



**CITY OF GILROY
PERSONNEL
COMMISSION
REGULAR MEETING
AGENDA**



MONDAY, MARCH 25, 2024 | 5:30 PM

**GILROY CITY HALL – ADMINISTRATIVE SERVICES CONFERENCE ROOM
7351 ROSANNA STREET, GILROY, CA 95020**

Chair: Marissa Haro

Vice Chair: Catherine Cummins

Commissioners: Robin Bronze, Nita Edde-Mitchell, Vacant

Staff Liaison: LeeAnn McPhillips, Human Resources Director



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Personnel Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204

PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **OPENING**
 - 1.1 **Call Meeting to Order (Chairperson)**
 - 1.2 **Roll Call**
 - 1.2 **Report on Posting the Agenda (HR Director, LeeAnn McPhillips)**
2. **ANNUAL VISIT FROM MAYOR MARIE BLANKLEY**
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 Minutes for the Meeting of January 22, 2024 (report attached).
5. **HUMAN RESOURCES DIRECTORS REPORT**
6. **INFORMATIONAL ITEMS**
 - 6.1. Recruitment and Selection Report (report attached).
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - 8.1. **Updates to Planning Manager Job Description and Reclassification of Cindy McCormick to the Classification of Planning Manager**
 1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
 2. Public Comment
 3. Possible Action:
 1. Approve updates to Planning Manager Job Description
 2. Approve Reclassification of Cindy McCormick to the Classification of Planning Manager Effective April 1, 2024
 - 8.2. **Job Description and Hourly Rate Range for the New Classification of Part-Time Assistant Fleet Technician**
 1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

2. Public
Comment
3. Possible
Action:

Staff Recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Part-Time Fleet Maintenance Technician
2. Approve the hourly rate range for the position of Part-Time Fleet Maintenance Technician

8.3. Job Description and Hourly Rate Range for the New Classification of Part-Time Police Cadet

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public
Comment
3. Possible
Action:

Staff Recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Part-Time Police Cadet
2. Approve the hourly rate range for the position of Part-Time Police Cadet

8.4. Job Description and Salary Range for New Classification of Senior Facilities Maintenance Specialist

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public
Comment
3. Possible
Action:

Staff Recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Senior Facilities Maintenance Specialist
2. Approve the salary range for the position of Senior Facilities Maintenance Specialist

9. FUTURE PERSONNEL COMMISSION BUSINESS

- 9.1. Job Description and Salary Range for Utilities Business Manager

- 9.2. Job Descriptions and Salary Ranges for Environmental Engineer I/II
- 9.3. Updates to Sworn Police Job Descriptions

10.

ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is April 22, 2024 at 5:30 p.m.

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

January 22, 2024 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Edde-Mitchell called the meeting of January 22, 2024 to order at 5:37 p.m. Roll call was taken noting that Commissioners Bronze, Edde-Mitchell and Haro were present. Commissioner Cummins was initially noted as absent but arrived shortly after the meeting had started. Human Resources Director McPhillips reported that the agenda for this meeting was posted on January 19, 2024 at 5:14 p.m.

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

III. TRAINING

Personnel Commission training on Best Practices and Consideration for Updating Agency Human Resources Rules and Regulations – training was provided by Alexander Volberding, Attorney with the Public Sector Employment Law Firm of Liebert Cassidy Whitmore.

IV. APPROVAL OF MINUTES

- A. *For the meeting dated November 27, 2023 – on a motion from Commissioner Bronze, seconded by Commissioner Haro, the minutes for the November 27, 2023 meeting were approved on 4-0 vote.*

V. HUMAN RESOURCES DIRECTOR'S REPORT – no report

VI. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*
- B. *Harassment, Discrimination & Retaliation Prevention Training Update – report on this mandatory training was shared with the Commission. Training materials and policy were shared with the Commission. Berliner Cohen, the city's City Attorney law firm, provided the training sessions for employees.*

VII. UNFINISHED BUSINESS – None

VIII. NEW BUSINESS

- A. *New Job Description and Salary Range for Environmental Programs Manager - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the job description and salary range for the classification of Environmental Programs Manager was recommended for approval; motion passed on a 4-0 vote.*
- B. *New Job Description and Salary Range for Facilities & Fleet Superintendent and Reclassification to Position - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Bronze, seconded by Commissioner Cummins, the job description, salary range, and reclassification of Walter Duncel for the classification of Facilities & Fleet Superintendent was recommended for approval; motion passed on a 4-0 vote.*
- C. *Selection of Chair and Vice Chair for 2024 - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Nita Edde-Mitchell, seconded by Commissioner Bronze, Commissioner Haro was selected to be the 2024 Chair and Commissioner Cummins as the Vice Chair, seconded by Commissioner Bronze ,motion passed on a 4-0 vote.*

