



**1. WELCOME AND INTRODUCTION OF NEW COMMISSION MEMBERS**

**2.1. Call to Order**

**2.2. Roll Call**

**2.3. Report on Posting the Agenda**

**3. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Public comment by members of the public on items NOT on the agenda, but within the subject matter jurisdiction of the Personnel Commission. Please limit your comments to three (3) minutes. (This portion of the meeting is reserved for person desiring to address the commission on matters not on the agenda. The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action is requested, the Commission may place the matter on a future agenda.)

**4. APPROVAL OF MINUTES**

**4.1. Approval of the Minutes from the January 26, 2026 Regular Meeting of the Personnel Commission.**

**5. HUMAN RESOURCES DIRECTORS REPORT**

**6. INFORMATIONAL ITEMS**

**6.1. Recruitment & Employment Status Report**

**6.2. Harassment, Discrimination, Retaliation Prevention Training Materials**

**7. NEW BUSINESS**

**7.1. Updates to the Job Description for Human Resources Director/Risk Manager**

**7.2. Updates to Job Description for Part-Time Assistant Fleet Technician**

**8. FUTURE BUSINESS**

**8.1. Updates to Sworn and Non-Sworn Police Department Job Descriptions**

**9. ADJOURNMENT**

**NEXT MEETING DATE**

March 23, 2026 – 5:30 p.m. City of Gilroy, City Hall, 7351 Rosanna Street, Gilroy – Administrative Services Conference Room

## **MEETING SCHEDULE**

The City of Gilroy Personnel Commission meets regularly on the fourth Monday of each month at 5:30 p.m.

**If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.**

# City of Gilroy PERSONNEL COMMISSION MINUTES

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## **January 26, 2026, Regular Meeting – DRAFT MINUTES**

Administrative Services Conference Room  
Gilroy City Hall  
7351 Rosanna Street  
Gilroy, CA 95020

### ***Members Present***

*Catherine Cummins*  
*Nita Edde-Mitchell*  
*Marissa Haro*

### ***Members Absent***

## **I. REPORT ON POSTING THE AGENDA AND ROLL CALL**

*Chair Cummins called the meeting of January 26, 2026, to order at 5:32 p.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell, and Haro were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on Friday, January 23, 2026.*

## **II. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA- None**

## **III. APPROVAL OF MINUTES**

- A. *For the special meeting dated November 6, 2025 – on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Haro, the minutes for the meeting of November 6, 2025, special meeting were approved on 3-0 vote.*

## **IV. HUMAN RESOURCES DIRECTOR'S REPORT – *The Human Resources Director reported on a few items: new City Administrator will begin work on February 9, 2026, and that a public reception to welcome him will take place beginning at 5 p.m. prior to the February 9<sup>th</sup> Council meeting; a new Economic Development Director will begin work on February 2, 2026 following Council consent of appointment on January 26, 2026; the City has provided Harassment, Discrimination & Retaliation Prevention training for managers/supervisor and employees on January 16 and January 21 with a third class planned for February 5; nine training grants were awarded to city staff following the application and review process; and updated organization charts for all departments are nearing completion and will be shared with the Personnel Commission once finalized.***

## **V. INFORMATIONAL ITEMS**

- A. *2026 Personnel Commission Meeting Schedule – schedule provided; report received.*
- B. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*

## **VI. NEW BUSINESS**

- A. *Selection of Personnel Commission Chair and Vice Chair – Interim Human Resources Director/Risk Manager McPhillips provided a staff report; item was discussed and questions*

*answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro, Commissioner Edde-Mitchell was selected as the Personnel Commission Chair for 2026 and Commissioner Haro was selected as the Vice Chair for 2026; approved on a 3-0 vote.*

- B. Updates to Hourly Rates for Select Part-Time/Temporary/Seasonal Position to Comply with CA Minimum Wage Requirement Effective January 1, 2026 – Human Resources Director McPhillips provided a staff report; item was discussed and questions answered; on a motion from Commissioner Haro, seconded by Commissioner Edde-Mitchell, the updates to the hourly rate ranges for the classifications of Recreation Leader I, Student Worker, Bachelor’s Intern, and Police Cadet (high school student) were updated to comply with the January 1, 2026 minimum wage requirements; approved on a 3-0 vote.*
- C. Updates to Job Description of Human Resources & Risk Management Technician II – Human Resources Director McPhillips provided a staff report; item was discussed and questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro, updates to the job description for the position of Human Resources & Risk Management Technician II were approved on a 3-0 vote.*

**VII. FUTURE PERSONNEL COMMISSION BUSINESS**

- A few items were noted for future Personnel Commission agendas. No action taken.

**VIII. ADJOURNMENT** – *Chair Cummins adjourned the meeting at 5:49 p.m.*

Respectfully Submitted,

*LeeAnn McPhillips*

LeeAnn McPhillips  
Interim Human Resources Director/  
Staff to the Personnel Commission

**CITY OF GILROY  
RECRUITMENT AND EMPLOYMENT STATUS REPORT**

<b>Recruitments Posted as of February 2026</b>	<b>Date Open</b>	<b>Date Closed</b>	<b># to Fill</b>	<b>Status/ Interview/Assessment Date</b>	<b># of Applications as of 2/20/26</b>
Police Officer – Lateral & Academy Graduate	7/28/25	Continuous	2	Accepting and screening applications	17
Public Safety Communicator (Lateral)	7/28/25	Continuous	4	Accepting & screening applications	49
Public Safety Communicator Trainee	10/28/25	Continuous	4	Accepting & screening applications	30
Community Engagement Coordinator	2/19/26	3/11/26	1	Accepting applications	5
Fire Engineer – promotion process	2/2/26	4/3/26	3	Accepting applications	0
Engineer I/II (Public Works and Utilities)	2/2/26	2/26/26	2 – one for PW and one for Utilities	Accepting applications	26
Seasonal – Summer Recreation Leaders	2/17/26	Open Until Filled	TBD – varies based on returning rehires	Accepting applications	3
PT Environmental Programs Analyst	2/23/26	3/16/26	1	Finalizing posting	n/a
Operations Services Supervisor (Streets/Trees/Stormwater & Drainage)	n/a	n/a	1	Job flyer under development	n/a
Maintenance Worker I	n/a	n/a	1	Job flyer under development	n/a
Utilities Director	2/24/26	n/a	1	Search firm finalizing job posting	n/a
Human Resources Director/Risk Manager	2/24/26	n/a	1	Finalizing job description and posting	n/a
Police Sergeant/Corporal – promotion process	n/a	n/a	As needed to fill vacancies over the year	Job flyer under development	n/a
Senior Civil Engineer – Utilities	n/a	n/a	1	Job flyer under development	n/a
Summer College Internships	n/a	n/a	n/a	Job flyers under development for various departments	n/a

