prevention duties; responds to routine or emergency calls for assistance; controls traffic; observes all suspicious activities/persons.
- Supervises, monitors and participates in providing proactive crime prevention and community outreach; acts as a resource to City's citizens and the general public; provides training and education to community regarding police activities and crime prevention techniques; making presentations and serving on committees as assigned.
- Supervises, monitors and participates in criminal investigations from initiation to the completion of investigation; prepares preliminary reports of incidents and investigations to include documentation; contacts and interviews victims, witnesses, and suspects for details; secures

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statements; preserves evidence; follows-up on every facet of assigned investigation to ensure all activities and efforts are coordinated and successfully completed.

- Supervises, evaluates, counsels and trains assigned Police Officers on an on-going basis; provides input into staff development needs; acts as a resource to officers in the performance of field activities and community policing functions; assists officers in conducting the more complex investigations.
- Serves as Training Officer; schedules and coordinates P.O.S.T., outside, and in service training courses; maintains and up-dates staff training records and documentation; and prepares requisitions for course fees/per diems.
- Makes arrests and issues citations for violations of pertinent laws and ordinances within standard and accepted laws, policies, and operational regulations.
- Books, transports, and is charged with responsibility for the appropriate care and safety of detained persons
- Controls traffic; stops unsafe and/or illegal drivers; issues traffic citations; investigates causes and results of accidents; renders first aid at the accident scene; may serve at first response level to hazardous materials spills and accidents
- Assists in conducting internal affairs and background investigations and responds to citizen's complaints as assigned and on an as needed basis
- Plans, directs, coordinates, and participates in providing law enforcement and security operations for designated public/community events.
- Appears in court to present evidence and testify as to circumstances, occurrences, and the investigative process regarding designated cases; provides information, reports, and documentation to the court and its representatives in support of case development.
- Prepares a variety of administrative reports, memoranda, correspondence, and documentation; establishes and maintains files and records in a complete and confidential manner.
- Participates in maintaining order, coordinating and supporting relief efforts, responding to hazardous materials spills, and protecting citizens/general public during a variety of emergency situations.
- Assists and attends to ill and/or injured individuals who may be violent, disruptive, unmanageable, or have a communicable disease; administers first aid, CPR, or other means of assistance and care.
- Represents the City's Police Department to the community, neighborhoods, other agencies, businesses, and the general public.
- Performs other related duties as required.

#### EMPLOYMENT STANDARDS

**Knowledge of:**

- Standard and accepted law enforcement methodology and techniques to include patrol, crime prevention, and traffic control.
- Standard and accepted criminal investigative techniques and methodology to include crime scene investigation, interrogation, fingerprinting and arrests.
- Pertinent federal, state, and local laws, regulations, and guidelines governing the apprehension, arrest, and custody of persons accused or suspected of committing felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.

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- Proper and safe use and care of firearms and other special equipment utilized by sworn police law enforcement personnel.
- Standard and accepted law enforcement recordkeeping, documentation, and reporting requirements, methods and procedures.
- Community policing philosophy and methodology.
- Automated safety dispatch and criminal records systems.
- Standard and accepted principles and practices of employee supervision, evaluation, and training.
- City and departmental organizational structure, ordinances, policies, and procedures.
- Location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.

**Ability to:**

- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Interview and communicate with a variety of individuals and groups in a positive, persuasive, and effective manner.
- Supervise and evaluate the work of others in an effective, productive and positive manner.
- Identify and analyze problem/situation in a timely and accurate manner; gather and research pertinent data/information; evaluate facts, evidence, and alternatives; and recommend appropriate course of action.
- Operate a variety of routine and special law enforcement equipment such as car radio, hand guns and other fire arms, handcuffs, batons, tear gas, ammunition, chemical reagents, stroll-a-meter, and a variety of protective devices in a safe and effective manner.
- Utilize a computer and designated software at a level sufficient for successful job performance.
- Prioritize and schedule work load in a timely and effective manner for self and others.
- Establish and maintain a variety of documentation, records and logs.
- Prepare a variety of administrative documentation, forms, and reports.
- Provide courteous and positive community relations and neighborhood outreach.
- Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

**LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Completion of a P.O.S.T. certified Basic Police Academy Program.
- Completion of a P.O.S.T. certified Field Training Officer Program.
- Completion of the American Red Cross Basic First Aid and CPR Certificates
- Ability to successfully obtain the P.O.S.T. Intermediate Certification during the first year of employment in this job class.
- Ability to successfully obtain the P.O.S.T. Supervisory Certification during the first two (2) years of employment in this job class.

#### **TRAINING AND EXPERIENCE**

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

##### **Training**

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.
- Possession of an associate of arts degree with a major in police science, criminal justice, or a related field or significant coursework in law enforcement is desirable.

##### **Experience**

- At least three (3) years of work experience with a California law enforcement agency performing patrol operations and including at least one (1) year of service with the Gridley Police Department.

#### **TYPICAL PHYSICAL REQUIREMENTS**

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with citizens, general public, victims, suspects, witnesses, supervisors, and fellow employees on a continuous basis. Employee is regularly required to lift and/or carry and/or move objects weighing up to 25 to 35 pounds and occasionally lift and/or move individuals weighing more than 165 pounds. Vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Good vision is defined as 20/100 in each eye correctable to 20/30. Night vision is also required. Employees are required to be able to detect a variety of odors such as drugs, alcohol, fumes, and hazardous materials spills.

#### **TYPICAL WORKING CONDITIONS**

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, and in traffic. The majority of the employee's work time may be spent driving a patrol car. Employee works in a high stress environment and is exposed to hazardous, volatile, and dangerous situations in the performance of required duties. On-going exposure to these types of environments and situations may create a high demand on an employee's physical, mental and emotional well-being. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

**Exhibit C**  
**AMENDMENTS TO PERSONNEL RULES APPLICABLE TO GPOA**

CITY and GPOA agree that the following Sections of the Personnel Manual shall be amended as follows:

**2.26 Disciplinary Action**

Oral reprimand, written reprimand, dismissal, demotion, reduction in compensation, suspension, placement on disciplinary probation or other action taken for disciplinary punitive reasons.

**2.48 Reasonable Cause**

The condition or conditions existing which may justify the discharge, demotion or suspension of an employee. Reasonable cause may include, but not be limited to the following:

- Neglect of Duty
- Dishonesty
- Being under the influence of alcohol or drug.
- Unlawful use, sale or possession of narcotics or habit-forming drugs
- Unauthorized absence without leave
- Conviction of a felony, or conviction of a misdemeanor, involving moral turpitude. A plea or verdict of guilty or a conviction following a plea of nolo contendere, to a charge of a felony or any offense involving moral turpitude is deemed to be a conviction within the meaning of this section
- Immorality
- Repeated violation of safety procedures
- Misuse of City property
- Violation of any of the provisions of these rules or departmental rules and regulations
- Other failure of good behavior either during or outside of duty hours which is of such nature that causes discredit to the City
- Refusal to take or subscribe to any oath or affirmation which is required by law in connection with employment
- Fraud in securing appointment
- Insubordination
- Unsatisfactory performance
- Inefficiency
- Disrespectful behavior toward the public, superiors, or other employees

**2.63 Disciplinary Probation**

A form of Disciplinary Action, as distinguished from the usual probationary period for new or recently promoted employees, for a specified time not to exceed one year. Employees placed on Disciplinary Probation may be dismissed for failure to meet any requirement imposed as a condition to such status.



## COMPENSATION AND BENEFITS

Management, Mid-Management, Confidential and Unrepresented  
Employees

July 1, 2025 - June 30, 2029

*December 1, 2025*

*Resolution No. 2025-R-030*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRIDLEY ADJUSTING COMPENSATION FOR  
MANAGEMENT, MID-MANAGEMENT, CONFIDENTIAL AND UNREPRESENTED EMPLOYEES**

**WHEREAS**, the City Council of the City of Gridley, through its negotiator, has been engaging in labor negotiations with various bargaining units of the City's workforce; and,

**WHEREAS**, the City Council wishes to make adjustments to compensation and benefits for Management, Mid-Management, Confidential and Unrepresented employees; and

**WHEREAS**, the employees comprising the Management, Mid-Management, Confidential and Unrepresented staff have been consulted regarding changes in compensation and benefits.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Gridley as follows:

1. Management personnel shall include full-time personnel in the positions of City Administrator, Finance Director, Public Works Director, Electric Utility Director, Police Chief, and Public Works Director.
2. Mid-Management personnel shall include the Police Lieutenant, Assistant Finance Director, Human Resources Manager, Deputy City Clerk, Principal Planner and the Executive Assistant. Confidential Personnel does not include any employees.
3. Unrepresented personnel (part time hourly and temporary) shall include the positions of Recreation Coordinator, and Recreation Aid I/II. Unrepresented personnel shall receive hourly compensation as described in Exhibit A and benefits provided by law. These positions do not receive benefits provided to fulltime employees as described in Exhibit B.
4. Management, Mid-Management, Confidential and Unrepresented job descriptions represented by this resolution are attached hereto and made a part hereof in Exhibit C.

**I HEREBY CERTIFY** that the foregoing resolution was introduced, passed and adopted by the City Council of the City of Gridley at a regular meeting held on the 1<sup>st</sup> day of December 2025 by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ATTEST:

APPROVE:

\_\_\_\_\_  
Elisa Arteaga, City Administrator

\_\_\_\_\_  
Michael Farr, Mayor

**Exhibit A**

**Management, Mid-Management, Confidential and Unrepresented**

Salary Schedule

**Compensation Plan for Management, Mid-Management, Confidential and Unrepresented Employees**

*Effective 07-01-2025*

**Job Classification**

**Management:**

City Administrator	Contract
Electric Utility Director	Contract
Finance Director	Contract
Police Chief	Contract
Public Works Director	Contract

**Mid-Management:**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Assistant Finance Director	6,000	6,300	6,615	6,946	7,293	7,658	8,041
Deputy City Clerk	4,927	5,173	5,432	5,703	5,989	6,288	6,602
Human Resources Manager	5,455	5,727	6,014	6,314	6,630	6,962	7,310
Police Lieutenant	8,930	9,376	9,845	10,338	10,854	11,397	11,967
Principal Planner	8,259	8,672	9,106	9,561	10,039	10,541	11,068
Executive Assistant	5,277	5,555	5,847	6,155	6,479	6,819	7,178

**Unrepresented:**

Recreation Coordinator	3,910	4,106	4,311	4,527	4,753	4,990	5,240
Recreation Aid II	2,958	3,106	3,262	3,425	3,596	3,776	3,964
Recreation Aid I	2,929	3,075	3,229	3,391	3,560	3,738	3,925
Bilingual Pay (All Classifications)							321

**POST Series:**

POST Supervisory Certification (Executive Assistant Only)	264	278	292	308	324	341	359
POST Management Certification (Police Lieutenant Only)	447	469	492	517	543	570	598
POST Executive Certification (Police Chief Only)							5% of Base Wage

**City Clerking Series:**

Notary Incentive							96
Certified Municipal Clerk (Non-Stackable with Master Municipal Clerk)	99	103	109	114	120	126	132
Master Municipal Clerk (Non-Stackable with Certified Municipal Clerk)	197	207	217	228	240	252	264

**Human Resource Series:**

HR Certification (Human Resources Manager Only)							125
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## Exhibit B

### Management, Mid-Management and Confidential Benefits

#### 1. Cafeteria Plan

The City has established a cafeteria plan administered by a third party.