IX. FUTURE PERSONNEL COMMISSION BUSINESS

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

- X. **ADJOURNMENT** - *the meeting adjourned at 7:04 p.m. on motion from Commissioner Cummins, seconded by Commissioner Haro; motion passed 4-0. The next regular meeting is scheduled for February 26, 2024.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT

Recruitments Posted as of March 2024	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 3/22/24)
Police Officer – Lateral, Academy Graduate, Current Academy Cadet	9/28/23	Continuous	1 total plus planning for future retirements (can hire at any level)	Accepting & screening applications	10
Detention Services Officer	12/15/23	Open Until Filled	1	Accepting applications	18
Firefighter Trainee (Licensed Paramedic)	1/9/24	Continuous	1 opening effective 7/1/24	Accepting applications; interviews on 2/2/24	19
Recreation Leader II/III – Adaptive Program (Part-Time)	1/9/24	Open Until Filled	1	Accepting Applications	8
Fire Engineer – Promotion Process	3/11/24	5/10/24	1	Accepting Applications	1
Community Engagement Coordinator	3/7/24	3/29/24	2 (Administration & Police)	Accepting Applications	25
City Clerk	2/26/24	4/2/24	1	Accepting Applications	27
Human Resources Summer Intern	3/11/24	4/8/24	1	Accepting Applications	8
Human Resources Student Worker	3/14/24	Week of April 8 – priority screening	1	Accepting Applications	3
Recreation – Seasonal Summer Hires	2/2/24	Open Until Filled	8	Accepting & Screening Applications; Interviews	18
City Engineer/Transportation Engineer	2/9/24	Open Until Filled	1	Accepting Applications	20
Summer Interns – Administration & Police	n/a	n/a	2	Job flyer under development	n/a

Recruitments in Process – March 2024	Status
Police Officer (All Levels)	1 Trainee begins work 3/25/24; 1 Lateral candidate in pre-hire steps; 2 candidates in PHQ phase
Public Safety Communicator Trainee	1 candidate in background; screening applications; reposting position

Recruitments in Process – March 2024	Status
Police Records Technician I	Interviews 4/12/24
Detention Services Officer	1 candidate in background check
PT Office Assistant I	1 candidate begins work 4/2/24
Hazardous Materials Inspector I/II	1 candidate in final pre-hire steps
Fire Captain (Promotional)	Chief's interviews
Firefighter Trainee (Licensed Paramedic)	3 Trainees begin work 3/25/24
Management Assistant (1 positions)	Review of eligibility list
Management Analyst (3 positions)	1 candidate begins work 4/10/24; reposting
Police Sergeant/Corporal Promotional Process	Written exam 3/27/24
Maintenance Worker I	List established; Section interviews being scheduled
Building Inspector I/II	Department interviews
Senior Planner	1 candidate in background check
Planner I/II	1 candidate in pre-hire steps; 1 candidate in background
Supervising Code Enforcement Officer/Code Enforcement Officer	Screening applications
Office Assistant I	1 candidate in pre-hire steps
Community Services Officer	1 candidate starts work 4/15/24

Hiring/Promotion/Separation Information (March 2024)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
JEANETTE CID	ACCOUNTING ASSISTANT I	1/22/2024
BETH MINOR	EXTRA HELP RETIRED ANNUITANT – CITY CLERK	2/8/2024
HEBA EL-GUNDY	PUBLIC WORKS DIRECTOR	2/12/2024
ADRIAN CALDERON	FIREFIGHTER/PARAMEDIC (60 UNITS)	2/20/2024
ELEAZAR PAGATPATAN	FIREFIGHTER/PARAMEDIC (60 UNITS)	2/24/2024
KYLIE KATSUYOSHI	MANAGEMENT ASSISTANT	2/26/2024
ERIN FREITAS	SENIOR PLANNER (PROMOTION)	3/1/2024
MARIAH MAGANDA	MANAGEMENT ASSISTANT	3/1/2024
SALVADOR RAMIREZ	NETWORK ADMIONISTRATOR	3/1/2024
ZACHARY TOLENTINO	POLICE OFFICER	3/8/2024
CHRISTIE THOMAS	HOUSING & COUMMNITY SERVICES MANAGER	3/11/2024
ANA SIRIAS	P/T ACCOUNTING ASSISTANT I	3/11/2024
TAMMY GRAY	EXTRA HELP RETIRED ANNUITANT – RECREATION LEADER III	3/15/2024

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
JAILENE ROCHA-FERNANDEZ	POLICE OFFICER TRAINEE	3/18/2024
MICHAEL DE FRATES	COMMUNITY SERVICES OFFICER	3/17/2024

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
CAMILLA AGUILAR-HERNANDEZ	INTER – POLICE DEPARTMENT	12/31/2023
ALEXIS KONG	HUMAN RESOURCES INTERN	1/4/2024
DAVID BOLES	POLICE CRIME ANALYST	1/18/2024
NOE ZUNIGA	RECREATION LEADER I	2/10/2024
THAI PHAM	CITY CLERK	2/15/2024
JULIE GOODPASTURE	P/T PROPERTY & EVIDENCE TECHNICIAN	2/29/2024
HANNAH BARNETT-POWELL	FIREFIGHTER (LICENSED PARAMEDIC)	3/21/2024