<b>Recruitments in Process – February 2026</b>	<b>Status</b>
Police Officer (all levels)	Interviews scheduled for 3/11/26; two Trainees graduating from academy 3/6/26

Recruitments in Process – February 2026	Status
Community Services Officer	1 candidate in final pre-hire steps
Detention Services Officer	Screening applications
Part-Time Custodian	1 candidate in final pre-hire steps
Utilities Operations Manager	1 candidate to start work 3/2/26
Police Records Technician I	1 candidate in final pre-hire steps; 1 candidate in background check
Police Crime Analyst	1 candidate in background check
PT Maintenance Worker Assistant	1 candidate in final pre-hire steps
Management Analyst/Management Analyst Trainee – Utilities Department	1 candidate to start work 3/2/26
Accounting Assistant I	2 candidates in background check
Police Chief	Search firm interviews; planning interview process
Assistant to the City Administrator	Screening applications
Senior Planner	Department interviews
Water Operator (2)	Screening applications
Supervising Water Quality Specialist	Interviews 2/25/26

### Hiring/Promotion/Separation Information (January 2026 – February 2026)

#### HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
MICHEAL SOUZA	SR. MAINTENANCE WORKER - WASTEWATER <i>*promotion*</i>	01/01/2026
PEDRO PORRAS CRUZ	MAINTENANCE WORKER I	01/21/2026
BERANDA LOPEZ FIGUEROA	COMMUNITY COORDINATOR - PD	01/26/2026
JAVIER ALEJO	DETENTION SERVICES OFFICER	01/26/2026
ADRIAN JIMENEZ	SYSTEMS ADMINISTRATOR	01/28/2026
RYAN GRIMALDO	PART-TIME MAINTENANCE WORKER ASSISTANT	02/02/2026
RAISSA DE LA ROSA-HAMILTON	ECONOMIC DEVELOPMENT DIRECTOR	02/02/2026
MATT MORLEY	CITY ADMINISTRATOR	02/09/2026
ORGARITA CARRANZA	EXTRA HELP RETIRED ANNUITANT for UTILITIES - <i>rehire</i>	02/17/2026

#### SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
CATHERINE FISHER	COMMUNITY ENGNGMNT COORDINATOR - PD	01/09/2026

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF SEPARATION</b>
GABRIEL REYNOSA-MORALES	PT ASSISTANT FLEET TECHNICIAN	01/23/2026
MD KARIM YOUSUF	SENIOR CIVIL ENGINEER - UTILITIES	02/05/2026
JAVIER ALEJO	DETENTION SERVICES OFFICER	02/12/2026



# Sexual Harassment Prevention Training

Recognizing Unlawful Harassment  
*Managers and Supervisors Edition*

Presented By:

**Kevin Landis,  
Berliner Cohen, LLP**



# Objectives

## What we will learn today

- ▶ Defining harassment, discrimination, and retaliation
- ▶ How is the workplace defined?
- ▶ Who is protected?
- ▶ Personal liability for employees?
- ▶ Company liability for employees
- ▶ Employee rights and responsibilities
- ▶ Workplace bullying



# The Laws You Need to Know

- ▶ Title VII of the Civil Rights Act (“Title VII”)
- ▶ California Fair Employment and Housing Act (FEHA)
  - ▶ Each prohibits discrimination, harassment, and retaliation in the workplace
  - ▶ Each prohibits discrimination or harassment of numerous protected characteristics, statuses, and conditions

# What is Unlawful Discrimination?

Discrimination occurs when someone treats another person differently because of a protected characteristic, status, or condition that affects their job.

Sexual harassment is a form of sex discrimination.

- ▶ It isn't a mean boss
- ▶ It isn't a rule you disagree with

# Which Categories Are Protected?

- ▶ Ancestry, National Origin/Ethnicity
- ▶ Race/Color (UPDATED 2020)
- ▶ Religion
- ▶ Citizenship/Holding AB 60 Driver's License
- ▶ Gender/Sex, Gender Identity and Gender Expression
- ▶ Sexual Orientation
- ▶ Age (over 40)
- ▶ Physical or Mental Disability or Medical Condition
- ▶ Marital Status
- ▶ Pregnancy
- ▶ Military and Veteran Status
- ▶ Genetic Information

# Who is Protected?

- Employees
- Applicants
- Contractors
- Volunteers
- Interns



# Scenario: Angry Manager- Part 1

# Scenario: Angry Manager- Part 1

- ▶ Is this prohibited harassment?

# Scenario: Angry Manager- Part 2

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# Scenario: Angry Manager

## Part 2

- ▶ Are there any concerns with how the manager communicated with the two employees?
- ▶ How should the supervisor have approached both employees?

# Sexual Harassment

***Quid pro quo*** (“this for that”)



**Hostile work environment**



# Unwelcome Conduct

- ▶ any behavior that is sexual in nature or gender-based that you do not initiate, and that you find personally offensive
- ▶ communicate uncomfortable conduct and you want it to stop



# Unwelcome Conduct



## Verbal/Non-verbal

- Telling stories with sexual innuendo
- “Honey”, “Sweetie”
- Looking at a person up and down

## Visual

- Posters
- Sharing pictures
- Gestures of a sexual nature

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## Physical

- Blocking movement
- Rubbing shoulders
- Touching

# Self Assessment . . .

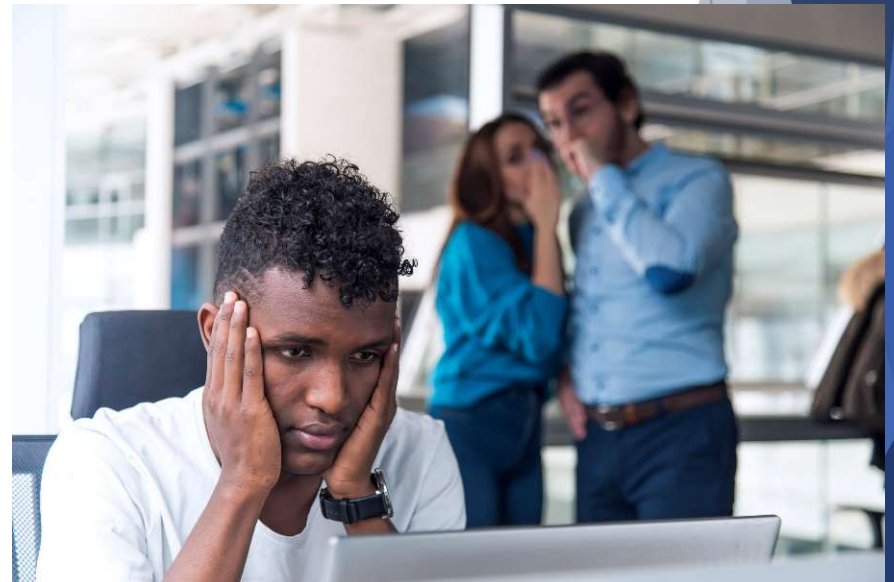
How do you know if your comments or actions are **unwanted** or **unwelcome**?  
Test yourself by asking these questions:



- ▶ Is there equal power between me and the person I'm interacting with?
- ▶ Is there equal initiation and participation between me and the person I'm interacting with?
- ▶ Would I behave the same way if my significant other were standing next to me?