#### 2. Salary Adjustments

Effective July 1, 2025 through June 30, 2029 see salary schedule.

#### 3. Tuition Reimbursement

Management, Mid-Management and Confidential Personnel shall be eligible for educational cost reimbursement for job related college level courses taken outside of regular work hours. Classes shall be subject to prior approval by the City Administrator. The cost shall not exceed the equivalent cost of registration or tuition for one individual taking one (1) class at Chico State University per semester (up to two semesters per year). The individual shall be responsible for additional costs for books, etc. Reimbursement is to be made following satisfactory completion of class with a grade of 2.5 or above, on a 4-point scale.

#### 4. Sick Leave Incentive Program

Management, Mid-management, and Confidential Employees will receive a sick leave incentive payment of \$200 per year for said employees who have not used more than three (3) days of sick leave during the previous 12 months (December 1- November 30) of continuous employment with the City. The incentive is payable during the month of December each year. Unrepresented employees are not eligible for the sick leave incentive program.

#### 5. Certification Pay

The following certification pay is available to eligible management members and is subject to prior approval by the City Administrator.

POST Supervisory Certificate -	5%
POST Management Certificate -	5% (LT Only)
POST Executive Certificate -	5% (Chief Only)
Master Municipal Clerk -	4% Non-Stackable (Clerk Classification Only)
Certified Municipal Clerk -	2% Non-Stackable (Clerk Classification Only)
Human Resource Certification -	\$125 (HR Manager Classification Only)
Notary -	\$96 Monthly
Rubber Glove -	Electric Director Only

#### 6. Bilingual Pay

Management, Mid-Management and the Confidential Employees who can demonstrate conversational fluency in Spanish, Punjabi or Hmong languages will be entitled to an additional flat rate incentive of \$321 per month.

#### 7. Retirement Health Care Coverage

This benefit is no longer available.

#### 8. Benefits Available Upon Retirement or Separation

Following is a listing of benefits and their availability upon retirement or separation. This listing is not exhaustive and is only provided as a guide relating to sick and vacation accruals (if any) and remaining balances in the cafeteria plan (if any). Where known, other benefits that extend beyond the retirement date of the employee are also included (dental and health insurance).

Vacation: Balances available at the time of retirement or separation are fully accrued to the retiring employee. The employee, at their option, may apply the value equivalent of the vacation accrual to the following:

- "Cash out" the value of the vacation accrual, less any applicable taxes and deductions. This would apply to anywhere between 0% and 100% of available balances.

Sick Leave: Balances are available to the employee upon the retirement into the CalPERS retirement system within 120 days of retirement from the City or separating for any reason. The following options are available to the employee:

- 1) "Cash out" the value of the sick leave accrual, less any applicable taxes and deductions for employees retiring or separating for any reason. This would apply to anywhere between 0% and 100% of available balances.
- 2) If retiring within 120 days, request the City, through a CalPERS form, to convert the sick leave accrue to service credits at the per hour equivalent described by CalPERS. This would apply to anywhere between 0% and 100% of the available balances.
- 3) If retiring within 120 days, the employee may utilize land 2 above in any combination but only up to the total available accrual at the time of retirement for the employee

Dental Insurance: The employee, upon separation, may apply with the City for COBRA benefits for dental insurance. The payment of insurance premiums would be the obligation of the employee upon retirement at the rate described in COBRA for a period of up to 18 months (the available time period is also described by COBRA).

#### **9. Deferred Compensation**

Employees are eligible to voluntarily participate in deferred compensations plans offered by the City. The City will not match deferred compensation contributions for personnel enrolled in a deferred compensation program unless specified in an individual employment agreement.

#### **10. Life Insurance**

Life Insurance for Management and Mid-Management personnel shall be \$100,000 and Confidential personnel shall be \$50,000.

#### **11. Administrative Leave**

Management personnel who are not eligible for overtime pay or the accrual of compensatory time off shall be entitled to administrative leave. The City Administrator, Finance Director, Public Works Director, Police Chief and Electric Director, shall be entitled to one hundred twenty (120) hours of paid administrative leave each fiscal year. The Police Lieutenant, Assistant Finance Director, Executive Assistant, Principal Planner, and City/Deputy Clerk shall be entitled to 80 hours of paid administrative leave each fiscal year. All unused administrative leave shall be paid in cash to the affected management and mid-management employee at his/her hourly rate of pay. The payment for such cash out will be paid by June 30<sup>th</sup> of the fiscal year. There shall be no accrual of administrative leave from one fiscal year to another.

## 12. Longevity Pay

The following percentage will be added to the employee's base salary upon completion of the following years of consecutive service:

<u>Years of Service</u>	<u>Total Longevity Pay</u>
10 years of service	1% of salary
15 years of service	3% of salary
20 years of service	4% of salary
25 years of service	5% of salary

## 13. Health and Medical Benefits

### City Medical Plans

The City shall provide the following medical plans:

Anthem Blue Cross PPO - High Option (PPO 1 as outlined in 8-11-14 Company provided summary)

### Employee Contributions

Employees shall contribute the following dollar amounts plus 20% of any premium increase for their selected Blue Cross Plan:

Employee:	\$64.57
Employee+ One:	\$104.14
Employee + Family:	\$137.88

However, in no event shall employee contributions exceed the following monthly contribution:

Employee:	\$100.00
Employee + One:	\$150.00
Employee+ Family:	\$200.00

### In Lieu Health Plan Contributions

Any employee who submits a written request to waive health insurance coverage and the City contribution to the cafeteria plan may do so provided they have proof of other health insurance coverage. Such employees shall receive fifty-percent (50%) of the 2014 monthly premium value of the plan tier for which the employee waives coverage, i.e. Employee Only (\$728), Employee +1 (\$1460), Family (\$1,897), and this payment shall be allocated to employee's payroll or to one of the City's tax deferred IRS plans provided herein. An employee may opt out of health coverage only during the regular open enrollment period.

### IRS 125 Plan/Flexible Saving Accounts

To the extent provided by the applicable IRS regulations, an employee shall have the option to designate salary to the IRS Section 125 Plan during open enrollment for such plan. The City currently uses American Fidelity Company.

### Vision Plan

City agrees to participate in the VSP vision plan for employees.

#### Employee PERS Obligation

For employees hired after July 1, 2010 the City shall not make any contribution to the employees PERS obligation as established by the PERS agreement.

#### **14. Public Employees Retirement System (PERS)**

The use of terms "Classic Member" and "New Member" shall be as defined by CalPERS and the Public Employee Pension Reform Act of 2013 (PEPRA).

"Classic Member" is defined as any of the following:

- A new hire that was brought into CalPERS membership for the first time before January 1, 2013.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another qualifying public retirement system prior to January 1, 2013, and is eligible for reciprocity.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired (by a different CalPERS employer) after a break in service of less than six months.

"New Member" is defined in Government Code section 7522.04(f) as any of the following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in a qualifying public retirement system; or
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who was a member with another qualifying public retirement system prior to January 1, 2013, and is not eligible for reciprocity; or
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired (by a different CalPERS employer) after a break in service of greater than six months.

#### Classic Member Retirement Formulas

The 2% at 55 (3% at 50 for safety) PERS formula shall be provided for Classic Member employees hired prior to January 1, 2012.

For employees hired prior to July 1, 2010, the City has implemented the retirement benefit known as "Final Year Compensation", as described in Section 20042 of the Government Code. Employees hired on or after July 1, 2012, shall not be eligible for "Final Year Compensation".

#### New Member Retirement Formula

- 2% at 62 retirement formula shall be provided for all New Member employees.
- 2.7% at 57 retirement formula shall be provided for all New Safety Member employees
- New member pension shall be calculated on the 36 highest paid consecutive months.

#### Employee Contribution

Employees classified as Classic Members:

- Effective July 1, 2014 the employee contribution shall be the PERS employee share (7% for Miscellaneous and 9% for Safety).
- Shall be notified of the monthly contribution rate for the following fiscal year in the first quarter of each calendar year.

Employees classified as New (PEPRA) Members:

- Shall pay 50% of the PERS "normal costs" rounded to the nearest quarter of 1 percent (as defined in PEPRA). (PERS "normal cost" is the employer plus employee share)
- Shall be notified of the monthly contribution rate for the following fiscal year in the first quarter of each calendar year.

All applicable contributions above shall be made through payroll deduction on a pre-tax basis.

#### Opt-out of PERS Retirement

At the May 20, 2019, Gridley City Council meeting the City Council authorized Management Employees, including the City Administrator, the opportunity to opt-out of PERS and in its place participate in the City's existing ICMA-RC 457 Plan. As part of the opt-out, the City will provide a contribution of 8% of salary to the Gridley ICMA-RC 457 Plan. The City will also provide up to a 2% matching contribution to the ICMA-RC 457 Plan for Management employees who specifically select to opt-out of the PERS system.

#### **15. Military Service Credit Option**

The CITY agrees to make available for all employees the Military Service Credit Option. The Plan is described in Section 20930.3 of California Public Employee's Retirement Law. The cost of implementing the Military Service Credit Option will be the sole responsibility of the employee.

#### **16. Employer Paid Member Contribution**

New employees hired after July 1, 2010 shall not be eligible for EPMC.

#### **17. Cell Phone Allowance**

City will provide \$75 per month for Management and Mid-Management employees for cell phone reimbursement.

#### **18. Short Term Disability**

The City has implemented a Short-Term Disability program at no cost to employees.

#### **19. Uniform Allowance**

The Police Chief, Police Lieutenant, and the Executive Assistant shall receive the uniform allowance as specified per employment contract.

## 20. Holiday Entitlement

The following are guaranteed holidays for which all regular and probationary employees will be entitled to time off with pay:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Designated Thursday in November
Day after Thanksgiving	
Last Working Day Before Christmas	
Christmas Day	December 25
Last Working Day Before New Year's Day	
Floating Holidays (2)	

When any of the above holidays falls on a Sunday, the Monday following shall be observed as the Holiday. When any of the above Holidays falls on a Saturday, the employee shall receive the preceding normal workday off with pay. Other provisions for observing Holidays may be agreed to by mutual consent of the parties.

## 21. Vacation

Each regular employee in the classified service shall be entitled to:

<u>Years of Service</u>	<u>Rate in Hours</u>	<u>Max Accrual</u>
0 through 5 years	100 hours per year	160 hours
6 through 10 years	140 hours per year	240 hours
11 through 20 years	180 hours per year	320 hours
21 + years	220 hours per year	400 hours

### Vacation Accumulation

Earned vacation is credited monthly at rates that are based upon length of continuous employment. An employee who has exceeded the maximum vacation accrual (for his or her length of employment) will be ineligible to earn additional vacation credit. Monthly vacation accrual would resume after the accumulated balance is reduced below the maximum accrual. Management and Mid-Management employees may request an exception to this vacation accumulation rule to the City Administrator or City Council due to extenuating circumstances such as; workload, personnel shortages, etc.

### Unused Vacation

Employees whose employment with the CITY is terminated for any reason shall, at the time of termination, receive pay for any unused vacation period previously earned.