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Planning Manager Job Description and Reclassification of Cindy McCormick to the Classification of Planning Manager

Meeting Date: March 25, 2024

From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Approve updates to Planning Manager Job Description
2. Re-Establish the Gilroy Management Association Salary Range for Planning Manager.
3. Approve Reclassification of Cindy McCormick to the Classification of Planning Manager Effective April 1, 2024

BACKGROUND

During the early stages of Covid, some staffing reductions and changes took place to adjust to decreased revenues as a result of Covid. The city experienced a reduction in sales tax revenues as a result of the pandemic. During this time, the position of Customer Service Manager for the Community Development Department was created as duties and responsibilities of a few positions were being combined. Also, the implementation of the new comprehensive land management system was underway which was expected to achieve efficiencies within the department. Now, four years post-pandemic, staff has recognized that the changes and establishment of the Customer Service Division in Community Development did not play out as planned.

The current Customer Service Manager has continued to perform mainly Planning projects and program duties. In essence, the customer service division work really ended up being spread throughout the entire department versus within a focused division. The Planning work group's workload necessitated the Customer Service Manager to pivot and take on a leadership role with respect to the Planning function. Development activities continue to grow creating an increased workload across the department to include the Planning Division.

Cindy McCormick, the current Customer Service Manager, has been overseeing the Planning Division. She oversees the Planning team and leads and manages the Planning Division activities. She has a planning background and previously held the position of Senior Planner before becoming Gilroy's Customer Service Manager. Her expertise recently assisted with the getting the city's Housing Element approved. She also handles the most complex planning projects and issues including projects and assignments in current planning, long-range planning, housing, and environmental review. Given her background and experience, she is well-qualified to transition to the Planning Manager position. Further, Planning is the area where the city needs Ms. McCormick to work and manage. With this job change, Ms. McCormick will continue to manage two Senior Planners, two Planner I/II, and a Planning Technician.

If the Planning Manager position had continued through Covid, the position was on the same salary range as the Customer Service Manager. Therefore, this reclassification is cost neutral. The salary range for both the Customer Service Manager and Planning Manager is \$128,384 - \$176,346 annually plus excellent benefits.

Both positions fall under the Gilroy Management Association (GMA) labor group. As such, the Planning Manager job description and the reclassification of Ms. McCormick was reviewed with the GMA labor group. GMA supports the job description of Planning Manager (copy attached) and the reclassification of Ms. McCormick to this position.

Attachments:

1. Draft Job Description for Planning Manager

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
PLANNING ~~DIVISION~~ MANAGER**

GENERAL DUTIES: Under the general supervision of the Community Development Director, ~~the Planning Manager will~~ direct, plan, supervise, and coordinate the work of the Planning Division; ~~The Planning Division includes the Planning, Housing & Community Development Block Grant, and Code Enforcement Sections;~~ establish policies, procedures, and practices related to planning services; and work in cooperation with other Community Development managers, Engineering team, and other staff to solve problems, streamline processes, and ensure all customers receive excellent service. The Planning Manager will meet with a wide variety of officials, community organizations, regional planning groups, businesses, developers, and residents concerning planning entitlement processes, procedures, and timelines. The Planning Manager will work with the Community Development Director to identify and develop planning strategic initiatives consistent with City goals and priorities.

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This position is an exempt, mid-management level position that must exercise competent discretion and judgment in the performance of duties and interactions with others. This position is included with the Gilroy Management Association employee group.

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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 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~~sexual differences of others and avoids derogatory statements regarding these differences. Supports organizational diversity, equity, and inclusion.

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. Assist in development and implementation of goals, objectives, policies, and priorities of the City Council.

City of Gilroy

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March ~~September~~ 2024~~11~~

2. Plan, organize, manage, and perform the functions and activities of the Division, including long-range and current planning, ~~code enforcement~~, environmental review, ~~housing and community development~~, and special projects.
3. Assign, review, and evaluate Division work activities, ~~projects~~ projects, and programs.
4. Recommend changes to policies, procedures, ~~codes~~ codes, or regulations in support of development process improvements.
- ~~3.5.~~ Coordinate ~~planning application review and entitlement~~ the development processing ~~between the Planning Division, Community Development teams, procedures of the City; see that coordination is maintained between~~ various City departments, outside governmental agencies, and ~~various stakeholders~~ citizen groups for development processing functions.
- ~~4.6.~~ Serve as staff and prepare or direct preparation of reports and recommendations to the Community Development Director, City Administrator, City Council, Planning Commission, and other boards and commissions.
- ~~5.~~ Manage the functions and activities of the Housing & Community Development Section including oversight of CDBG (Community Development Block Grant) and city Housing Trust Funds.
- ~~6.~~ Manage and provide oversight of the Code Enforcement Section, including planning, building, and related municipal code enforcement.
7. Review and remain current with legislation and legal opinions that may affect ~~activities~~ the activities of the Division.
8. Meet with and advise developers and general public regarding development applications and processes; explain purposes, regulations, and directives of accepted development practices.
9. Serve as Acting Community Development Director as ~~assigned~~ required.
- ~~10.~~ Prepare and administer various Federal and State grant programs.
- ~~11.10.~~ Represent the City and assist in preparation of studies with regional planning groups and organizations.
11. Apply for grants to assist in preparation of studies as necessary.
12. Administer and supervise work performed by contract professional consultants.
13. Prepare and administer the Planning Division budget.
14. Supervise, train, and evaluate professional, technical, and clerical subordinates.
15. Perform related duties as assigned.