# Of a Sexual Nature or Based on Sex

- ▶ Need not be motivated by sexual desire
  - ▶ Based upon an employee's actual or perceived sex or gender-identity,
  - ▶ Actual or perceived sexual orientation,
  - ▶ Pregnancy, childbirth, or related medical conditions.
- ▶ Non-sexual conduct can also be sexual harassment



# Based on Sex - Gender Identity, Gender Expression, and Sexual Orientation

- ▶ **FEHA prohibits conduct based on**
  - ▶ A person's gender expression or gender identity, including perceived orientation
  - ▶ Use of bathrooms
  - ▶ Clothing/Dress – unless neutrally applied

# Examples of Gender Orientation Prohibited Conduct

Examples of prohibited conduct based on gender identity, gender expression, or sexual orientation include, but are not limited to:

- ▶ Refusing to use the name or gender pronoun that corresponds to gender identity employee identifies with.
- ▶ Refusing to allow a transgender individual to wear the clothing associated with the gender the individual identifies with.
- ▶ Expressing hostility because they do not look or act like the employer thinks a man or woman should act.
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# Severe or Pervasive

- ▶ Severe – So extreme that a single act is enough.
- ▶ A single request for a date or sexually suggestive comment might offend; may not be sexual harassment
- ▶ Pervasive - Several separate incidents, if the incidents affect work environment.
- ▶ Daily jokes, emails comments when read seem harmless or tactless but taken as a whole amount to harassment



# Scenario: Zoom Intruder

# Zoom Intruder

- ▶ Does Employee B have a valid complaint?
- ▶ Who would be liable for what happens at Employee A's house?
- ▶ Does it matter if it only happened once?
- ▶ Is this severe?

# Harassment Limited to the Office Building?

- ▶ Sexual harassment must be connected to work but can occur at:
  - ▶ **Happy Hours**
  - ▶ **Annual meetings**
  - ▶ **Business trips**
  - ▶ **Holiday parties**
  - ▶ **Sporting events**

# Questions to Consider

- ▶ Consider the ZOOM intruder: does it matter that the harassment was off property?
- ▶ What about fact she was in her home and is allowed to do what she wants in her home?
- ▶ What if two co-workers go to work happy hour and then go out after and it ends badly, can one make a workplace complaint?

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- ▶ Workers should immediately report concerns to a direct manager/supervisor or Human Resources.
  - ▶ The report should occur as soon as possible.
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- ▶ Investigation will be done
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# Workplace Bullying

## What is it?

- ▶ Offensive verbal or physical conduct that is:
  - ▶ Intimidating,
  - ▶ Threatening,
  - ▶ Humiliating, or
  - ▶ Undermining work performance – in a destructive manner.
- ▶ **NO Right of Recovery**



# Workplace Bullying Does Not Include:

- ▶ Expressing differences of opinion.
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# Tips for Preventing Workplace Bullying

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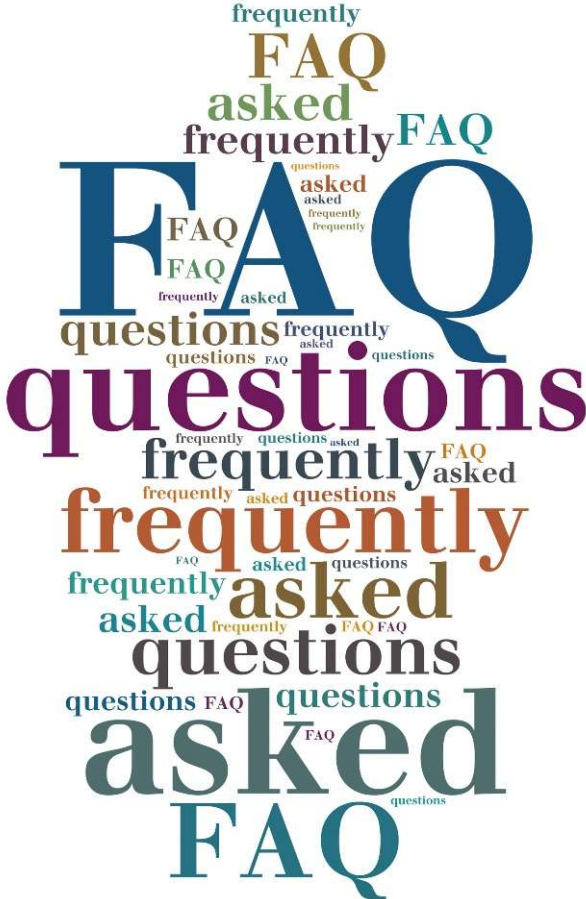


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# Reminders

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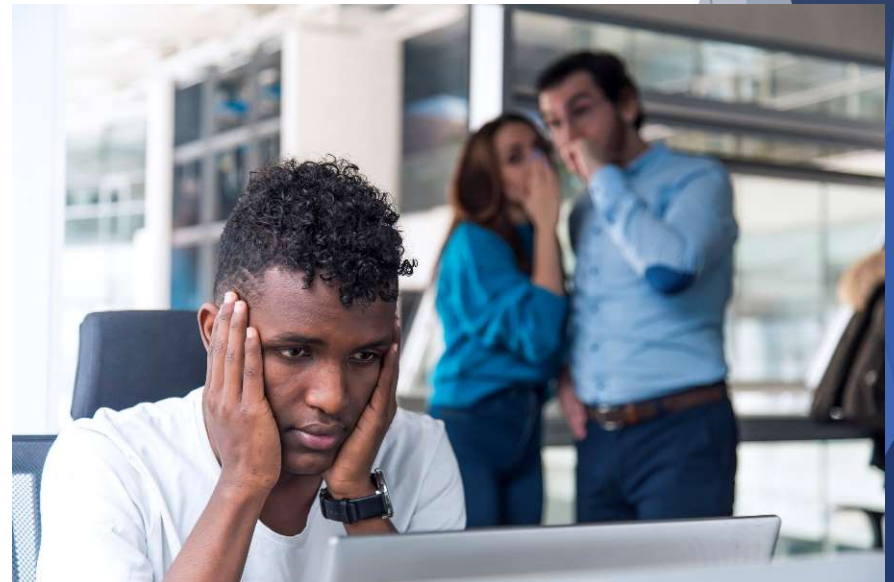
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- ▶ Disagreements or concerns should be brought to HR as soon as possible
  - ▶ Who is HR for you? Who is Supervisor for You?