### Vacation Buy Back

Employees may choose to "cash out" vacation accrual (not to exceed eighty (80) hours) provided the employee submits such request in writing to the Finance Director on or before June 1<sup>st</sup> each fiscal year, and such request is approved by the City Administrator. The payment for such cash out will be paid by June 30<sup>th</sup> of the fiscal year.

## **22. Sick Leave**

The CITY shall not require an employee to take vacation in lieu of sick leave or leave of absence due to illness.

## **23. Fitness Reimbursement**

The City will reimburse management members up to \$50 per month for physical fitness membership. The City Administrator will have the final approval or disapproval authority of any facility, business, or subscription selected to ensure the intent of this section is met.

## **24. 457 Contribution**

The City offers a voluntary 457 deferred compensation plan through Mission Square for management employees. The City will provide a matching contribution of up to \$50 per month.

## **25. Employee Obligation to Communicate with Employer While on Leave**

Employee shall have the obligation to reasonably communicate with the City when Employee is absent from work due to leave. Employee's obligation to communicate during vacation leave shall be at Employee's reasonable discretion and shall not be a requirement subject to these provisions. At all other times and for all other types of leave, Employee shall be under a duty to return phone calls and other electronic communications from the City from time to time related to Employee's leave status as well as to respond to the City's questions concerning matters relevant to Employee's job with the City.

To the extent physically able to do so, Employee shall be obligated to return phone call promptly and within 24 hours if Employee is unable to respond to the telephone when the call is initially placed. As to other electronic communications, employee shall promptly respond within 24 hours (again, assuming Employee is physically able to do so). Additionally, Employee shall, to the extent physically able to do so, make themselves personally available to discuss with the City Employee's job status and matters related thereto as well as to discuss matters relevant to and related to Employee's job with the City. Employee shall report to their regular place of employment, or such other location reasonably located within the City as the City may direct from time to time to meet with the City representatives. If Employee is required to physically present themselves, they shall be compensated for time spent during such meetings as if they were actually performing work for the City (even though the purpose of such meetings shall be for purposes of communication and not to perform work). Employee shall physically report for face-to-face communications with the City upon 72 hours or more notification of the City's request for a meeting. Except for vacation leave, the Employee shall provide the City with a current telephone number and mailing address at all times while on leave. Employee's failure to communicate with the City as described above shall be grounds for discipline up to and including termination.

**Exhibit C**

**Management, Mid-Management, Confidential and Unrepresented  
Job Descriptions**

Assistant Finance Director  
City Administrator/City  
Clerk  
Electric Utility Department Director  
Finance Director  
Police Chief  
Police Lieutenant  
Public Works Director  
Human Resources Manager  
Principal Planner  
Deputy City Clerk  
Executive Assistant  
Recreation Coordinator  
Recreation Aide I/II

## **ASSISTANT FINANCE DIRECTOR**

### **Job Description**

#### **DEFINITION**

Under general direction, assists the Finance Director in managing, directing, and supervising the activities of the Finance Department. Provides input as to policy development and is expected to explain/interpret policy to other employees in the Finance Department and to employees in various City Departments. An employee in this class supervises and participates in business services including various technical accounting and fiscal record management functions utilizing both manual and computerized systems and oversees procedures relating to all sections of Finance Department. Leads the processing of accounts payable invoices and payments and prepare necessary reports. The Assistant Director participates in the maintenance of the general ledger and subsidiary ledgers providing billing and collections operational oversight with an emphasis on customer service. The Assistant Director also provides oversight of business license functions and is expected to function as a positive and cooperative Team Member.

#### **DISTINGUISHING CHARACTERISTICS**

Employees in this classification are fully competent and knowledgeable in all areas of utility billing, accounts payable, accounts receivable, payroll, and general ledger bookkeeping. Employees in this classification must possess basic knowledge of the technical accounting functions in order to act as a resource to others in the performance of responsible technical/clerical accounting assignments. This job class also requires excellent organizational skills, communication skills, and a high level of attention to detail.

#### **SUPERVISION**

Employees in this classification receive general supervision from the Finance Director within a framework of established policies and standard operating procedures. Employees in this classification provide technical and/or functional supervision over accounting and billing staff.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, directs and supervises accounting and utility billing staff in the Finance Department.
- Trains clerical staff, temporary workers and/or volunteers in the City's Finance Department on the operations, procedures and practices within the department as assigned.
- Recommends controls to ensure the reliability of the system and integrity of the data and ensures implemented processes continue to support the financial system reporting and functional capabilities.
- Plan, train, oversee, organize and direct electric, water, and wastewater utility billing, revenue protection, meter reading, field services, customer service, and business licensing activities.
- Assists the Finance Director with special projects and reporting assignments that are broad in scope, requiring considerable use of independent judgment and initiative in making difficult technical decisions.
- Participates in the selection, supervision, continuous improvement, evaluation and approved progressive discipline of personnel; assists in the design and implementation of motivational programs; facilitates staff training and professional development; coaches, recommends and implements goals and objectives.

- Plans, monitors, evaluates work, reviews workload, status of projects and availability of supervised personnel for assignments.
- Assist the Finance Director and work in close coordination with accounting staff during financial budgeting and audits.
- Schedules, assigns and oversees work processes to meet regular and delinquent billing schedules; analyzes and plans for potential problems.
- Reporting complex problems to the Finance Director and providing alternative solutions to by analyzing and initiating and/or coordinating changes or updates to policies and procedures.
- Resolves the most complex problems involving customer complaints, billing, statements, fees, payments and other service-related problems.
- Oversight of receivables from licenses, permits, recreation fees and other City revenue accounts.
- Acts as a liaison to field personnel to initiate or resolve issues relating to high or low bill investigations, meter reliability, disconnections and reconnections of water service.
- Reviews and approves cash receipt and utility billing adjustments to customer accounts prepared by employees that are supervised.
- Actively supervises incoming calls and takes the lead role in providing outstanding customer service through innovation, staffing, active participation and continuous improvement efforts.
- Trains others in and supervises cash handling to ensure compliance with City standards and procedures.
- Oversees and monitors the City's processing of accounts payable; preparing purchase orders; verifying invoices against receiving documents for accuracy; coding accounts payable for departmental responsibility.
- Oversees and monitors in auditing incoming invoices and supporting documentation to verify accuracy and adherence to legal mandates and operational guidelines; prepares and issues checks; processes manual check requests.
- Records and maintains appropriate controls over purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
- Calculates business license fees and fines and administers and assigns the business license process while ensuring that all entities conducting business within the City have a required business license.
- Develops and maintains positive public relations with emphasis on customer service.
- Participates as a member of the Finance Department management team to assist in developing and enforcing department policies.
- Performs related duties as required.

## **EMPLOYMENT STANDARDS**

In addition to the above knowledge and abilities, this classification also requires:

### **Knowledge of:**

- Principles of organization, management, and effective supervision.
- Customer service, customer billing, and collection techniques.
- Modern methods of records management.
- Utility rate structures and schedules.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution, and excellent customer service.
- City's organization, policies, operations, and services.

- Standard and accepted accounts payable, accounts receivable, collections, and general financial systems and practices.

**Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Develop logical, concise and clear reports and correspondence; use standard business English, spelling and punctuation.
- Learn and understand pertinent laws, codes, regulations and guidelines governing fiscal recordkeeping and reporting for municipalities.
- Interact with the public effectively and courteously, with excellent face-to face and telephone communications
- Explain policies and utility rates to customers.
- Learn and understand the City's organization, policies, operations and services.
- Audit, verify and transfer large quantities of numbers and related data accurately and at a speed sufficient for successful job performance.
- Operate designated software programs including word processing, spreadsheets and databases effectively.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Organize and prioritize a variety of tasks for self and others in an effective and timely manner.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, and recommend appropriate course of action within prescribed alternatives.

**LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California state driver's license and possession of a safe driving record per the City's driving standards policy.

**TRAINING AND EXPERIENCE**

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

**Training**

- High school diploma or equivalent supplemented with coursework in accounting, fiscal records management or a closely related field. Associate degree in applicable field of Business preferred.

**Experience**

- At least five (5) years of full-time increasingly responsible relevant banking, accounting or office experience which included work experience in customer service, general administration or municipal utility billing, of which at least one (1) year must have been served in a supervisory capacity.

**TYPICAL PHYSICAL REQUIREMENTS**

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal

range; normal hearing and talking is required; verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

#### **TYPICAL WORKING CONDITIONS**

Assigned work is normally performed in an office environment. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

## **CITY ADMINISTRATOR/CITY CLERK**

### **Job Description**

#### **DEFINITION**

Subject to the provisions of the City Code and applicable policies and procedures, to serve as Chief Administrative Officer and the City Clerk of the City; to perform the statutory duties established for the position of City Clerk within the Municipal Code; to plan, direct, supervise, coordinate and manage all activities of the City Clerk's Office; to administer the provisions of various State laws; to be responsible for human resources, labor relations, purchasing and risk management functions of the City; and to perform related duties and responsibilities as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Mayor and City Council. May exercise administrative direction over department and division heads.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

##### **City Administrator Duties**

- Directs and participates in the development and implementation of goals, objectives, policies and procedures related to the overall administrative activities and operations of the City.
- Guides the organizational development of the City in response to City growth and changing requirements and expectations of citizens.
- Administers laws, rules and regulations governing City operations; interprets, analyzes and explains policies, procedures and programs to City staff and the public; confers with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of City concern.
- Within City policy, recommends appropriate service and staffing levels; allocates resources accordingly.
- Selects, supervises, motivates and evaluates the performance of division heads; implements disciplinary action and termination as appropriate.
- Directs and supervises the administration of City offices, departments and agencies; assigns special projects to department and division heads; confers with department and division heads concerning administrative and operational problems; develops appropriate decisions or recommendations.
- Provides for all City Clerk services and provides administrative oversight of, human resources, labor relations, purchasing and risk management functions of the City.
- Attends meetings of City Council and participates in Council discussions; informs City Council of financial conditions, program progress, and present and future needs of the City; ensures Council reports and agendas are developed and posted appropriately.
- Prepares, submits for approval, and administers the annual budget and capital improvement program.
- Develops and implements the City's economic development plan.
- Serves as Redevelopment Agency, Enterprise Zone and Recycling Marketing Zone; seeks and secures program funding.
- Oversees human resources system operations, ensuring compliance with all applicable policies, procedures, laws and regulations.

- Evaluates and administers labor organization contracts.
- Prepares or directs the preparation of annual financial and administrative activity reports and others as appropriate.
- Responds to the most difficult or sensitive complaints and requests for information. Represents the City at private and public sector meetings and events.
- Gives presentations to various agencies, civic and community groups to discuss issues of relevance to City operations.
- Coordinates City activities with other governmental agencies and outside organizations as appropriate.
- Keeps abreast of new trends, legislation and developments in municipal administration and operations.