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REQUIRED SKILLS, ~~KNOWLEDGE~~ KNOWLEDGE, AND ABILITIES:

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~~March~~ September 2024

KNOWLEDGE: Knowledge of:

1. Principles and practices of urban planning and zoning administration.
2. Recent developments, current literature, and informational sources in the field of planning and zoning.
3. Federal and State planning laws and programs.
4. Research methods.
5. Laws underlying general plans, environmental matters, zoning, and land division.
6. Principles of organization, administration, budget, and personnel management.
7. Current technologies applicable to Division activities.

ABILITIES: Ability to:

1. Participate in, and plan, and direct the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of studies, technical papers, ordinances, and resolutions.
2. Establish and maintain effective working relationships with the public, City personnel, and outside governmental agencies.
3. Communicate clearly and concisely, orally and in writing.
4. Prepare and analyze planning studies and communicate findings of these studies in an understandable manner.
5. Supervise, train, and evaluate professional, technical, and clerical subordinates.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier/Multi-function machine (copy, scan, fax)
5. Calculator
6. 10 key adding machine
7. Facsimile machine
8. Optical character reader
9. Postage meter and scale
10. Lettering machine
11. Microfiche reader
12. Binding machine
13. Two-way radio

- ~~14.9.~~ Polaroid or digital camera
- ~~15.~~ Paper shredder
- ~~16.~~ Paper cutter
- ~~17.10.~~ Plans, ~~maps~~ maps, and blueprints
- ~~18.11.~~ Presentation equipment, microphones, easels, overhead projectors, etc.
- ~~19.~~ Plan copying machine
- ~~20.~~ Cartography equipment
- ~~21.12.~~ Specialized computer software
- ~~22.13.~~ Automobile, utility truck or van

PHYSICAL DEMANDS:

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

1. Sitting, ~~for very prolonged periods of time attending meetings or working at the computer.~~
2. Walking, ~~during site visits, inspections, enforcement activities, etc.~~
3. ~~Hiking, during site visits, when inspecting various properties throughout the city.~~
- 4.3. Standing, ~~during Council meetings or other public presentations, for up to an hour.~~
- 5.4. Kneeling
- 6.5. Bending/stooping
- 7.6. Twisting
- 8.7. Reaching
- 9.8. Carrying
- 10.9. Pushing/pulling
- 11.10. Lifting up to 25 lbs.
- 12.11. Driving
- 13.12. Speed, in meeting deadlines ~~and in using office equipment.~~

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, telephone, fax machine, copier, ~~adding machine, postage meter, paper shredder, paper cutter,~~ camera, microphone, overhead projector, easel, ~~cartography equipment~~ or when using an automobile. All senses are used in the field during site visits ~~and,~~ inspections ~~s and enforcement~~ activities.

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

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, and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or printers.
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, blueprints, ink pens,

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plan copier, copy machines, ~~cartography~~ cartography, or other office-related equipment.

Field Conditions:

1. **Outdoors:** Typical field conditions during site visits, ~~and~~ inspections ~~s-and-enforcement~~ activities, 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, wood, carpeting, linoleum, tile, and uneven surfaces during site visits, ~~and~~ inspections ~~s-and-enforcement~~ activities.
4. **Noise Level:** Varying low to high equipment noise during site visits or inspections.
5. **Lighting:** Normal outdoor conditions, with some exposure to extreme weather conditions.
6. **Ventilation:** Heating and air conditioning provided by vehicle.
7. **Dust or Fumes:** Normal to high outdoor levels associated with construction and inspection activities.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, ~~adding machine~~, fax machine, radio, paper shredder, paper cutter, microphone, overhead projector, etc.

When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS

1. A Bachelor's ~~d~~ Degree from an accredited ~~c~~ College or ~~u~~ University with major coursework in urban planning or a related field considered useful in City planning. ~~_~~ A Master's degree is highly desirable and may be substituted for one year of the required professional planning experience.
2. Five ~~(5)~~ years of professional-level experience in the field of urban planning and zoning administration, including at least two years in a supervisory capacity.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. Pass a post-offer medical examination which includes a drug test.
5. Pass an employment check and Department of Justice criminal record check for employment.
6. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Hourly Rate Range for the New Classification of Assistant Fleet Technician

Meeting Date: March 25, 2024

From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Approve the job description for Part-Time Assistant Fleet Technician.
2. Approve the hourly rate range for the position of Part-Time Fleet Technician.