# 10 Minute Break Time!

Thank You!

# Who is Liable Under the Law?

- Supervisors
- Co-workers
- Customers
- Clients
- Vendors
- Individuals or groups doing business with the employer or on the premises



# Employer Liability - Compared

## FEHA – State

Employer strictly liable for manager or supervisor's unlawful harassment

Strictly liable means Employer cannot defend against liability, even if:

- ▶ executives or managers did not know that the harassing manager engaged in the conduct.
- ▶ employer had a prevention against harassment policy and the victim never complained of the unlawful

## Title VII - Federal

Employer strictly liable for manager or supervisor's unlawful harassment

- ▶ Tangible Employment Action

No Tangible Employment Action, employer must show:

- ▶ Used reasonable care to prevent or cure
- ▶ Employee unreasonably failed to avail self of policies
- ▶ Employee could have avoided loss by complaining

# Why Should You Care as a Manager?

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Inspired by  
#MeToo  
Movement

# of sexual harassment of claims are increasing

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Claims are more costly to defend

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Greater responsibilities for prevention and more potential liability for managers

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# Road to Liability

Individual Acts of Harassment

Participating in Acts of Harassment

Examples: you block a coworker's movement

Examples: reposting a picture of a sexual nature

You repeat the sexual content of an online show

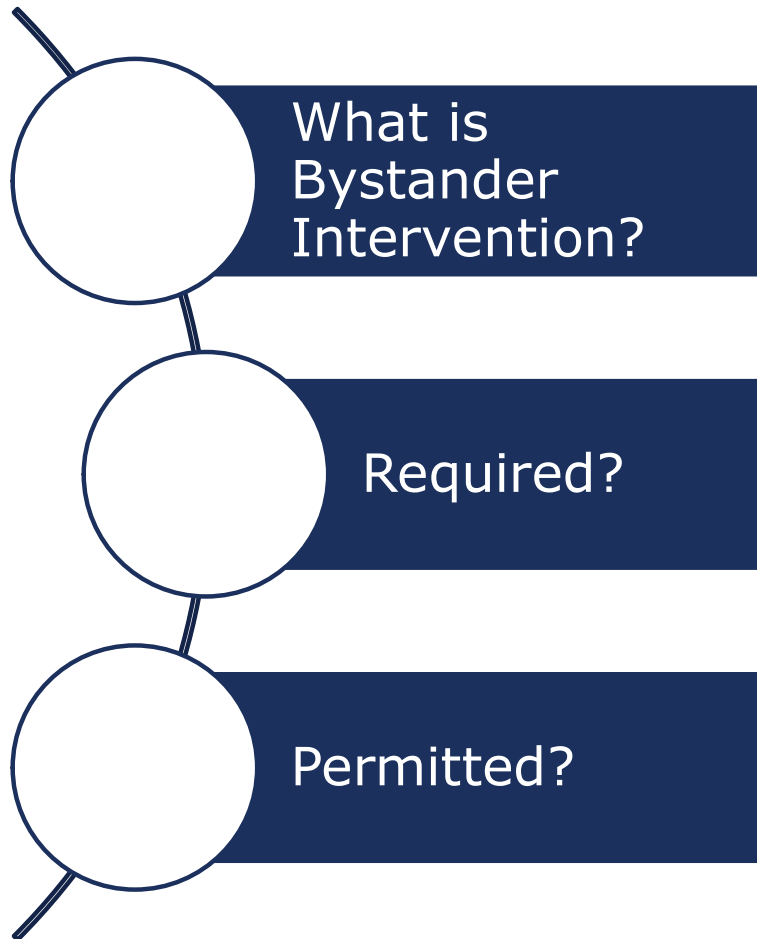
Responding to a sexual joke with another sexual joke

# What to Avoid When Receiving Complaints

**WRONG  
WAY**

- Do not give advice.
- Do not promise confidentiality.
- Do not ask judgmental questions, interrupt, or criticize.
- Do not fail to act.
- Do not alert alleged harasser prior to investigation.
- **Report the complaint to Human Resources or to the person responsible for acting on such complaints. This is mandatory.**

# Bystander Intervention



- Bystander intervention is when a witness to harassment intervenes. This helps build a culture of accountability.
- Required to intervene as a Manager/Supervisor when situation involves subordinate employees.
- In all other cases, intervention is permitted, and strongly encouraged when safe.

# How To Intervene as a Bystander

- Tell the person engaging in the conduct that it is not welcome by all
- If the situation is emotional, walk away
- Distract the person engaged in the offensive conduct
- **Report the situation to Human Resources and ask Human Resources to check the situation**



# Employer's Prevention Policy

- ▶ ZERO Tolerance for Harassment
- ▶ Managers must all report to Human Resources or Department Head any complaint received or conduct observed
- ▶ HR will handle all investigations whether internally or externally – you are never to do an investigation
- ▶ Engaging in acts of harassment might not rise to the level of **unlawful harassment** for personal liability in court, but it might result in the violation of the Company's policy.
- ▶ If after an investigation of the incident, the Company finds that a violation of the prevention policy occurred, the Company will take appropriate corrective action no matter how minor the incident. **The Company will not wait until the incident is severe or pervasive.**

# Corrective Action

- ▶ Corrective action is **required** if a violation of the Company's prevention of harassment policy is found
- ▶ Corrective action is **required** even if complaining party quits; duty is to the workplace not the complainant alone.
- ▶ Corrective action may also be required if the conduct is not harassment but doesn't meet code of professionalism

# Examples of Corrective Action

- ▶ Change job duties, times, locations
- ▶ Separate parties
- ▶ Re-train managers/employees
- ▶ Suspension
- ▶ Termination
- ▶ Written Warning

# Scenario: The Important Client

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- ▶ Did the employee have a valid objection to Mr. Smith's behavior?
- ▶ Was manager's response appropriate?
- ▶ What should have happened if this happened at Berliner?
- ▶ Did anything stand out in the discussion with the manager and employee?
- ▶ Is the client's conduct severe? Pervasive?

# Scenario: The Important Client

# Reconsider: The Important Client

- ▶ What should manager do after this behavior?
- ▶ What should have happened if this happened at Berliner?
- ▶ Now, is the client's conduct severe? Pervasive?

# What if the Complaint of Harassment is About You?

- ▶ It would be natural to feel defensive or angry, especially if you think the complaint is unfounded.
- ▶ However, retaliating against an employee who reports harassment is a violation of state and federal law, and against the Company's policy.
- ▶ **You may be disciplined, or a lawsuit may be filed for retaliation even if the complaint is without merit.**

# What is Unlawful Retaliation?

- ▶ Retaliation is adverse conduct inflicted against someone because they made or make a complaint of discrimination or harassment. A retaliation claim has three elements:
  1. **protected activity:** "participation" in an EEO process or "opposition" to discrimination or harassment;
  2. **materially adverse action:** in terms, conditions, and privileges of employment; and,
  3. **causal connection:** between protected activity and materially adverse action.
- ▶ It is unlawful to retaliate against a person because the person has filed a complaint, testified, or assisted in any proceeding under FEHA.