#### **City Clerk Duties**

- Plan and direct the publication, filing, indexing, and safekeeping of all proceedings of the Council.
- Record and publish all ordinances.
- Attest and certify various City documents.
- Serve as custodian of the City Seal.
- Plan and direct municipal elections consolidated with County elections. Serve as a filing officer for required disclosure under the Political Reform Act. Serve as filing officer for claims and legal actions against the City.
- Plan and direct the maintenance and safekeeping of all historical and official municipal records and documents on a City-wide basis.
- Respond to a variety of inquiries and requests for information regarding past City Council actions and documents.
- Direct the preparation, organization, printing and distribution of the agenda for City Council meetings.
- Supervise and participate in the keeping of proceedings, ordinances, resolutions, and minute orders.
- Develop and implement systems, policies and procedures.
- Administer the provisions of various State laws, including the California Elections Code, Political Reform Act of 1974, Brown Act, Public Records Act and other applicable laws.
- Prepare and administer the Council and City Clerk's Office budgets.
- Administer Oaths of Office to elected and appointed officials, department heads and City employees.
- Countersign bonds and other evidences of indebtedness issued by the City.
- Attend and keep a permanent journal of proceedings at all meetings of the City Council.
- Coordinate City Clerk activities and work with other City departments and with outside agencies.
- Select, supervise, train and evaluate assigned staff.
- Administer the overall workload of the City Clerk's Office, including review and evaluation of work products, methods and procedures; plan and organize special City events.
- Supervise use of Council Chamber Building facilities.
- Supervise procedures for appointments to Boards, Commissions and Committees.
- Perform related assignments as necessary.

## **EMPLOYMENT STANDARDS**

### **City Administrator Knowledge of:**

- Pertinent federal, state and local laws, codes, ordinances and regulations. Modern municipal organization, functions and procedures.
- Current social, political and economic trends and operating problems of municipal government.
- Principles, practices and techniques of public and business administration, including public financing and financial management.
- Personnel administration policies, procedures and regulations, including those related to public agency labor negotiations.
- Principles of supervision, training and performance evaluation. Budget preparation and administration practices.
- Modern office practices and technology, including the use of computers for word and data processing.
- Public/ community relations techniques.

### **Ability to:**

- Interpret, analyze, apply and enforce pertinent federal, state and local laws, rules and regulations.
- Provide effective leadership and coordinate the staff, programs and activities of a full- service municipal organization.
- Perform duties under the pressure of very high expectations for exemplary and non- erring leadership, management and professionalism.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, determine consequences of proposed action, and make and implement recommendations in support of goals.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Select, supervise, train and evaluate staff.
- Prepare and administer a budget in conformance with sound financial management techniques.
- Communicate clearly and concisely, both orally and in writing. Speak effectively in public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

### **City Clerk Knowledge of:**

- Applicable Federal, State and municipal laws and procedures, election laws, and procedures.
- Political reform requirements. Business English and spelling.
- Modern office practices, procedures and equipment. Principles of supervision, training and performance evaluation.

### **Ability to:**

- Provide information, make decisions, and organize material in compliance with laws, regulations and policies.

- Meet the public, understand their questions, and provide information. Communicate clearly and concisely, both orally and in writing.
- Select, supervise, train, and evaluate assigned staff.

## **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

### **Training**

- Graduation from an accredited college or university with a Bachelor's degree in business or public administration, or a closely related field; A Master's degree in the same fields of study is desirable.

### **Experience**

- Five years of increasingly responsible professional experience in a significant management capacity in local government, preferably as a city manager, assistant city manager or in a senior management staff position.

### **Additional Requirements:**

- Possession of a valid California driver's license. Membership in the International City and County
- Management Association, and adherence to its code of ethics is desired. Ability to be bonded.
- Municipal Clerk certification is desirable.

## **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

## **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

## **ELECTRIC UTILITY DEPARTMENT DIRECTOR**

### **Job Description**

#### **DEFINITION**

To plan, schedule, supervise, participate in and manage the construction, maintenance, repair and operation of designated municipal electrical distribution systems; to plan, schedule, supervise and participate in the repair and maintenance of electrical utility equipment, lines and facilities; to provide technical assistance and resources to assigned staff; and to function as a positive and cooperative team member. The position provides specialized and professional staff support, information and assistance to the City Council and the City Administrator. The position serves as a member of the City's senior management team.

#### **DISTINGUISHING CHARACTERISTICS**

This job class is a senior level management classification and a working supervisor in the electrical services job series. Employees in this classification determines policy, manages personnel, manages a budget and performs a variety of specialized and technical functions and is expected to possess in-depth knowledge of electrical utility operations, standards and procedures for a municipal agency. Incumbents in this job class are responsible for the completion and coordination of assigned and on-going electrical services projects as well as special project activities. In addition to performing the full range of duties assigned to the Electrical Services Line worker, this job class is also responsible for supervising and training subordinate staff in all day to day activities as well as special projects/assignments and emergency responses. This job class requires a high degree of technical knowledge and expertise as well as organizational, communications, management, leadership and customer service skills. This position is expected to exercise a high level of initiative, independent and sound judgment and discretion.

#### **SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive general direction from the City Administrator within a framework of established policies, standard operating procedures and overall objectives.

Employees in this classification exercise direct supervision over skilled and semi-skilled technical staff, apprentice and clerical positions.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, schedules, supervises and participates in a wide range of skilled and technical tasks in the construction, installation, maintenance and repair of overhead and underground electrical distribution lines, substations, electrical services equipment and related facilities.
- Coordinates, supervises and monitors the customer service and meter reading/recording functions for the City's electrical utility services to include the maintenance, repair and installation of meters for both residential and commercial services.
- Provides and/or coordinates all training activities for assigned staff to include safety, technical and operational training and education; coordinates, monitors tests and participates in teaching/mentoring a certified apprenticeship program.
- Inspects electrical transmission/distribution lines, facilities, equipment and work in progress to ensure that proper maintenance and repair are occurring; reviews schedules, timelines, work and equipment usage records to ensure the proper allocation of resources; re-allocates and/or recommends re-allocation of resources as necessary.

- Receives and responds to a variety of customer requests, concerns and complaints regarding electrical utility functions and activities; gathers pertinent data, researches inquiry and initiates appropriate response/action and/or refers customer to an alternative resource.
- Oversees, coordinates and monitors the work of contractors and outside engineers performing new construction or repairs for the City's electrical services projects; inspects work in progress and provides management with updates and status reports.
- Establishes and/or maintains a variety of logs, work orders and records and prepares reports on operations periodically and upon request; reviews and verifies logs and reports completed by subordinate staff to ensure compliance with pertinent regulatory requirements.
- Operates a variety of motorized, power and hand-powered machines and equipment to include line truck, backhoe, front loader, aerial tower truck, jackhammer, tamper, compressor, trencher and forklift.
- Responds to emergency calls on weekends, holidays and evenings as well as being available for standby duty as necessary.
- Represent the City and the electrical utility at NCPA Superintendent meetings. Represent the electrical utility in interactions with other municipal or investor owned utility representatives.
- Investigate and resolve customer complaints involving electrical service.
- Performs related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Standard and accepted methods, tools and equipment used in the construction, maintenance and repair of electrical transmission/distribution lines, related equipment and facilities.
- Standard and accepted principles and techniques in the construction and repair of high-voltage overhead and underground electrical lines, equipment and facilities.
- Standard and accepted operation and maintenance of a variety of power equipment and vehicles.
- National electrical codes and safety orders.
- Standard and accepted safety practices and standards applicable to high voltage and electrical line work.
- City's operations, policies and procedures as related to assigned duties.
- Standard and accepted principles of supervision and employee training.
- Basic budgeting and control processes and methods.

### **Ability to:**

- Understand, interpret and carry out a variety of oral and written instructions in an independent manner.
- Operate a variety of hand powered electrical maintenance and construction equipment in a safe and effective manner.
- Operate a variety of motorized power equipment utilized in the maintenance, construction and repair of electrical distribution lines, equipment, substations and related facilities in a safe and effective manner.
- Perform mathematical calculations including addition, subtraction, multiplication and division.
- Supervise, train and motivate assigned clerical and technical staff in an effective and positive manner.

- Prioritize and schedule workload effectively for self and others.
- Identify problem, research and gather pertinent information, determine alternatives and initiate/recommend the proper course of action.
- Establish and maintain a variety of administrative records and logs and prepare clear and concise reports.
- Communicate orally and in writing in an effective and tactful manner.
- Provide courteous and positive customer service.
- Perform assigned duties on high poles, in confined spaces and among high voltage/energized power lines in a safe and effective manner.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

## **LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California driver's license.
- Possession of a safe driving record per the City's driving standard policy

## **TRAINING AND EXPERIENCE**

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

### **Training**

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.
- The successful completion of an approved apprenticeship program as an electrical line worker.

### **Experience**

- Four (4) years of increasingly responsible experience performing electrical line worker construction, maintenance and repair work.
- Five (5) years of increasingly responsible work in a supervisory capacity including at least three

(3) years in the Electrical Supervisor position.

## **TYPICAL PHYSICAL REQUIREMENTS**

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles and other motorized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach and crouch; talk and hear clearly and concisely to communicate with customers, supervisors and fellow employees on a continuous basis. Employee is regularly required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 100 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. In the performance of essential and required duties, an employee is required to climb electric poles and perform duties up to 90 feet above the ground; an employee is required to work around and on live hot wires.

**TYPICAL WORKING CONDITIONS**

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, at heights and underground.

Continuous contact with other agencies and businesses as well as the general public is also required.

## **POLICE CHIEF**

### **Job Description**

### **DEFINITION**

Subject to the provisions of the City Code and applicable policies and procedures, to plan, direct, coordinate, evaluate and review the programs, projects and activities of the Police Department in the enforcement of law and the preservation of life and property; to carry out the statutory duties of Chief of Police; to provide leadership and direction for the department; to oversee Animal Control for the City; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Administrator and policy direction from the Mayor and City Council.

Exercises direction over management, supervisory, professional, technical and clerical personnel.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, directs, coordinates, evaluates and reviews the programs, projects and activities of the Police Department, including patrol, investigations, animal control, public services and programs, and administration.
- Develops, recommends, implements and administers department policies, procedures and standards of safety.
- Evaluates community law enforcement needs and formulates short- and long-range plans to address them; develops, recommends and implements cost-effective, innovative law enforcement programs.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of changes.
- Within City policy, recommends appropriate service and staffing levels; allocates resources accordingly.
- Prepares, recommends and administers the department budget; supervises departmental purchasing; oversees department grant administration.
- Participates in the preparation of the department's capital improvement program.
- Selects, trains, supervises, motivates and evaluates department personnel; provides for adequate training and professional development; works with employees to correct deficiencies; handles employee concerns and grievances; maintains discipline and oversees the conduct of employees; implements discipline and termination procedures.
- Plans, directs and coordinates, through subordinate officers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility.
- Confers with citizens and City officials on law enforcement problems.
- Ensures the development and implementation of effective crime prevention and educational programs.
- Represents the Police Department to other City departments, elected officials, outside agencies, and City, community and regional committees; explains, justifies and supports Police Department programs, policies and activities; negotiates and resolves sensitive, significant and

controversial issues.