BACKGROUND

As part of the recent reorganization of the Facilities & Fleet Division that was approved by City Council, the part-time position of Assistant Fleet Technician was added to support the Fleet Shop. This part-time position is intended to provide about 25 hours per week of assistance to the Fleet Shop performing the basic duties that do not require a trained Equipment Mechanic. For example, picking up and returning vehicles, refueling vehicles, washing and cleaning vehicles and/or taking them to the car wash, changing tires, basic oil changes, and picking up parts are some of the duties this position will perform. The Assistant Fleet Technician can also work in a support/assistant role alongside an Equipment Mechanic on a larger job where the Equipment Mechanic can benefit from having an Assistant.

The proposed job description for this new part-time position is attached and was developed with the assistance of the Facilities & Fleet Superintendent and the Senior Equipment Mechanic.

The recommended hourly rate range for this position is proposed to be \$25.52 - \$31.26 per hour. This rate considered both market data and an evaluation of other Gilroy part-time hourly rates.

Following Commission approval, a recruitment for this position will commence.

Attachments:

1. Draft Job Description for Assistant Fleet Technician

**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 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.
1. Speaking/Hearing, for safety reasons, when communicating with co-workers, customers, and the public.
2. 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.
3. 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 two (2) 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 300 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.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Hourly Rate Range for the New Classification of Part-Time Police Cadet

Meeting Date: March 25, 2024

From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Approve job description for the new part-time position of Police Cadet.
2. Approve the hourly rate range for the part-time position of Police Cadet.

BACKGROUND

The position of part-time Police Cadet is intended to support the department's succession planning efforts. It is becoming more and more challenging to fill police department positions – officers, dispatchers, detention officers, records technicians. Building our own bench is one strategy that is critical to filling positions in the future. The part-time police cadet position will function similar to an internship position and will provide training in most all facets of police department services. Under supervision, the part-time Police Cadet will perform basic civilian (non-sworn) support duties. The work experience is intended to supplement academic studies to assist in gaining real-life work experience. The position is designed to provide varied work experience and training to a student who wishes to pursue a career in the field of law enforcement upon the completion of schooling.

As an incumbent gains experience, completes education, and performs well, additional duties will be added for professional development and growth and the employee can advance through the hourly rate range. Depending upon the employee, experience may focus on a particular area of interest depending upon the type of job they are best aligned to perform. This part-time Police Cadet position will also prepare individuals to compete in future recruitment processes.

The job description for the part-time Police Cadet is attached for review.

The hourly rate range for the part-time Police Cadet position is proposed to be:

- Police Cadet – High School Student: \$16.00 - \$17.00 per hour
- Police Cadet College – 60 semester units or less: \$18.00 - \$20.00 per hour
- Police Cadet College – More than 60 semester units: \$20.00 – \$25.00 per hour

The hourly rate range is similar to other like positions in the region and will allow us to recruit and retain students who are pursuing a degree and career in a police department position.

Attachments:

1. Draft Job Description for Part-Time Police Cadet

**PART-TIME POLICE CADET
POLICE DEPARTMENT**

GENERAL DUTIES: Under direct supervision of the assigned supervisor, provides a variety of basic civilian field and office law enforcement support duties. This position is intended to expose the incumbent to a wide variety of law enforcement duties to gain experience and supplement academic studies. This is an entry-level non-sworn, part-time, at-will position intended as an educational and career development internship. The position is designed to provide varied work experience and training to a student who wishes to pursue a career in the field of law enforcement upon the completion of schooling.

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 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 standard, 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:

(Tasks vary depending upon assigned area as well as experience and maturity in the position. As the Cadet gains more experience and demonstrates responsibility and proficiency, more challenging duties may be assigned.)

1. Perform clerical duties such as ordering, receiving, and distributing supplies, processing mail, preparing reports, indexing, and filing criminal records, purging records, data-entry, and correspondences.
2. Provide directions and other information to people entering public buildings.
3. Participate in crime prevention activities such as neighborhood meetings, school and community group presentations, and Police Department building tours.

4. Maintain records and retrieves information.
5. Attend weekend and/or evening training sessions.
6. Vehicle shuttles and maintenance.
7. May assist with parking enforcement and graffiti abatement.
8. Transportation of documents to facilities within Santa Clara County, such as the District Attorney's Office and Crime Laboratory.
9. Perform station bookings including citation pre-bookings and registrants.
10. Inventory supplies and equipment.
11. Under direct supervision, may assist Property & Evidence Technician with property relocation.
12. May be trained to assist with Records duties and functions.
13. Perform traffic control, crowd control, and pedestrian control as assigned.
14. Provide first aid and CPR in case of life-threatening emergencies.
15. Perform other related duties and responsibilities as assigned not requiring Peace Officer powers.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Organize and file material.
2. Learn to operate a variety of office machines and software packages.
3. Prioritize work and coordinate several activities.
4. Communicate tactfully, courteously, and effectively with the public both in person and on the phone.
5. Keyboard accurately at a rate of at least 25 net words per minute from printed copy.
6. Retrieval and delivery of documents and records for the use of office staff.
7. Attention to detail.