# Consequences for Violating Anti-Retaliation Laws

- ▶ **Rights.** Under California law (FEHA), any “person” can file a retaliation claim
  - ✓ Includes employees and applicants
- ▶ Employees should utilize the Company's complaint procedures if they believe they have been victims of retaliation
- ▶ **Responsibilities.** Employers can be held liable for unlawful retaliation if it materially affects the victims' work conditions. Therefore, employers will take corrective action against employees who engage in retaliatory behavior.

# What does Retaliation Look like?

- ▶ Change of job duties
- ▶ Combination of loss of supervisory position, barred from completing certification course, excluded from meetings, and threatened with termination of 4/10 work schedule.
- ▶ Singling them out

**BE AWARE!**

# **New Law: Rebuttable Presumption of Retaliation!**

# New Law: Rebuttable Presumption of Retaliation!

- ▶ **SB 497**: Beginning January 2024, if an employee faces discipline or termination within 90 days of making a protected complaint, **there is a rebuttable presumption that this is unlawful retaliation**
- ▶ What is a rebuttable presumption?
  - ▶ The Court will presume there was unlawful retaliation unless proven otherwise
  - ▶ Harder to defend against a finding of liability

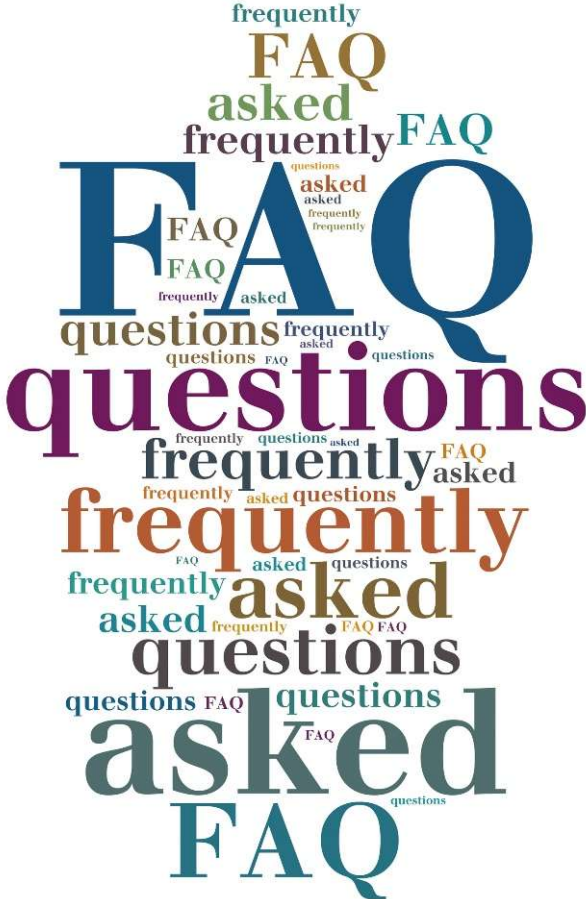
# Defeating the Presumption Before Litigation

- ▶ **Document Everything** → This will help establish a *legitimate business reason* in adverse action cases
- ▶ **Clear and Timely Communication** → Clearly articulate the legitimate reasons for the adverse action to the employee, provide an opportunity to address concerns, and demonstrate good faith
- ▶ **Continuous Monitoring** → Regularly assess employees and address concerns as they arise

# Best Practices for Managers

- Do not delay in responding to complaints. Do not ignore a complaint, even if you think it is untrue, bothersome, or silly.
- Listen carefully and take notes.
- Do not judge or criticize.
- Report all complaints to Human Resources or to the person responsible for acting on such complaints.
- Promote open communication.
- Lead By Example – Grandma Rule!
- Management/HR review of all proposed actions that may be “tangible employment actions.”
- If disciplinary action for an unrelated matter is required, conclude the investigation first, then document the disciplinary action and reason.
- Continually supervise or manage employees, including giving constructive criticism.
- Document performance or disciplinary problems as they occur.

# Questions?





# City of Gilroy

## Personnel Commission

### STAFF REPORT

**Agenda Item Title:** Updates to the Job Description for Human Resources Director/Risk Manager

Meeting Date: February 23, 2026

From: LeeAnn McPhillips, Interim Human Resources Director/Risk Manager

Department: Administrative Services

Submitted by:

Prepared by: LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager.

### RECOMMENDATION

Approve updates to the job description for Human Resources Director/Risk Manager.

### BACKGROUND

The position of Human Resources Director/Risk Manager will be starting recruitment very soon. As the Personnel Commission is aware, LeeAnn McPhillips retired at the end of December 2025 after over thirty-five years of public service, twenty-six years of which were with the City of Gilroy. LeeAnn is serving in an interim role until the recruitment process is complete, and the position is filled. She is limited to working no more than 960 hours per fiscal year (July - June) pursuant to CA Government Code/CalPERS regulations.

The job description for the Human Resources Director/Risk Manager position was in need of updates as it had not been updated since 2001. Updates were made to the job description to be more reflective of the current work, desired approach, and needed requirements. The new City Administrator was part of the review process as this position is a direct report to the City Administrator. The attached job description is in a track changes format, so the Commission can see the changes being made to the job description. Additions are in blue underline format and deletions are in red strikeout format.

With the updated job description, the recruitment brochure will be finalized, and the search will officially begin. The City has secured the executive search firm of Peckham & McKenney to assist with this search. Roberta Greathouse, a former City Manager and Human Resources Director, is the lead person working on the search.

Staff is not recommending any changes to the established salary range for this at-will position, currently set at \$204,675 - \$281,132 annually. The final 3% of the salary range requires five years of City of Gilroy service.

**Attachments:**

1. HR Director Risk Manager DRAFT Feb 2026

**HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT  
HUMAN RESOURCES DIRECTOR/RISK MANAGER**

**GENERAL DUTIES:**

Under general direction of the City Administrator, plans, organize, direct, administer and participate in the implementation and administration of the City's Human Resources, ~~L~~abor ~~R~~elations, and Risk Management activities. This hands-on director is charged with leading and managing a full-service human resources and risk management function which includes, but is not limited to recruitment and selection, benefits administration, classification and compensation, training and development, safety, workers compensation, risk management, employee relations, investigations and employee discipline, labor negotiations, and other related functions. The Director shall serve as an advisor to department heads, managers, and supervisors as it relates to human resources and risk management functions as well as organizational culture. The director will supervise assigned staff and will ~~;~~ serve as the staff liaison ~~secretary~~ to the City's Personnel Commission. This is an at-will, department head position that serves at the pleasure of the City Administrator.