- Coordinates department activities with those of other departments and outside agencies and organizations.
- Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; assists in the preparation and recommends adoption of City ordinances, policies and procedures related to law enforcement.
- Actively participates in various professional organizations; attends civic and community events to explain and promote the activities and functions of the department and to establish favorable public relations.
- Keeps abreast of new legislation, case law, trends and innovations in the field of law enforcement.
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff.
- Acts as City Administrator as required in his/her absence.
- Advises and assists subordinates in highly complex criminal and other investigations. Performs law enforcement duties as required.
- Performs general administrative work as required, including conducting and attending meetings, reviewing correspondence, preparing reports, etc.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Pertinent federal, state and local laws, regulations, codes and ordinances.
- Operational characteristics, services and activities of a comprehensive municipal law enforcement program.
- Structure, functions and inter-relationships of state and local law enforcement agencies.
- Up-to-date law enforcement and law enforcement training procedures in the areas of investigation and identification, patrol, traffic control, juvenile delinquency control, care and custody of persons and property, etc.
- Courtroom procedures and legal practices.
- Firearms, automotive, radio and other law enforcement equipment.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Recent developments, current literature and sources of information related to police science and public safety.
- Principles of supervision, training and performance evaluation.
- Modern office practices and technology, including the use of computers for word and data processing.
- Budget development and administration.
- Methods of letter writing and report preparation.
- English usage, spelling, grammar and punctuation. Safe work practices.
- Public/ community relations techniques.

**Ability to:**

- Interpret, analyze, apply and enforce federal, state and local laws, rules and regulations.
- Provide administrative and professional leadership and direction for the Police Department.
- Plan, organize and direct the work of management, supervisory, professional, technical and clerical staff; delegate authority and responsibility.
- Train, supervise and evaluate the performance of staff.
- Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism and implementation of law enforcement procedures.
- Develop, implement and interpret goals for providing effective and efficient municipal law enforcement services.
- Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and procedures.
- Perform responsible police work in accordance with all applicable laws, regulations, policies, procedures and guidelines.
- Direct thorough criminal investigations.
- Appraise situations and people accurately and quickly, and adopt an effective course of action.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- React quickly and calmly in emergency situations.
- Deal courteously, yet firmly and effectively with the public in police situations. Gain cooperation through discussion and persuasion.
- Properly use firearms and other work-related equipment.
- Plan and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Perform mathematical computations with accuracy.
- Prepare clean and concise administrative and financial reports. Make effective public presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet the physical requirements necessary for successful job performance.

**TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain this knowledge and ability would be:

**Training**

- Graduation from an accredited college or university with a Bachelor's degree in police science or administration, or a closely related field. A Master's degree in the same fields of study is desirable.

**Experience**

- Ten years of increasingly responsible professional experience in law enforcement, including at least five years in an administrative or managerial capacity.

**Additional Requirements:**

Possession of a valid California driver's license. Possession of a Management Certificate as issued by the state of California Commission on Peace Officer's Standards and Training.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

## **POLICE LIEUTENANT**

### **Job Description**

### **DEFINITION**

To plan, direct, organize and supervise the Police Department's operations to include law enforcement and crime prevention activities; to coordinate, supervise and participate in the more complex investigative activities; to act as a positive resource in the community to promote proactive crime prevention, enhance community relations and provide outreach and support to all citizens; to perform a variety of functions in support of the Police Department, the City and its citizens; may act in the Police Chief's absence as designated; and to function as a positive and cooperative team member.

### **DISTINGUISHING CHARACTERISTICS**

This classification functions at a mid-management level of job performance with responsibility for in supervising and directing employees in the Police Department. Employees in this classification plan, direct and manage the work of staff through the direct supervision of first line supervisors. Employees in this classification are also responsible for significant administrative functions in support of the Police Department. This job class acts as a resource to all Department personnel and in this capacity, requires strong and in-depth professional and technical knowledge and skills in all facets of law enforcement and crime prevention activities within the community policing philosophy of service delivery.

### **SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive consistent direction from the Police Chief within a framework of established policies and standard operating procedures. Employees in this classification exercise direct supervision over assigned sworn and non-sworn personnel.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, directs, organizes and supervises all law enforcement and crime prevention operations for the City's Police Department consistent with the community policing philosophy; supervises and monitors Police Sergeants and Corporals in the day to day management of patrol operations; ensures that all pertinent laws, regulations and operating policies/procedures are followed.
- Plans, monitors and participates in providing proactive crime prevention and community outreach; acts as a resource to City's citizens and the general public; provides training and education to community regarding police activities and crime prevention techniques; making presentations and serving on committees as assigned.
- Oversees and reviews the preparation of criminal complaints, reviews shift reports and police logs and analyzes crime reports to ensure accuracy and completeness of documentation; follows-up on insufficient or inaccurate data; provides feedback and input to staff regarding modifications needed.
- Directs, and monitors arrests and issuance of citations for violations of pertinent laws and ordinances within standard and accepted laws, policies and operational regulations; monitors the booking, transport and the appropriate care and safety of detained persons to ensure compliance with pertinent laws, regulations and guidelines.
- Acts as a primary resource to Police Sergeants, Police Corporals, Police Officers and non-sworn staff regarding a variety of law enforcement, crime prevention and community policing operations, training and activities within the Police Department.

- May conduct internal affairs and background investigations as assigned and on an as-needed basis.
- Oversees and monitors staff appearances in court to present evidence and testimony as to circumstances, occurrences and the investigative process regarding designated cases; provides information, reports and documentation to the court and its representatives in support of case development.
- Prepares a variety of reports, memoranda, correspondence and documentation; establishes and maintains files and records in a complete and confidential manner.
- May act as Police Department Head in the absence of the Police Chief as assigned and as necessary.
- Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Standard and accepted law enforcement methodology and techniques to include patrol, crime prevention and traffic control.
- Standard and accepted criminal investigative techniques and methodology to include crime scene investigation, interrogation, fingerprinting and arrests.
- Pertinent federal, state and local laws, regulations and guidelines governing the apprehension, arrest and custody of persons accused or suspected of committing felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Proper and safe use and care of firearms and other special equipment utilized by sworn police law enforcement personnel.
- Standard and accepted law enforcement recordkeeping, documentation and reporting requirements, methods and procedures.
- Community policing philosophy and methodology.
- Automated safety dispatch and criminal records systems.
- Standard and accepted principles and practices applicable to the supervision and management of a modern police department.
- Standard and accepted principles and practices of employee supervision, evaluation and training.
- City and departmental organizational structure, ordinances, policies and procedures.
- Location and configuration of the City's streets, landmarks, public areas, community facilities and schools.

### **Ability to:**

- Understand, interpret and carry out a variety of both oral and written instructions in an independent manner.
- Present information to and communicate with a variety of individuals and groups in a positive, persuasive and effective manner.
- Plan, direct, supervise and evaluate the work of others in an effective, productive and positive manner.
- Identify and analyze problem/situation in a timely and accurate manner; gather and research pertinent data/information; evaluate facts, evidence and alternatives; and initiate/recommend appropriate course of action.

- Operate a variety of routine and special law enforcement equipment such as a car radio, handguns and other firearms, handcuffs, batons, tear gas, ammunition, chemical reagents, stroll-a-meter, and a variety of protective devices in a safe and effective manner.
- Utilize a computer and designated software at a level sufficient for successful job performance.
- Prioritize and schedule workload in a timely and effective manner for self and others.
- Prepare a variety of documentation, forms and reports.
- Provide courteous and positive community relations and neighborhood outreach.
- Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Use and carry a firearm.

## **LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Completion of a P.O.S.T. certified Basic Police Academy Program.
- Possession of P.O.S.T. Intermediate, Advanced and Supervisory Certifications.
- Ability to successfully obtain the P.O.S.T. Management Certificate upon the completion of the first two (2) years of continuous employment in this job class.

## **EDUCATION, TRAINING AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the education, knowledge, skill, and/or ability required.

### **Education**

- Possession of an Associate of Arts (AA) or Associate of Science (AS) degree with a major in police science, criminal justice, or a related field is required.
- Possession of a Bachelor of Arts (BA) or a Bachelor of Science (BS) degree is highly desirable.

### **Training**

- Successfully completed the P.O.S.T. Supervisory Course (80 hours).

### **Experience**

- At least six (6) years of progressively responsible experience with a law enforcement agency as a Police Officer or Police Detective to include at least two (2) years performing at the level of Police Sergeant.
- Must have successfully completed employment probation as a law enforcement officer at the Gridley-Biggs Police Department.

## **TYPICAL PHYSICAL REQUIREMENTS**

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tool, equipment, vehicles and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach and crouch; talk and hear clearly and concisely to communicate with citizens, general public, victims, suspects, witnesses, supervisors and fellow employees on a continued basis. Employee is regularly required to lift and/or carry and/or move objects weighing up to 25 to 35 pounds and occasionally lift and/or move individuals weighing more than 165 pounds. Vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception and the

ability to adjust focus. Good vision is defined as 20/100 in each eye correctable to 20/30. Night vision is also required. Employee is required to be able to detect a variety of odors such as drugs, alcohol, fumes and hazardous materials spills.

#### **TYPICAL WORKING CONDITIONS**

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures. The employee may be required to drive a patrol car at times working in cramped spaces and in traffic. Employee works in a high stress environment and is exposed to hazardous, volatile and dangerous situations in the performance of required duties. On-going exposure to these types of environments and situations may create a high demand on an employee's physical, mental and emotional well-being. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

## **PUBLIC WORKS DIRECTOR**

### **Job Description**

#### **DEFINITION**

To plan, coordinate, direct and review the operations and activities of the Department of Public Works, including public facility engineering; construction and maintenance of streets, storm drains, sewer systems, water systems, and public utilities; City building, equipment and fleet maintenance; to ensure departmental compliance with all applicable laws, regulations and standards; and to perform related duties and responsibilities as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Administrator and policy direction from the Mayor and City Council. Exercises direct supervision over public works departmental staff.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, directs, reviews and evaluates the activities, programs and projects of the Department of Public Works.
- Develops and implements policies, procedures, goals, objectives, priorities and work standards for the department.
- Interprets and ensures departments compliance with all federal, state and local laws and regulations, City policies and procedures, and standards of quality and safety.
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.
- Selects, assigns, supervises, motivates and evaluates the performance of departmental personnel; provides for staff training and development opportunities; implements disciplinary and termination processes.
- Reviews and evaluates reports of subordinate staff for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow- up actions required.
- Directs and reviews the work of contract consultants providing assistance to the departments; reviews or prepares related requests for proposals and contracts.
- Develops and manages the departmental budgets; monitors and approves all purchase payment orders; prepares and administers grants for special programs and projects.
- Identifies City needs and priorities for specific public works projects, planning projects and building activities; develops and updates short- and long-range goals and capital improvement plans.
- Conducts or directs analytical studies; develops and reviews reports of findings, alternatives and recommendations for the maintenance and improvement of City public works services, planning and building department services; prepares and directs the preparation of a variety of periodic and special reports regarding departmental activities.
- Prepares, reviews and/or approves public improvement plans, specifications, standards and estimates; encroachment, transportation, grading, drainage and flood plain permits; land development conditions of approval and associated agreements; land development maps, deeds and other documents, including acceptance of public right-of-way dedications to the City by deeds.
- Inspects and evaluates public and private improvement projects and public safety concerns.