KNOWLEDGE:

1. Office practices and procedures, filing systems.
2. Correct English usage, grammar, spelling, and punctuation.
3. Basic arithmetic.
4. Report and letter writing.
5. Customer service techniques.

ABILITIES: Ability to:

1. Communicate effectively with people of diverse education, social, and ethnic backgrounds.
2. Understand and follow oral and written instructions.
3. Establish and maintain effective working relationships with co-workers and the general public.
4. Learn the organization and functions of a police department.
5. Learn, understand, and apply applicable police department rules, regulations, instructions, laws, ordinances, policies, practices, and methods.
6. Successfully manage several tasks simultaneously, which demands focus and concentration.
7. Walk or stand for long periods of time.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments may include the following:

1. Computer, keyboard, and monitor
2. Laser-jet or ink jet printer
3. Telephone or cell phone
4. Copier
5. Print kit
6. Calculator
7. Paper shredder or cutter
8. Two-way radio
9. Patrol car
10. Transportation van
11. Animal control vehicle and equipment
12. Radar trailer and equipment
13. Specialized computer software
14. Car radio
15. Gasoline pumps
16. Bullet proof vest (optional)
17. Disposable gloves
18. Expandable-baton
19. Flashlight
20. Uniforms
21. Chemical agent weapons
22. Citation books, report forms, pencils, and pens
23. Camera, tape recorder, video camera
24. Keys to a variety of City locks
25. Presentation equipment, microphone, easel, overhead projector, 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, for prolonged periods of time when serving as an ambassador or giving tours.
3. Standing, for prolonged periods of time when performing traffic and/or pedestrian control duties.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting, up to 25 lbs.
11. Driving
12. Manual dexterity, using a variety of communication equipment
13. 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, telephone, cell phone, printer, copier, calculator, multi-function machine, paper shredder, paper cutter, camera, automobile, etc.:

1. Seeing, (color) vision is necessary when working with color-coded filing systems, viewing computer monitors or setting up communications equipment.
2. Speaking
3. Hearing
4. Touching

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, multi-function machine, fax machine, copier, calculator, paper shredder, paper cutter, camera, automobile, etc.:

1. Seeing, (color) vision is necessary when working with color-coded filing systems, viewing computer monitors or setting up communications equipment.
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 70% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, alarms, copiers, radios, etc. Lighting: Conducive to normal office setting, may be dimmed for use with monitors.

4. Ventilation: Provided by central heating and air conditioning.
5. 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 conditions traveling to meetings or seminars, about 30% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Carpet, linoleum, tile, asphalt, dirt, wood, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise when traveling.
5. Lighting: Normal outdoor conditions, with possible exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, calculator, multi-function machine, paper shredder, or paper cutter. When working or traveling in the field, there is some 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. Some field exposure to include:

1. Fumes: Employee may be exposed to fumes in industrial areas, from automotive exhaust and while in contact with individuals who smoke.
2. Mist: Employee may be exposed to early morning mist while working a patrol assignment.
3. Gases: Employee is often exposed to the odor of gasoline and carbon monoxide, while performing traffic control or while refueling a police vehicle.
4. Ventilation: As indicated, employee may work in a patrol car with the window open or with the air conditioning or heater running.
5. Odors: Employee is exposed to many odors while working outdoors.
6. Dust: Employee is exposed to normal and environmental dust both indoors and outdoors.

FLOOR SURFACES:

Employee may stand on a variety of surfaces while performing his/her duties. These surfaces include but are not limited to cement, asphalt, dirt, uneven dirt fields, uneven surfaces, gravel, linoleum, tile, and carp et. In addition, surfaces may be slippery and conditions may be undetectable due to the presence of rain, mud, oil, chemicals, bodily fluids, or other substances.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Must be currently enrolled in an accredited high school or independent study program, community college, or four-year college or university, attending at minimum half time (6 semester units), and must maintain a minimum grade point average of 2.0. Allowances are made for regular summer breaks and other scheduled school breaks. Incumbent may elect to not attend non-mandatory education for a maximum of one college semester (or equivalent) and remain qualified for this internship. Failure to maintain a minimum grade point average or be enrolled in education requirements on the first day of the semester (or equivalent), following a semester's absence, will result in immediate disqualification for this classification and separation from City employment.
2. Participation with the Gilroy Police Department's Explorer Post or enrollment in Administration of Justice, Criminal Justice, or Justice Studies courses is highly desirable, but not required.
3. Possess and maintain a valid California Driver License and a safe driving record.
4. Must be able to meet state standards for accessing criminal history information as determined by a comprehensive background examination.
5. Pass a post-offer medical examination, which includes a drug test.
6. Pass an employment background check including a Department of Justice criminal record check.
7. Bilingual English/Spanish desired, but not required.
8. Prefer non- tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for New Classification of Senior Facilities Maintenance Specialist

Meeting Date: March 25, 2024

From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Approve job description for the new classification of Senior Facilities Maintenance Specialist.
2. Approve the salary range for the position of Senior Facilities Maintenance Specialist.