**GENERAL REQUIREMENTS:**

Personal appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy ~~in regards to~~ in regard to punctuality and attendance.

Compliance - Follows the policies, rules and regulations of the City and Department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team ~~effort~~ effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and ~~sexual~~ gender-identity differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and ~~sexual~~ gender-identity differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Serve as the head of the Human Resources & Risk Management Department and technical/strategic advisor to the City Administrator and other department heads on human resources and risk management related matters.

~~1.2.~~ Plan, organize, supervise, and participate in the activities of the City's human resources programs, including recruitment and selection, employee benefits, classification and pay compensation, labor relations and labor negotiations, performance management, leave management, equal employment, workers compensation, risk management, and employee training.

3. Collaborate with department heads, City Administrator, and other city staff to foster a positive culture in the workplace.
4. Support daily work activities with a visionary approach to the future.
- ~~2.~~5. Represent the City in contract negotiations with representatives of bargaining units, and work with employee representatives to foster positive employee relations.
- ~~3.~~6. Administer the City's risk management/risk avoidance program, including general liability and workers' compensation claims; represent the City at meetings with third party administrator.
- ~~4.~~7. Manage the City's benefits, health and safety programs; lead the city-wide safety committee and accident review board.
- ~~5.~~8. Identify, plan, and coordinate staff development training for City employees.
9. Supervise and conduct classification and compensation studies.
- ~~6.~~10. Evaluate, administer, and make recommendations regarding employee benefit programs.
- ~~7.~~11. Assign, review, coordinate and evaluate the work of Human Resources/Risk Management Department staff members; provide necessary training and guidance; take appropriate disciplinary actions.
- ~~8.~~12. Draft, recommend, and implement administrative policies and procedures related to Human Resources, labor relations, and Risk Management.
- ~~9.~~13. Administer, interpret and apply provisions of personnel policies and regulations, memoranda of understanding, and related policy documents.
- ~~10.~~14. Advise and assist managers on personnel and labor relations matters, including employment, disciplinary actions, grievances, and performance problems and evaluations.
- ~~11.~~15. Serve as staff to City Personnel Commission; prepare agendas and recommendations.
- ~~12.~~16. Supervise the preparation and maintenance of records and reports, including personnel files, required statistical reporting, and related documents.
- ~~13.~~17. Investigate allegations of sexual harassment, employment discrimination, and other policy violations; monitor the City's equal employment program.
- ~~14.~~18. Serve on internal and external committees, and represents the City in related professional areas.
- ~~15.~~19. Develop and assist in the development and implementation of goals, objectives, policies, priorities, and work standards.
20. Prepare and present reports, recommendations, and analyses internally as well as to the Personnel Commission and/or City Council.
21. Work closely with legal advisors on sensitive and/or complex human resources and/or risk management matters.
- ~~16.~~22. Represent the City of Gilroy on boards/committees related to the City's risk and insurance programs.
- ~~17.~~23. Develop specifications, evaluate proposals, and recommend selection of consultants; monitors and administer consultant contracts.
24. Prepare and administer budget for the Human Resources and Risk Management Department.
25. Keep abreast of legislative matters and laws related to human resources and risk management.

- 26. Participate with professional organizations related to public sector human resources and risk management.
- 27. May serve in a key role in the City’s Emergency Operations Center (EOC).
- ~~18.~~28. Perform related work as assigned.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

- 1. Excellent interpersonal skills.
- 2. Strong negotiation skills.
- 3. Supervisory and leadership skills.
- 4. Strong oral and written communication skills, to including having difficult conversations with employees and others.
- 5. Conflict resolution skills.
- 6. Customer service techniques.
- 7. Strategic and visionary thinker.
- 8. Collaboration and problem-solving skills.
- 9. Emotional intelligence.
- 10. Organizational and project management skills.
- 11. Presentation skills.
- 12. Planning, organizing, executing, controlling, and evaluating activities.
- 13. Preparing clear and concise administrative reports and presentations.
- 14. Possess strong personal computer operation skills.

**KNOWLEDGE: Knowledge of:**

- 1. Operations, services and activities of a comprehensive human resources program including classification, recruitment, compensation, benefits and employee relations.
- 2. Principles and practices of human resources management.
- 3. Principles and practices of personnel program administration.
- 4. Methods and techniques of labor relations and collective bargaining.
- 5. Principles and practices of research, report preparation and statistical analysis.
- 6. Principles and practices of human resources program areas including classification, compensation, recruitment, employee relations and related areas.
- 7. Principles and practices of budget preparation and administration.

8. Principles and practices of risk management and insurance.
9. Principles of supervision, training and performance evaluation.
10. Pertinent Federal, State and local laws, codes and regulations.
11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
12. Safety policies and safe work practices applicable to the work.
13. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

~~Principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification and compensation, risk management, equal employment, safety, and training.~~

- ~~1. Applicable federal and state laws, regulations, and practices relative to personnel administration.~~
- ~~2. Principles and practices of organization, management, supervision, and budgeting.~~
- ~~3. Principles and practices of public sector collective bargaining; various approaches to employee relations and interpersonal communication.~~
- ~~4. Training needs assessment, planning, and coordination.~~

**ABILITIES:** Ability to:

1. Manage and direct the operations, services and activities of a comprehensive municipal human resources and risk management program.
2. Identify and respond to employee inquiries, complaints, concerns and needs.
3. Oversee, direct and coordinate the work of assigned staff.
4. Select, supervise, train and evaluate staff.
5. Participate in the development and administration of department goals, objectives and procedures.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
7. Develop and implement programs for recruitment, classification, compensation, benefits and employee relations.
8. Review, investigate and negotiate grievances filed by employees.
9. Oversee employee benefits program design and administration.
10. Administer a diverse human resources program including employee operations, workers compensation, and risk management;

11. Research, analyze and evaluate new service delivery methods and techniques.
12. Interpret and apply Federal, State and local policies, laws and regulations.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish and maintain effective working relationships with those contacted in the course of work.
15. Maintain mental capacity which allows for effective interaction and communication with others.
16. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
17. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
18. Navigate sensitive human resources, risk management, or politically sensitive issues.
19. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial, gender, and religious of a work force.
20. Implement and maintain customer service techniques and standards.

~~1. Supervise, direct, and participate in the full range of professional personnel staff work, including recruitment and selection, classification and compensation, risk management, and benefits administration.~~

~~2. Plan, organize, supervise, review, and evaluate the work of others, and provide for their training and development.~~

~~1-21.~~ Develop, recommend, implement, interpret and apply policies, regulations, and provisions of memoranda of understanding.

~~2-22.~~ Represent the City effectively to employees, managers, bargaining unit representatives, elected officials, vendors, consultants, and members of the public.