- Ensures the availability of adequate equipment, vehicles, materials and supplies for Public Works.
- Confers with and provides professional and technical assistance to City Council, City Administrator and other staff on matters related to Public Works functions.
- Coordinates departmental activities with those of other departments and divisions, agencies and private groups as appropriate.
- Represents the department at City Council, Commission, Board, other City and community meetings; may serve on various committees, boards and commissions as appropriate.
- Receives and responds to public inquiries, requests for assistance and complaints regarding departmental projects and activities.
- Monitors legislation and trends in areas of responsibility; evaluates their impact on City operations and recommends and implements policy and procedural improvements.
- Performs general administrative work as assigned, including but not limited to conducting and attending meetings, assisting customers, researching files, scheduling appointments, reviewing correspondence, etc.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Departmental policies, procedures and standards related to public works maintenance and construction projects and activities.
- Pertinent federal, state, and local laws, regulations, codes and ordinances. Administrative principles and methods, including goal setting and planning.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of civil engineering, land development, flood plain management, emergency management, construction and maintenance of public facilities and technical inspection services.
- Modern principles, practices, techniques, equipment, materials and tools used in planning, building and public works construction/ maintenance projects and daily operations.
- Safe and proper operation of heavy construction equipment.
- Research methods and sources of information related to public works operations.
- Principles of supervision, training and performance evaluation. Budget preparation and administration practices.
- Principles and practices of modern office management, communications and effective employee and public relations.
- Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.
- Methods of letter writing and report preparation. English usage, spelling, grammar and punctuation. Safe work practices.

### **Ability to:**

- Interpret, analyze and apply pertinent federal, state and local laws, codes, ordinances, rules and regulations pertaining to department administration and operations.
- Develop, implement and interpret goals, objectives, policies, procedures and work standards.
- Analyze complex problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

- Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.
- Read and understand complex plans, specifications and blueprints.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, specifications, regulations and standard construction practices.
- Exercise sound, independent judgment within general policy guidelines. Select, supervise, train and evaluate staff.
- Prepare and administer a comprehensive budget.
- Perform required mathematical computations with accuracy. Communicate clearly and concisely, both orally and in writing.
- Prepare, verify, analyze and reconcile complex records, reports and recommendations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion and facilitate the resolution of difficult political and controversial issues related to Public Works plans and projects.
- Represent the City effectively in meetings with others.
- Interpret complex departmental projects and programs to the public.

## **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

### **Training**

- A Bachelor's degree from an accredited college or university with major coursework in civil engineering is desired but not required.

### **Experience**

- Five years of increasingly responsible professional experience in the field of public works, including at least two years in a responsible supervisory position involving the design, construction, and maintenance of public works facilities, preferably in a local government jurisdiction.

### **Additional Requirements:**

- Possession of a valid California driver's license.
- Water and Wastewater certifications desired.

## **TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, toxic or caustic chemicals, vibration. Worker frequently works past normal office hours for meetings and other events.

## **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office environment; frequent outdoor work is required in the inspection of various land developments, construction sites and public works facilities including water,

sewer, and storm drain systems. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

## **Human Resources Manager Job Description**

### **DEFINITION**

To perform a variety of routine-to-complex administrative, technical, analytical and professional work in the administration of the City's personnel system; to perform general human resources, administrative and labor relations support to the city administrator and related activities; and to perform related duties and responsibilities as required, and to function as a positive and cooperative team member.

### **DISTINGUISHING CHARACTERISTICS**

This classification functions at a mid-management level of job performance with responsibility for supervising and directing clerical personnel in the administration. Employees in this classification are also responsible for significant administrative functions in support of human resources services for all Departments and City staff. This job class acts as a resource to all City personnel and in this capacity, requires strong and in-depth professional and technical knowledge and skills in all facets of the federal, state and local laws and statutes human resources pertaining to human resources. Incumbents provide administrative and labor relations support to the City Administrator and/or perform a variety of complex administrative, analytical, and customer service functions for staff and multiple departments/managers. Employees in this classification serve as the primary resource person to ensure the City's compliance with ADA, FSLA, OSHA and other employee regulations and guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive general supervision from the City Administrator. Employees in this classification may exercise technical and functional supervision over other clerical staff, temporary workers and/or volunteers.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

- Assists the City Administrator with all human resource management functions, programs and special projects.
- Prepares, recommends and monitors the human resources program budget.
- Develops, evaluates, recommends and implements program goals, objectives, policies and procedures.
- Plans and coordinates recruitment and selection programs; prepares and places position advertisements; accepts applications; coordinates and/or participates in pre-employment screening and testing.
- Provides technical support to department heads with recruiting and employee management and performance issues; interprets personnel policies and procedures for managers, supervisors and staff.
- Processes personnel actions related to employment, change of status and termination.
- Coordinates and schedules orientation for new employees.
- Maintains confidential personnel files and related records.
- Coordinates and/or conducts supervisor and employee training in a variety of human resources areas as needed.
- Provides career counseling to individuals and groups of employees.
- Coordinates human resources activities with those of other City departments, divisions and outside agencies as appropriate.

- Keeps abreast of new trends, legislation and developments in government human resources administration.
- Represents the City in various meetings with outside agencies as required.
- Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, entering computer data and preparing spreadsheets and computer-generated reports, maintaining files, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies, processing mail, answering the telephone, etc. Ensures the City's compliance with affirmative action, ADA, FLSA, OSHA and other regulations and guidelines.
- Assists and/or participates in labor negotiations as assigned.
- Researches, analyzes, and prepares reports on a variety of employee issues, including compensation, classification and benefits surveys and other projects as assigned.
- Plans, evaluates, and administers various employee benefit programs; assists in the administration of the City's liability and Worker's Compensation insurance programs.
- Serves as a member of various City committees, including but not limited to the employee Safety Committee and Health Committee, coordinates employee health screenings and safety programs compliance.
- This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Pertinent federal, state and local laws, codes, ordinances and regulations. Modern principles and practices of public human resources management, including recruitment and selection, classification and compensation, labor relations, training, safety and health, benefits administration.
- Types of selection devices and procedures for recruiting and examining job candidates. Employee training techniques. Organizational structure and services provided by City government. Research and report preparation techniques related to a wide variety of human resources programs and projects. Budget preparation and administration.
- Modern office practices and technology, including the use of computers for word and data processing. Methods of business letter writing. English usage, spelling, grammar and punctuation. Safe work practices. Public/community relations techniques.

### **Ability to:**

- Quickly learn the City's organization, policies and administrative/operational processes; learn the protocols and policies associated with the City's labor relations programs necessary to advance/administer of the City's labor relations and human resources programs; Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Perform complex, professional human resources work with a minimum of supervision. Identify critical issues related to human resources administration. Independently design, develop and implement

specialized human resources programs. Develop, administer and analyze tests and/or selection devices for a variety of occupations.

- Assist in the training and supervision of entry-level personnel. Collect, organize, analyze and interpret narrative information and statistical data. Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.
- Employ creativity, objectivity, and confidentiality in resolving problems and conflicts. Conduct meetings, make presentations, and facilitate communications in a clear, concise and positive manner. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Respond appropriately, effectively, and promptly to the needs of internal and external customers.
- Establish and maintain a variety of filing, record-keeping and tracking systems. Use computers effectively for word and data processing and records management. Perform mathematical computations with accuracy.
- Establish and maintain a variety of recordkeeping/filing systems and/or databases including highly sensitive and confidential documentation and generate requested reports; Communicate effectively, tactfully and positively in both oral and written forms; Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; Establish and maintain effective work relationships with those contacted in the performance of required duties.

#### **TRAINING AND EXPERIENCE**

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

##### **Training**

- Possession of a bachelor's degree from an accredited college or university in human resources, public administration, or a closely related field. Or ten years of municipal government experience.

##### **Experience**

- At least five (5) years of progressively responsible professional human resources/personnel administration management experience within a municipal government setting.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties; Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required, verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

#### **TYPICAL WORKING CONDITIONS**

Assigned work is normally performed in an office environment; Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public.

## **RECREATION AIDE**

### **Job Description**

### **DEFINITION**

Under general supervision, the Recreation Aide will organize and supervise a variety of recreational activities. The position involves providing skilled leadership and direct participation at various locations. Responsible for managing programs and monitoring a facility when in use.

### **SUPERVISION RECEIVED AND EXERCISED**

An employee in this classification receives general supervision from the City Recreation Coordinator. The employee must exercise overall supervision of participants.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

- Lead and organize recreation activities.
- On site coordinator of senior enrichment services, including nutritional programs.
- Coordinate the planning and implementation of a variety of special events and recreational activities for seniors and for youth.
- Manage meal preparation for senior activities.
- Motivate individuals to become more involved in youth activities and senior enrichment activities.
- Perform outreach activities to encourage senior residents to begin, increase, or continue participation in center activities.
- Investigate and resolve the concerns, problems, and or complaints of participants participating in various programs.
- Maintain daily attendance and activity records.
- Observe necessary precautions to secure the safety of participants.
- Issues and collects fees, supplies, and equipment.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Recreational Programs
- First aid methods and safety precautions related to recreational settings.
- Standard and accepted English usage, spelling and grammar.

#### **Ability to:**

- Communicate clearly and concisely, oral and written form
- Supervise, lead, and establish a positive and enjoyable atmosphere for all participants at recreation activities.
- Ability to adapt to change with ease
- Fill in where needed on the job

### **MINIMUM REQUIREMENTS**

- Some experience in marketing, public relations, and with youth and seniors.

- Must obtain or be willing to obtain a valid CPR and basic first aid card.
- Must be able to work a flexible schedule to accommodate City needs including weekends, evenings, holidays and overtime.
- The ability to communicate in Spanish is preferred but not required.
- Fingerprinting is also necessary.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Work is performed in recreational facilities, office environments, and on-site in parks or playground/open space.

Incumbent sits, stands, walks, kneels, crouches, twists, climbs stairs and inclines, reaches, bends and grasps, pushes, pulls, drags and lifts supplies and equipment weighing 30 pounds or less. An incumbent uses a computer, keyboard and related equipment, and may walk and stand on slippery and uneven surfaces.

With or without accommodations, an incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Verbal communication skills are required.

#### **TYPICAL WORKING CONDITIONS**

Work is performed both indoors and out of doors at various locations. This position requires interaction with senior residents and school-aged children, instructors, and recreational staff.

## **RECREATION COORDINATOR**

### **Job Description**

#### **DEFINITION**

Under general supervision, the Recreation Coordinator will organize and coordinate a variety of recreational program activities and special events. The position involves providing skilled leadership; direct participation at various locations; making arrangements regarding the organization; scheduling and staffing of various recreation program activities; recruiting and evaluating instructors; preparation of reports, news releases, advertisements, flyers and brochures to promote activities, special events, programs, classes; assisting in budget preparation and administration; responding to requests for information; and performing related work as assigned. Requires a flexible schedule to accommodate City needs including weekends, evenings and holidays.

#### **SUPERVISION RECEIVED AND EXERCISED**

An employee in this classification receives general supervision from the City Administrator or other designated supervisor. The employee may exercise oversight of contracted instructors that provide fee-based programs and contracted recreation and program attendants.

#### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

Plans, organizes, participates in and coordinates a variety of programs, events and activities at one or more assigned locations; creates, drafts and implements programs; evaluates programs and activities as assigned and makes recommendations for changes; schedules and monitors the use of facilities and ensures center security system(s); monitors the maintenance of facilities assigned including grounds and buildings; coordinates registration for various programs and the work of volunteers; leads assigned staff; explains Parks and Recreation programs, policies and procedures to the public and to staff as applicable; gathers data and prepares correspondence and reports as needed; attends a variety of meetings and makes oral presentations; solicits donations for center use/distribution; orders supplies and equipment and monitors expenditures for assigned activities; assists with budget development and monitoring related to area assigned; interacts with service groups and businesses as needed; operates computer and uses applicable software; maintains computerized and manual records; lifts and carries boxes of supplies weighing 30 pounds or less; drives a vehicle on City business.

#### **EMPLOYMENT STANDARDS**

##### **Knowledge of:**

- Philosophy, principles and practices of public recreation programs, major sports, games and other recreational activities and programs suitable for all age groups
- First aid methods and safety precautions related to recreational settings, athletic fields and basic supervisory practices
- Basic office and purchasing procedures and practices
- Basic project and facility management
- Methods of making effective oral presentations
- English usage and grammar, basic math
- Computer applications related to recreational activities

**Ability to:**

- Communicate clearly and concisely, oral and written form
- Supervise, coordinate, and train individuals or groups in recreational activities
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Meet the public with courtesy and tact
- Maintain accurate financial and other records

**TRAINING AND EXPERIENCE**

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

**Training**

- Successful completion of the twelfth grade with an ability to read, write and communicate at a level required for successful job performance.

**Experience**

- Course work at a college level or past experience in Recreation Management, business, or similar field is preferred.

**LICENSES AND CERTIFICATES**

- Valid California *Driver* License
- Safe driving record per the City's driving standard policy

**TYPICAL PHYSICAL REQUIREMENTS**

Work is performed in an office environment and on-site in parks, recreational facilities, or playground/open space.

Incumbent sits, stands, walks, kneels, crouches, twists, climbs stairs and inclines, reaches, bends and grasps, pushes, pulls, drags and lifts supplies and equipment weighing 30 pounds or less. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business and may walk and stand on slippery and uneven surfaces.

With or without accommodations, an incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Verbal communication skills are required.

**TYPICAL WORKING CONDITIONS**

Work is performed both in an office environment and out of doors. Travel by automobile may be required. This position involves interaction with staff, Council, businesses, civic organizations, and the general public.

**DEPUTY CITY CLERK****Job Description****Definition / Distinguishing Characteristics:**

Under general supervision, provides varied technical, specialized, and confidential office administrative support work for the City Administrator's Office, City Clerk and Planning Departments. Responsibilities include preparing confidential documents and agenda materials for public meetings, coordination of municipal elections, receiving and processing planning and building permit applications, ensuring City compliance with the Public Records Act, and providing support to the public regarding city planning and zoning regulations. The position may act on behalf of the City Clerk if absent or unavailable and performs related duties as assigned. Deputy City Clerk may act as an alternate of the City Administrator in attending NCPA or NCCSIF meetings on behalf of the City as needed. The Deputy City Clerk works closely with the Principal Planner to manage and coordinate planning-related projects. They will assist in processing and reviewing planning and building permit applications to ensure compliance with City land use and zoning regulations. They will respond to public inquiries regarding zoning, building codes, and other development-related matters. The position will also support community development by assisting in researching and implementing policy improvements, maintaining and updating maps, project files, and other critical records for the Planning Department, as well as collecting fees related to community developments and coordinating inspections.

**Supervision Received and Exercised:**

Receives general supervision from the City Administrator and acts as an assistant to the City Administrator. Provides technical and functional training to less experienced staff.

**Class Characteristics:**

This is a journey-level, exempt employee classification, independently manages city public records, management related to public records requests, the application of technical and specialized rules, regulations, policies, and procedures, and provides support to the City Council and the public. The role involves significant public interaction, responding to inquiries regarding city regulations and procedures, and managing permit applications. The position exercises judgment and initiative, requiring a high degree of knowledge of municipal operations and planning processes.

**Examples of Typical Job Functions (Illustrative Only):****Deputy City Clerk Functions:**

- Prepare City Council and Planning Commission meeting agendas, minutes, and other official documents.
- Process Public Records Act requests, track requests, redact documents, and engage with legal review as necessary.
- Administer oaths of office, certify ordinances, resolutions, and official documents.
- Maintain and distribute changes to the City Municipal Code.
- Provide training to departments and the public on City Clerk procedures.
- Assist with planning and direct municipal elections consolidated with County elections.
- Serve as a filing officer for required disclosure under the Political Reform Act.
- Serve as filing officer for claims and legal actions against the City.
- Plan and direct the maintenance and safekeeping of all historical and official municipal records and documents on a City-wide basis.
- Respond to a variety of inquiries and requests for information regarding past City Council actions and documents.
- Assists City Administrator, Council and Department Managers with all other related duties and responsibilities as required
- Act as assistant to the City Administrator.

**Planning Department Functions:**

- Respond to inquiries regarding city land use, zoning regulations, and building code requirements.
- Assist with processing and review planning and building permit applications; finalizes routine applications; schedules inspections; files appropriate reports; and responds to customers' requests for information.
- Assists all departments and staff as needed in a positive and proactive manner.
- Maintain and update maps, records, and project files.
- Assist with research, policy improvements, and data collection with the Principal Planner
- Collect fees related to community developments.
- Attend Planning Commission meetings
- Assist Principal Planner in all other related duties as required

#### Qualifications

##### Knowledge of:

- City Administrator's Office and Planning Department operations.
- Local, state, and federal laws related to public records, elections, planning, and zoning.
- Records retention, archiving, and document processing standards.
- Computer systems and software relevant to administrative and planning work.

##### Ability to:

- Independently perform complex administrative and clerical duties.
- Explain city policies, procedures, and planning requirements to the public.
- Compile and maintain records, track requests, and ensure timely processing of documents.
- Provide excellent customer service to the public, government agencies vendors, and staff.
- Use modern office equipment and computer software to manage work tasks.
- Implement changes as needed to comply with newly enacted assembly or senate bills

#### Training and Experience

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

##### Training

- Graduation from an accredited college or university with a Bachelor's degree in business or public administration, or a closely related field; or

##### Experience

- Three (3) years of increasingly responsible work experience in municipal or county government performing a wide variety of technical public records and document maintenance activities. Licenses and Certifications:

##### Additional Requirements:

- Possession of a valid California driver's license.
- Membership in the International Institute of Municipal Clerks and adherence to its code of ethics is desired.
- Ability to be bonded.
- Municipal Clerk certification is desirable.

##### Licenses and Certifications:

- Possession of a valid California Driver's License.
- Notary Public certification within six (6) months of employment.
- Certified Municipal Clerk Certification (CMC) within a timeframe specified by the City.

Typical Physical Requirements

- Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required, verbal communications required; ability to use a variety of office equipment and machines as referenced. Good memory and recall are necessary for the accurate and timely transfer of information.

Typical Working Conditions

- Assigned work is normally performed in an office environment. Continuous contact with other staff, citizens, other agencies, and businesses as well as the general public.

**PRINCIPAL PLANNER****Job Description****DEFINITION**

To plan, organize, coordinate, direct the City's current strategic planning, plan review, environmental review and may assist assigned code enforcement functions in accordance with the City Administrator and City Council directives; to coordinate engineering functions relating to development; to participate and coordinate private development, redevelopment, and economic grants, federal and state grant reporting and development initiatives; to establish, implement, and communicate policies and procedures in regards to planning and development issues; to provide specialized and professional staff support information and assistance to the City Council, City Administrator, and Planning Commission; and to participate as a responsible, proactive, and positive team member of the City's management team and serves as a subject matter expert and professional resource to the Director and Assistant Director of Development. Recommends and administers policies and procedures relative to the planning and development department.

**DISTINGUISHING CHARACTERISTICS**

This is a management classification. The incumbent in this single position job class provides leadership, project management, determines policy, manages assigned personnel, subcontracts, administers budget, develops, initiates programs, and formulates operational objectives. This job class is also responsible for providing the leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations for the Planning, Building and Engineering functions. This job class requires comprehensive professional and technical knowledge and expertise in all aspects of current and strategic planning, economic development, code enforcement and environmental review. This job class also requires a high level of initiative, independent and sound judgment, discretion, as well as strong management and leadership skills.

**SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive direction from the City Administrator within a framework of stated goals and overall objectives.

Employees in this classification may exercise direct supervision over assigned clerical, technical, and professional personnel.

**EXAMPLE OF DUTIES:** Duties may include, but are not limited to the following:

Duties include overseeing planning, land use, zoning, private development, redevelopment, economic development initiatives, and assigned code enforcement activities. Serves as a lead project manager for multiple complex current and long-range planning projects and special planning studies, including in-depth application and plan review.

Monitors, coordinates, and participates in the preparation, revision, and implementation of the General Plan; prepares draft ordinances and/or resolutions pertaining to zoning, subdivisions, and related matters.

Plans, directs, coordinates, monitors, and participates in local environmental review processes; determines need for environmental review on private and City actions; initiates, coordinates and monitors the conduct of appropriate environmental reviews.

Supervises the design, development, and use of a variety of computer, databases, and computer software programs to be used in establishing geographical information system, codifying ordinances, maintaining records, and providing research information as needed.

Initiates, directs, and coordinates the preparation, revision, and implementation of the City's General Plan, Sphere of Influence Study, designated and specified plans, and other reports and presentations in support of the City Administrator, City Council, and the Planning Commission as well as the City's needs and priorities.

Serves as a subject matter expert and provides professional and managerial resources to the City Council, City Administrator, the Planning Commission, other directors, managers, and staff in a responsible and supportive manner that will maximize the department's effectiveness, responsiveness, and in accordance with the City's mission objectives, needs, and priorities.

Identifies short-term and long-term planning and development goals, objectives, priorities, and activities to be accomplished consistent with the City's strategies; directs and coordinates implementation of accepted strategies and plans; recommends appropriate planning steps to proposed development.

Holds the monthly Planning Commission meeting and attends City Council meetings as required to provide administrative support and expert advice in matters of development-related regulations and City planning issues.

Oversees, monitors, and directs the processing and issuing of City planning permits, documents, applications, notices, and licenses for building and development; ensures that the City complies with pertinent planning and development laws and regulations.

Oversees and monitors the preparation of documentation and record keeping in compliance with local, state, and federal procedural requirements in relation to planning, housing grants and development and environmental review; prepares ordinances and resolutions for local adoption. To include noticing to property owners within a required radius of planning projects as well as public noticing. Prepares special and recurring reports, grants, proposals, bids and contracts. Presents information and recommendations to City Council and City Administrator.

Prepares and administers the department budget; justifies resource requests and staff allocations; directs and monitors the requisition of needed materials, supplies, and equipment; ensures appropriate expenditure of public funds through efficient operation services and ensures that budget is administered within Council approved expenditure and revenue levels.

Reviews, analyzes, and evaluates changes in federal and state laws and regulations that will have an impact on the delivery of services, required reporting and establishes action plans to ensure compliance with pertinent guidelines and regulations; advises the City Council and the City Administrator of specific plans, costs and recommendations for program, policy, and procedural modifications.

Represents the City and Department and acts as liaison with a variety of federal, state, local agencies and organizations to ensure communication with and input into all decision-making and data collection processes that impact the goals and objectives of the City and the department.