BACKGROUND

As part of the recent reorganization of the Facilities & Fleet Division that was approved by City Council, upgrading one Facilities Maintenance Specialist position to a Senior Facilities Maintenance Specialist was approved. Given that the Superintendent position for the division is overseeing both Facilities and Fleet, a Senior position is needed to assist the Superintendent with some of the day-to-day duties related to work in Facilities. The Fleet group already has the position of Senior Equipment Mechanic which helps with overseeing and prioritizing the day-to-day work in the Fleet Shop as well as certain administrative duties. Similarly, the Senior Facilities Maintenance Specialist is expected to perform the more challenging and complex assignments and tasks and is expected to perform certain administrative functions in support of the Division. Also, the Senior is a trainer and may lead the team on certain tasks and projects.

This position falls within the AFSCME, Local 101 General Unit. As such, a draft job description was shared with the AFSCME group for review and feedback. AFSCME had some questions that were answered and/or incorporated into the draft job description. AFSCME has provided their support moving this job description forward.

The salary range for this position is proposed to be about ten percent (10%) higher than the Facilities Maintenance Specialist. This differential is appropriate for the Senior level and is consistent with other similar differentials. The salary range is proposed to be

\$81,086 - \$108,662 annually with placement on the AFSCME, Local 101, General Unit Salary Schedule.

Currently, there is not a vacant Facilities Maintenance Specialist position, so staff will be moving forward with an internal promotional process to allow one of the current Facilities Maintenance Specialist employees an opportunity to advance to the Senior level. This change also supports the city's succession planning efforts as currently there is no advancement position between the Specialist and the Superintendent levels within Facilities. After approval of the job description and salary range for the Senior Facilities Maintenance Specialist position, Human Resources will commence an internal promotional recruitment process.

Attachments:

1. Draft Job Description for Senior Facilities Maintenance Specialist

**ADMINISTRATIVE SERVICES DEPARTMENT
FLEET AND FACILITY SERVICES DIVISION
SENIOR FACILITIES MAINTENANCE SPECIALIST**

GENERAL DUTIES: Under direct supervision of the Facilities & Fleet Superintendent perform a variety of semi-skilled construction and/or repair work; use basic tools and equipment applicable to the trades; and maintain and construct buildings, parks, and park facilities. The Senior Facilities Maintenance Specialist is set apart from the Facilities Maintenance Specialist in that the Senior is expected to perform the more challenging and complex assignments and tasks and is expected to perform certain administrative functions in support of the Division. Also, the Senior is a trainer and may lead the team on certain tasks and projects. The Senior Facilities Maintenance Specialist is a non-exempt position.

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 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. Perform general maintenance and repair work on City buildings, structures, and park facilities.
2. Perform general maintenance and minor repairs on electrical equipment and wiring systems.
3. Install and make repairs to windows, doors, cabinets, and other features of buildings.

4. Make repairs to interior and exterior tables, chairs, benches, and bookcases.
5. Prepare surfaces for painting by making needed repairs to the surface. Apply primers, sealers, undercoating, and finish coats to surface.
6. Perform general plumbing repairs and installations. Cut and fit pipe for domestic, irrigation, waste, and drainage plumbing systems. Make repairs to plumbing fixtures, drinking fountains, and water faucets.
7. Perform basic concrete and masonry work in buildings, facilities, and grounds. Mix concrete and mortar for use in constructing or repairing masonry features.
8. Operate heavy equipment, such as backhoe, bobcat, loader tractor, etc.
9. Drive medium and heavy-duty trucks to transport materials, and tow and haul equipment on trailers.
10. Clean and maintain hand and power tools and equipment.
11. Assist with the supervision of special project crews, full time Facilities Specialists, seasonal part-time employees, and volunteer staff.
12. Train other Facilities Maintenance Specialists on any of the above referenced duties and tasks.
13. Assist with getting quotes from outside contractors and arrange scheduling and oversight of contractors for outside work.
14. Prioritize new work requests for the Facilities work group.
15. May provide input on Facilities Specialists performance evaluations.
16. May assist in the development of Facilities policies and procedures.
17. May assist in the development of Capital Projects, and tasks working toward their completion.
18. Respond to afterhours emergency calls for service and repairs.
19. Perform related work as required.

