



COMPENSATION AND BENEFITS

Management, Mid-Management, Confidential and
Unrepresented Employees

July 1, 2019 – June 30, 2022

*October 7, 2019
Resolution No. 2019-R-024*

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, through its negotiator, has been participating in labor negotiation 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 staff have been consulted regarding changes in compensation and benefits.

NOW, THEREFORE, it is hereby 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 Electric/ Public Works Director
2. Mid-Management personnel shall include the Police Lieutenant, Assistant Finance Director, and the Recreation Coordinator. Confidential Personnel does not include any employees.
3. Unrepresented personnel (part time hourly and temporary) shall include the positions of Recreation Leader, Recreation Aid and IT Manager. Unrepresented personnel shall receive hourly compensation as described in Exhibit A and benefits provided by law. These positions do not receive benefits provided to full time employees as described in Exhibit B.
4. Management, Mid-Management and Confidential personnel shall be eligible for benefits described in Exhibit B as specified.
5. All 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 7th day of October, 2019, by the following vote:

AYES: COUNCILMEMBERS Williams, Borges, Torres, Johnson

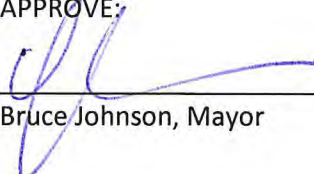
NOES: COUNCILMEMBERS None

ABSENT: COUNCILMEMBERS Crye

ABSTAIN: COUNCILMEMBERS None

ATTEST:


Paul Eckert, City Clerk

APPROVE:


Bruce Johnson, Mayor

Exhibit A
Management, Mid-Management, Confidential and Unrepresented
Salary Schedule

Compensation Plan for Management, Mid-Management, Confidential and Unrepresented Employees
 Revised October 7, 2019 (effective 7/1/19)

Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Management:					
City Administrator *existing contract	By Contract				10,350
Electric Utility/Public Works Director *existing contract	By Contract				11,526
Police Chief *existing contract	By Contract				11,526
Electric Utility Director (20% higher than Elect. Sup) Vacant, to be filled later					12,157
Finance Director (Equal to Police Chief) Vacant, to be filled later					10,019
Police Chief (15% higher than Police Lieutenant) - Vacant, to be filled later					10,019
Public Works Director (Equal to Police Chief) Vacant, to be filled later					10,019
Mid-Management:					
Police Lieutenant (15% higher than Police Sergeant)	7,741	7,973	8,212	8,458	8,712
Assistant Finance Director (23% lower than Police Lieutenant)	5,612	5,780	5,954	6,132	6,316
Confidential:					
None					
Part-Time Unrepresented:					
	<u>Hourly</u>				
Recreation Coordinator -hrly w/ benefits per Council action	18.54				
Recreation Aid II	12.60				
Recreation Aid I	12.00				
Information Technology Manager (By Contract)	33.66				

Compensation Plan for Management, Mid-Management, Confidential and Unrepresented Employees
 Revised October 7, 2019 (effective 7/1/20)

<u>Job Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<u>Management:</u>					
City Administrator *existing contract	By Contract				10,350
Electric Utility/Public Works Director *existing contract	By Contract				11,526
Police Chief *existing contract	By Contract				11,526
Electric Utility Director (20% higher than Elect. Sup) Vacant, to be filled later				TBD (7 cities)	12,157
Finance Director (Equal to Police Chief) Vacant, to be filled later				3% increase	10,320
Police Chief (15% higher than Police Lieutenant) - Vacant, to be filled later				3% increase	10,320
Public Works Director (Equal to Police Chief) Vacant, to be filled later				3% increase	10,320
<u>Mid-Management:</u>					
Police Lieutenant (15% higher than Police Sergeant)	7,973	8,212	8,458	8,712	8,974
Assistant Finance Director (23% lower than Police Lieutenant)	5,780	5,954	6,132	6,316	6,506
<u>Confidential:</u>					
None					
<u>Part-Time Unrepresented:</u>					
	<u>Hourly</u>				
Recreation Coordinator -hrly w/ benefits per Council action					19.10
Recreation Aid II					12.98
Recreation Aid I					12.36
Information Technology Manager (By Contract)					33.66

Compensation Plan for Management, Mid-Management, Confidential and Unrepresented Employees
 Revised October 7, 2019 (effective 7/1/21)

Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Management:					
City Administrator *existing contract	By Contract				10,350
Electric Utility/Public Works Director *existing contract	By Contract				11,526
Police Chief *existing contract	By Contract				11,526
Electric Utility Director (20% higher than Elect. Sup) Vacant, to be filled later				TBD (7 cities)	12,157
Finance Director (Equal to Police Chief) Vacant, to be filled later				2% increase	10,526
Police Chief (15% higher than Police Lieutenant) - Vacant, to be filled later				2% increase	10,526
Public Works Director (Equal to Police Chief) Vacant, to be filled later				2% increase	10,526
Mid-Management:					
Police Lieutenant (15% higher than Police Sergeant)	8,132	8,376	8,628	8,886	9,153
Assistant Finance Director (23% lower than Police Lieutenant)	5,896	6,073	6,255	6,443	6,636
Confidential:					
None					
Part-Time Unrepresented:					
	Hourly				
Recreation Coordinator -hrly w/ benefits per Council action	19.48				
Recreation Aid II	13.24				
Recreation Aid I	12.61				
Information Technology Manager (By Contract)	33.66				

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, 2019 Management and Mid-Management employees will receive a 3% increase.

Effective July 1, 2020 Management and Mid-Management employees will receive a 3% increase.

Effective July 1, 2021 Management and Mid-Management employees will receive a 2% increase.

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. Management Certifications

The following incentive program is adopted to promote retention of management personnel. (Not available to employees hired after August 16, 2010)

<u>Position</u>	<u>Certificate</u>	<u>\$ Amount</u>
City Administrator	Not applicable	
Electric Utility Director	Rubber Glove	See employment agreement
Finance Director	Not applicable	
Police Chief	Not applicable	
Public Works Director	Not applicable	See employment agreement
Recreation Coordinator	Not applicable	

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 \$110 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 1 and 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, and Recreation Coordinator 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 employees

at his/her hourly rate of pay. The payment for such cash out will be paid by June 30th 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	2% of salary
20 years of service	3% of salary
25 years of service	4% of salary

13. Health and Medical Benefits

City Medical Plans

The City shall provide the following medical plans:

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

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 and Police Lieutenant 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
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	80 hours per year	160 hours
6 through 10 years	120 hours per year	240 hours
11 through 20 years	160 hours per year	320 hours
21+ years	200 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 1st each fiscal year, and such request is approved by the City Administrator. The payment for such cash out will be paid by June 30th 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. 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
Recreation Aide
Recreation Coordinator

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 oversight 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 computerscreen.

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.

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.