Directs the investigation and resolution of complaints/concerns related to the Department's services and activities; identifies and initiates solutions to issues involving policy, code enforcement, service delivery, community relations, and/or personnel actions. Protects and ensures health, safety, and compatible land use; institutes effective planning practices to achieve consistent and controlled growth.

Initiates, organizes, provides leadership to, and participates in a variety of committees and task forces within the City and community in response to identified needs, special assignments, enhanced communications, and the over-all and on-going commitment to team management and the facilitation of employee empowerment.

Controls and executes the Williamson Act, reviews, and interprets Land Conservation Act Contracts; conducts site inspections to collect pertinent information regarding site conditions, ensures compliance with conditions and established regulations. Continuously monitors and evaluates, motivates, and directs assigned personnel and evaluates the effectiveness of city procedures. Performs other related duties as required and/or assigned by City Administrator.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Principles and practices of comprehensive urban planning, housing, redevelopment and building code enforcement; policy development processes and implementation approaches; economics and statistics; research methods and sources of information related to urban growth and development; statutes relating to general plans, environmental matters, zoning, and land divisions.

Pertinent federal, state, and local laws, regulations and ordinances governing building, planning, developing, zoning, and environmental review of land use.

Standard and accepted principles and practices of leadership, motivation, team building and conflict resolution.

Standard and accepted principles and techniques of budgetary administration and control.

Standard and accepted personnel principles and procedures associated with the hiring, evaluating, training, disciplining, and terminating employees.

### **Ability to:**

Develop and maintain policies and programs pertaining to planning; plan, assign and coordinate the work of professional, technical, and clerical personnel; interpret redevelopment, planning and zoning programs to the general public; identify and coordinate a wide variety of interests in the development of land use policy; establish and maintain effective relationships with staff, City officials, other governmental agencies, citizens and the public.

Learn and understand the City's organization, policies, operations, and procedures.

Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.

Plan, organize, direct, and evaluate the activities and operations of professional, technical, and clerical staff involved in complex and comprehensive planning and land use activities.

Successfully develop, administer, and monitor departmental budget.

Define and analyze problems and issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate software programs to include word processing, spreadsheets, and specialized databases at a level sufficient for successful job performance.

Successfully communicate and interact with individuals and groups at all organizational and social levels; clearly and concisely in both oral and written forms; instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business/personal interests.

Coordinate, prioritize, and integrate multiple functions and activities in a cohesive and effective service delivery system, secure cooperation and teamwork among assigned staff.

Supervise, train, and motivate assigned staff in a positive and effective manner; delegate and evaluate the work of assigned staff in a manner that maximizes the effectiveness of individuals.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

**TRAINING AND EXPERIENCE:**

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

**Training**

Possession of a bachelor's degree from an accredited college or university in public administration, business administration, urban planning, planning, or a closely related field.

Possession of a valid California Drivers License.

**Experience**

At least five (5) years of progressively responsible professional experience with a public agency to include at least two (2) years in a supervisory or management position.

**TYPICAL PHYSICAL REQUIREMENTS**

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other specialized equipment; talk and hear clearly and concisely to communicate with citizens, general public, staff, and other management on a continuous basis. Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Corrected vision to normal range.

**TYPICAL WORKING CONDITIONS**

Assigned work is normally performed in an office environment. Receives direction from City Administrator, has continuous contact with other City management and staff, citizens, other agencies, and businesses as well as the general public.

**Executive Assistant****Summary Description**

Under administrative direction, plans, organizes, oversees, coordinates, and manages the work of staff performing difficult and complex technical records, property, and administrative support related to Police Records Division and Communications Center. Under direction of the Chief of Police, performs a variety of confidential and highly responsible and complex secretarial and administrative duties in support of the Police Department; participates in coordinating the operation of the administrative support functions of the Police Department; coordinates assigned activities with other departments, work groups, outside agencies, and the general public; and provides information and assistance to the public regarding City and departmental programs, policies, and procedures.

**Distinguishing Characteristics**

Direction is provided by the Chief of Police. Responsibilities include direct supervision of assigned personnel, including, but not limited to, the Records and Evidence Technician and Police Department Communications Staff. Perform confidential and complex secretarial and administrative duties in support of the Police Chief; initiating, coordinating and following through on a variety of administrative and operational processes; implementing administrative details not requiring the Police Chief's attention; and representing the Police Chief's Office as assigned.

**Examples of Duties**

The following are typical illustrations of duties encompassed by the job class, not all-inclusive or limiting list:

- Performs a wide variety of confidential, responsible, and complex secretarial and administrative duties in support of the Police Chief; relieves assigned managers and staff of administrative work including investigating and answering questions and complaints and aiding in resolving operational and administration problems.
- Represents the Police Chief's office; greeting and screening visitors and telephone calls to the office, providing requested information/support not requiring the Police Chief's attention; sorting and screening incoming mail, responding to requests, initiating correspondence, and disseminating to appropriate staff as necessary; accepts documents for signature and returns to requester in a timely manner.
- Research inquiries, compiles pertinent information and prepares reports, manuals, forms, and statistics in support of the Police Chief's office, public safety operations, property managements and special projects as assigned.
- Coordinates the administrative support functions for the Police Department; may participate in planning and organizing the work of clerical and other support staff; prepares and revises various operating procedures, rules, and regulations as directed; recommends improvements in workflow and use of equipment and forms; develops and revises office forms and report formats as required; initiates, organizes, and maintains filing systems.
- Coordinates the operational onboarding of new employees and the transition of employees leaving the police department.
- Manage the daily operation of the records division to ensure efficiency and compliance with laws, policies, and procedures. Oversee the preparation, processing, storage, retention, destruction and disposition of incidents, traffic, and criminal records and warrants.
  - Direct sealing of police records and coordinate the purging of records.
  - Provide systems management, file maintenance, and quality control functions for the Police Department's automated records management system.

- Ensure that all department records are properly maintained, distributed, filed, and purged in accordance with federal and state guidelines; and appear in court as required to serve as the custodian of such records.
- Oversee the release of criminal offenders record information to interested parties as appropriate. Responds to Subpoena Duces Tecum and Orders to Produce Evidence.
- Hire, train, supervise and evaluate personnel. Prepare and approve work schedules and leave requests to provide adequate coverage on all shifts for assigned services.
- Provide technical assistance to record staff. Monitor and review the workflow of records maintenance and upkeep.
- Participates in the development and implementation of relevant policies and procedures; establishes schedules and methodology for the maintenance and managements of recordkeeping and communication systems operations; implements and interprets the operating procedures and submits recommendations for change/modification as necessary and upon request.
- Acts as the official custodian of criminal justice records for the departments; take necessary action to ensure compliance with court orders.
- Conducts and prepares regulated State of California Department of Justice audits.

#### Other Job Functions

- Develop goals and objectives for the Police Records division.
- Research, recommend and implement policies, procedures, and modern management methods and techniques.
- Maintain and update procedural and related materials.
- Assist with preparation of division budget. Investigates complaints and recommends corrective action as necessary to resolve complaints. Respond to difficult citizen complaints and requests for information.
- Administer the preparation and maintenance of reports, records, and detailed analyses.
- Ensure compliance with policies, procedures and legal mandates.
- Establish guidelines for compliance with federal, state, and local mandates for release of information.
- Testify in court and other legal hearings regarding police records and procedures requiring the departments designated Custodian of Records.
- Employees at this level are required to be fully trained in all procedures, policies, and rules related to assigned areas of responsibility.
- Perform related duties as assigned and provide regular and consistent attendance.

#### Employments Standards and Qualifications

##### Knowledge of:

- Principles, codes, regulations and laws governing records management, warrant, and property and evidence of a police department.
- Records retention, archival, purging, and destruction practices in accordance with criminal justice standards.
- CLETS, RIMS and a variety of police records and information systems and databases used by federal, state and local law enforcement agencies.
- Principles of public and police administration, organization, and budgeting.
- Principles of personnel management include supervision, training, evaluation and discipline.
- Functions and relationships of the criminal justice system, courts and law enforcement agencies.
- Manual and automated records management systems, including document image management systems.
- Criminal justice information systems, systems networks, and services.

- Correct English usage, spelling and punctuation.
- Experience working in the property and evidence division of a police department and/or supervisory experience leading the work of other is desirable.

**Skills to:**

- Administer an effective and legal records management system, including warrants and property/evidence.
- Plan, organize, supervise, and evaluate the work of others in an effective and positive manner.
- Develop and implement departmental policies, rules and instructions relating to front counter services, records, and file maintenance areas.
- Read and interpret laws, rules, and regulations relating to records management.
- Communicate clearly and concisely, both orally and in writing.
- Operate a variety of office equipment including computers, radios and cameras, copiers and fax machines.
- Supervise, train and evaluate assigned staff.
- Respond quickly and effectively in difficult situations; make decisions with minimal supervision.
- Operate designated software programs including word processing, spreadsheets, databases and specialized computerized network systems effectively.
- Establish and maintain a variety of specialized and confidential recordkeeping systems effectively.
- Establish and maintain effective work relationships with those contacted in the performance of the required duties.

**Education and Experience**

- At least three (3) years of increasingly responsible criminal records and communications experience in a public safety environment to include at least one (1) year of lead or supervisory experience.
- Prior extensive training and experience in California Public Records Act laws and procedures.
- High School diploma supplemented by college level coursework or specialized training.
- Prefer bachelor's degree from an accredited college or university with major course work in Business Administration, Criminal Justice, Political Science or a closely related field.
- Prefer four years of increasingly responsible administrative or records management experience, including two years of lead or supervisory responsibility. Prefer experience to be with law enforcement or public safety related records.

**License or Certificate:**

Possession of a valid California Driver's License.

Possession of a California Law Enforcement Telecommunications System (C.L.E.T.S.) Certificate.

Possess P.O.S.T. Supervisory Certificate

**Typical Physical Requirements**

Sitting for extended periods of time daily; standing and walking short distances. Minimal twisting, bending, stooping, and lifting in the performance of assigned duties. Normal manual dexterity and eye-hand coordination required; repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for constant radio and telephone communications; ability to write and listen at the same time for timely recording of data; verbal communications required; ability to use a variety of office equipment and machines as references. Good memory and recall are necessary for the accurate and timely transfer of information.

**Typical Working Conditions**

Assigned work is normally performed in an office environment. Employee works in a high stress environment and is exposed to emergency and high demand situations in the performance of required duties as well as timeline demands.

Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.

The standard work week for employees within this classification shall consist of 80 hours per two weeks utilizing five (5) consecutive workdays and two (2) consecutive days off or four (4) consecutive workdays and three (3) consecutive days off, utilizing 8-hour shifts or 10-hour shifts at the discretion of the Chief of Police.

RESOLUTION NO.

2025-R-030

City of Gridley  
2026 City Council Meeting Schedule  
**All Regular Meetings Start at 6:00 p.m.**

- January 5 (Cancel, due to the holidays)
- January 20 (Tuesday, due to Martin Luther King Jr. Day)
- February 2
- February 17 (Tuesday, due to Presidents' Day)
- March 2
- March 16
- April 6
- April 20
- May 4
- May 18
- June 1
- June 15
- July 6
- July 20
- August 3
- August 17
- September 8 (Tuesday, due to Labor Day)
- September 21
- October 5
- October 19
- November 2
- November 16
- December 7
- December 21