~~3-23.~~ Deal constructively with conflict, and facilitate resolution of disputes.

~~4. Communicate clearly and concisely, orally and in writing.~~

~~5-24.~~ Prepare and present effective reports, recommendations, and correspondence.

~~6. Prepare and administer a division budget.~~

~~7. Conduct and direct complex analyses, evaluate alternatives, and develop and implement sound recommendations.~~

~~8-25.~~ Exercise sound professional judgment and work effectively with others to resolve personnel problems.

~~3- 11. Establish and maintain effective working relationships with those contacted in the performance of required duties.~~

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

HUMAN RESOURCES DIRECTOR/RISK MANAGER

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone (desk phone and cell phone)
4. ~~Copier~~ Multi-Function Machine (copy/scan/fax)
5. Calculator or 10-key adding machine
6. ~~Facsimile machine~~
7. ~~Typewriter~~
8. ~~Microfiche reader~~
9. ~~6. Polaroid or d~~ Digital camera
10. ~~7.~~ Automobile
11. ~~8.~~ Paper shredder or cutter
9. Specialized computer software
10. Presentation equipment
12. ~~11.~~ Television

**PHYSICAL DEMANDS:**

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time working at a computer or attending meetings
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

**SENSORY DEMANDS:**

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, ~~typewriter~~ multi-function machine (copy/scan/fax), telephone, ~~fax machine, copier,~~ calculator, ~~adding machine,~~ paper shredder, paper cutter, camera, and automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 95% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.-
3. Noise Level: Conducive to office settings with phones, copiers, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during recruitment testing, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, and uneven surfaces at the testing or training sites.
4. Noise Level: Varying low to high equipment noise at testing or training sites such as the Fire Station and Corporation yard.
5. Lighting: Normal outdoor conditions, and chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle and/or outdoor equipment.
7. Dust or Fumes: Normal to high levels, associated with recruitment activities.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, ~~typewriter~~, printer, ~~copier~~ multi-function machine (copy/scan/fax), ~~adding machine~~ calculator, ~~fax machine~~, paper shredder, or paper cutter. In addition, there is exposure to mechanical hazards when utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Any combination of Education and experience equivalent to (equivalency determined at the sole discretion of the City of Gilroy):
  - a. a-Bachelor's Degree from an accredited college or university with a major in public administration, human resources management, organizational development, business administration, public administration, political science, psychology, or a related field of study. A Master's degree from an accredited college or university in public administration, business administration, organizational development, human resources management or a related field of study is highly desired, and
  - b. six Ten years of increasingly responsible and related professional-level, full-time, paid experience in public sector Human Resources management or closely related field, including at least five years at a management level (i.e. Director, Assistant Director, Deputy Director, or Manager) that has included management/supervisory, operational, and administrative responsibilities. Human Resources experience with a full-service municipal agency that has included public safety departments is highly desired. Experience in the field of public sector

~~risk management highly desired. An advanced degree in public administration is preferable and may be substituted for one year of the desired experience.~~

- ~~2.~~ Current International Public Management Association-Senior Certified Professional (IPMA-SCP) Certification, Human Resources Certification Institute (HRCI) Senior Professional in Human Resources Certification, and Certified Labor Relations (CLRP) Certification are desirable.
- ~~2.3.~~ Strong computer skills to include Microsoft Office Suite, Enterprise Resource Planning (ERP) Human Capital Management (HCM) system, applicant tracking system such as NeoGov Insight, onboarding system such as NeoGov ON. Computer literacy is highly desirable.
- ~~3.~~ Pass a post-offer medical examination, which includes a drug test.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Pass an employment background check to include a Department of Justice criminal record check for employment.
6. Prefer non-tobacco user.
- ~~6.7.~~ Bilingual English/Spanish desired, but not required.



# City of Gilroy

## Personnel Commission

### STAFF REPORT

**Agenda Item Title:** Updates to Job Description for Part-Time Assistant Fleet Technician

**Meeting Date:** February 23, 2026

**From:** LeeAnn McPhillips, Interim Human Resources Director/Risk Manager

**Department:** Administrative Services

**Submitted by:**

**Prepared by:** LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager.

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### RECOMMENDATION

Approve updates to the job description for the part-time position of Assistant Fleet Technician.

### BACKGROUND

The part-time position of Assistant Fleet Technician is a 25 hour per week position that provides vital support to the Fleet Section. A review of the job description by staff resulted in some updates that are important to make prior to commencing the recruitment for the position. It can be very challenging to fill and retain staff in part-time positions.

The attached job description includes the recommended updates in a track changes format. Additions are in blue underline format and deletions are in red strikeout format. Staff believes these changes will assist in filling this entry-level, part-time position. First, Facilities & Fleet Services recently moved from Administrative Services to the Public Works Department, so that change is noted in the job description. This department change will be made to all Facilities and Fleet job descriptions. The requirements have been reduced to open up the ability for entry level applicants to be considered. It was noted in the last recruitment that there were candidates that were not considered as they did not have two semesters/three quarters of related coursework and did not have 300 hours of work experience. The changes to these requirements will allow a truly

entry-level candidate who demonstrates a great attitude, a strong aptitude for the work, and a willingness to learn to be considered for the position.

This is an hourly, unrepresented, at-will position which is paid hourly. Staff is not recommending any changes to the already established hourly rate range which is currently set at \$26.55 - \$32.52 per hour.

Following Personnel Commission approval of the job description updates, staff will commence the recruitment process for this part-time position.

**Attachments:**

1. Assistant Fleet Technician DRAFT Feb 2026

**PUBLIC WORKS~~ADMINISTRATIVE SERVICES~~ DEPARTMENT  
FLEET AND FACILITY SERVICES DIVISION  
PART-TIME ASSISTANT FLEET TECHNICIAN**

**GENERAL DUTIES:** Under the supervision of the Senior Equipment Mechanic, the Assistant Fleet Technician is an entry-level position that performs basic fleet maintenance tasks and assists the mechanics in the fleet shop as needed. This is a part-time, entry-level, unrepresented position intended to provide support to the other Equipment Mechanics in the Fleet Division.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/City policy ~~in regards to~~ in regard to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and gender identity differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and gender identity differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Cleans and washes passenger vehicles and large equipment.
2. Performs oil and filter changes on vehicles.
3. Rotate and/or replace tires on vehicles.
4. Replace windshield wipers on vehicles or other similar basic tasks.
5. Service and/or replace batteries in vehicles.
6. Jumpstart vehicles.
7. Perform light vehicle repairs as assigned.
8. Clean inside and outside of vehicles.

9. Move vehicles to and from other buildings for repairs and inspections, and taking vehicles to get smogged, or to the car wash.
10. Work with the Equipment Mechanics to assist them with larger vehicle repairs, as needed.
11. Obtain fleet parts needed from auto repair store or other location.
12. Maintain records of work performed.
13. May assist with or perform some inspections once properly trained and proficient in a specific type of inspection.
14. Perform related work as required.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

**SKILLS:** Skill in:

1. Good communication skills, both verbally and written.
2. Perform work using safe, expedient, acceptable methods as trained.
3. Work independently and at times unsupervised.
4. Safely operate various shop equipment such as, but not limited to drill presses, pressure washers, solvent tanks, tire machines, vehicle hoists and jacks.
5. Attention to detail, as quality of work and inspections are extremely important.
6. Organizational skills to keep track of the order of assigned tasks.
7. Properly documenting inspections and repairs, using computer applications.
8. Ordering correct parts and supplies as assigned.
9. Provide excellent customer service and responsiveness to operating departments.
10. Basic auto maintenance and repair tasks, including, but not limited to oil changes, filter replacements, fluid top offs, tire repairs/replacements, belt replacements, battery service and/or replacement and basic vehicle inspections.

**KNOWLEDGE:** Knowledge of:

1. Internal combustion engines, both gasoline and diesel engines.
2. Fleet shop practices and procedures.
3. Automotive nomenclature, fuels, lubricants, and applicable fluids.
4. Basic automotive electrical and fuel systems.
5. Basic trouble shooting mechanical and electrical issues.

**ABILITIES:** Ability to:

1. Maintain a variety of shop and repair records and logs.
2. Use a personal computer or tablet/laptop device to perform work and maintain records.

3. Care for and properly maintain tools and equipment.
4. Prepare and maintain clear and accurate reports.
5. Understand and follow oral and written instructions.
6. Communicate clearly and concisely, both orally and in writing.
7. Demonstrate a high level of manual dexterity and mechanical aptitude.
8. Establish and maintain effective working relations with co-workers and the public.
9. Lift, pull and carry heavy objects weighing up to seventy-five (75) pounds.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

When working in the office and in the field, the following may be used:

1. Computer, keyboard, and monitor
2. Laser-jet or ink jet printer
3. Desk telephone and cell phone
4. Copier
5. Calculator
6. Facsimile machine
7. Typewriter
8. Paper shredder or cutter
9. Specialized computer software
10. Handcart or dolly
11. Two-way radio
12. Specialized tools used in the repair and maintenance of vehicles and other equipment
13. Small equipment repairs: chain saws, chop saws, concrete saws, lawn mowers, etc.
14. Large equipment repairs: dump truck, police car, fire truck, fire engine, boom truck, bobcat, trench snapper, backhoes, cat loader, paint truck, asphalt spreader, roller, forklift etc.
15. Vehicle lifts
16. Oil, gasoline, grease, and a variety of equipment solvents and cleaners
17. Floor jack
18. Tire machine
19. Brake lathe
20. Engine hoist
21. Analyzer
22. Pressure washers
23. Automobile, truck, or van

### **PHYSICAL DEMANDS:**

When working in the Repair Shop at the Corporation Yard, field, or in the office, employee will perform the following physical activities including handling heavy equipment and vehicle parts, tools, files, books, binders, and boxes of material or equipment:

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking, to and from different facilities while in the process of repairing equipment.
3. Standing, when performing maintenance on light/heavy equipment such as trucks or cars.
4. Kneeling, when installing, repairing, or inspecting light or heavy equipment.
5. Bending/stooping, when installing, repairing, or inspecting light or heavy equipment.
6. Squatting/bending, when installing, repairing, or inspecting light or heavy equipment.
7. Crawling, when installing, repairing, or inspecting light or heavy equipment.
8. Climbing, ladders or stairs when performing maintenance on light or heavy equipment.
9. Balancing, when using ladders and when working on light or heavy equipment.
10. Twisting, when installing, replacing, or inspecting light or heavy equipment.
11. Reaching, when working with tools and equipment during repair procedures.
12. Carrying, equipment/tools when repairing or inspecting light or heavy equipment.
13. Pushing/pulling, handcart when installing, repairing, or inspecting light or heavy equipment.
14. Lifting up to 75 lbs., when installing, replacing, or repairing light or heavy equipment.
15. Driving, to other facilities to install, repair, or deliver equipment, in addition to purchasing supplies and attending meetings and training.
16. Speed, in meeting deadlines and using office equipment.

### **SENSORY DEMANDS:**

A majority of the time, employees are required to use these senses while using specialized equipment when performing routine maintenance on City vehicles and other equipment. Under typical office conditions, employee utilizes these senses while using a computer, printer, telephone, fax machine, copier, calculator, or camera:

1. Seeing, color vision for safety reasons when working with electrical wiring and cables. In addition, hand signals are used when verbal communication is comprised when working around loud machinery, equipment, or heavy traffic.
2. Speaking/Hearing, for safety reasons, when communicating with co-workers, customers, and the public.
3. Touching/Feeling, for safety reasons, when differentiating sharp or hot objects in order to prevent injury or an unsafe condition when working with equipment, tools, oils, etc.
4. Smelling, for safety reasons, when differentiating chemicals, gases, oils, propane, etc.

### **ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, approximately 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, approximately 40% of the time.
2. Travel: Under varying conditions via automobile, up to 10% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, turf, tile, wood, roof-tops, uneven surfaces, etc.
4. Noise Level: Varying low to high, light, and heavy equipment noise due to trucks, saws, drills, sanders, air compressors, jack hammers, backup alarms, etc.
5. Lighting: Conducive to day or night setting but may also work in poorly lit areas such as attics or basements.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold, or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, during new construction or demolition projects. Also exposed to insect, vermin, pigeon, or rodent excrement.

**HAZARDS:**

Mechanical and electrical exposure is medium to high depending on the work being performed on City vehicles or other light or heavy equipment. There is potential exposure to biological waste or bodily fluids when working in Police or Fire vehicles. In addition, there is some exposure to mechanical hazards when driving a vehicle or truck.

Exposure is minimal when properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, camera, radio, etc.

**ATMOSPHERIC CONDITIONS:**

Low to medium exposure to fumes occurs from gasoline, propane, cleaners, solvents, oils, and vehicle exhaust when performing maintenance or repairs on City vehicles or other equipment. Minimal exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Graduation from high school or GED equivalent.
2. Completion of at least ~~one~~two (~~2~~1) semester (~~or three~~ (~~3~~) quarter) courses in the Automotive or Equipment Mechanics field.
3. Work experience in the automotive repair/service field of at least ~~3~~100 hours (equivalency to be determined at the sole discretion of the City of Gilroy).
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s) at the time of hire.
5. Possess and maintain a personal collection of appropriate basic tools, sufficient to perform the required tasks.
6. Work varied shifts and/or days as assigned.
7. Pass an employment background check, including a Department of Justice criminal record check.
8. Pass a post-offer medical examination, which includes a drug test.
9. Prefer non-tobacco user.