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

1. Perform carpentry, plumbing, electrical, painting and masonry repairs.
2. Operate heavy equipment as assigned.
3. Drive trucks, pickup trucks, Al Tech, box truck, and tow trailers as needed.
4. Maintain and repair hand and power tools.
5. Good customer service skills and strong communication skills.

KNOWLEDGE: Knowledge of:

1. Tools, equipment, materials, and methods used in carpentry or general building maintenance work.
2. Electrical installation and repairs.
3. Methods of painting, paint supplies, and surface preparation for painting.
4. Methods, tools, and equipment for measuring, cutting, and installing pipe and plumbing fixtures.
5. Basic masonry and concrete work.
6. Basic equipment operation.
7. Trouble shooting mechanical, electrical, plumbing issues.
8. Principals of training and leading the work of others.

ABILITIES: Ability to:

1. Perform heavy and semi-skilled work.
2. Lead, train, and organize the work of other Facilities Specialists.
3. Care for and properly maintain tools.
4. Operate hand and power tools: table saw, Sawzall, band saw, sanders, router, drills, grinder, wire wheel, disc grinders, and rotary hammers.
5. Follow oral and written instructions.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain effective working relations with co-workers and the public.
8. Work out-of-doors for extended periods and under possible unfavorable weather conditions.

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. Multi-Function Machines
7. Paper shredder or cutter
8. Specialized computer software
9. Handcart or dolly
10. Two-way radio

11. Safety goggles, gloves, hard-hat, shoes, ear plugs, first-aid kit, respirator, and safety vest
12. Aerosol cans, solvents, paint, thinners
13. Hand tools, rakes, shovels, drills
14. Ladders
15. Aerial lift
16. Jumping Jack, soil compactors, concrete mixer
17. Water pump, welder, auger
18. Concrete saw, chain saw, chop-saw, band saw and circular saw
19. Air compressor, jack hammer, clay spade
20. Pressure washers
21. Automobile, truck, or van
22. Heavy equipment, cat loader, dump truck, backhoe, bobcat, and forklift (non-commercial vehicles)

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, when driving vehicles, heavy equipment, or when working in the office.
2. Standing, during painting, inspecting, or building and electrical maintenance.
3. Walking, while inspecting facilities and sites where repairs are needed.
4. Stooping, while inspecting, digging, painting, sanding, sawing, etc.
5. Kneeling, when inspecting, painting, sanding, laying concrete or maintaining electrical and roof systems, etc.
6. Bending, when working on wiring, painting, digging, inspecting facilities, etc.
7. Climbing, when using ladders, or when working with light and heavy equipment.
8. Crawling, in attic spaces or underneath buildings during monthly maintenance.
9. Twisting, while shoveling, laying concrete, painting, inspecting facilities, etc.
10. Pushing/Pulling, working with tools and equipment during construction, demolition projects, etc.
11. Lifting, up to 75 lbs., tools, equipment, office furniture, lumber, concrete sacks, etc.
12. Carrying, hand tools, rakes, shovels, radios, and other field equipment, etc.
13. Dragging, while moving office furniture, hoses and electrical cords, concrete sacks, etc.
14. Driving, to all facilities to install, repair, or deliver equipment, in addition to purchasing supplies or attending meetings and training.
15. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs these same physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

SENSORY DEMANDS:

Employee may spend more than 50% of the time, working in outdoor conditions. For safety reasons, employees are required to utilize all senses when working with light and heavy

equipment or tools. Under typical office conditions, employees utilize these senses while using a computer, printer, telephone, multi-function machine, copier, calculator, etc.:

1. Seeing, color vision is necessary when identifying color-coded wiring, and when matching paints on and around different facilities.
2. Hearing, when identifying facility and equipment failures.
3. Speaking, employee must be able to communicate with co-workers and customers and the public, especially when working in the field.
4. Touching/Feeling, employees must be able to differentiate sharp or hot objects, in order to prevent injury or an unsafe condition when working outdoors in the field.
5. Smelling, employees must be able to detect gas leaks and possible burned wiring.

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, electrical or gas exposure is low to high depending on the nature of the work being performed. Employees must be aware of the location of the electrical, gas and water lines to avoid exposure to electrical or mechanical hazards. There is also potential exposure to biological waste products and bodily fluids when performing maintenance in the City's public restrooms, parks and at the Police detention facility. Employees are exposed to elevated heights in excess of 25 feet. Lastly, there is potential exposure to mechanical hazards when utilizing a vehicle.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, multi-function machine, or radio.

ATMOSPHERIC CONDITIONS:

Medium to high exposure to fumes from solvents, paints, vehicle exhaust, and dust occurs on a daily basis. In addition, employees come in contact with insects, rodents, birds, and other pests when working outdoors.

Some exposure to exhaust fumes occurs in the office due to the close proximity of the parking lot area. Typical exposure 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. At least five (5) years of recent work experience in building trades that includes at least three (3) year of full-time work experience equivalent to a City of Gilroy Facilities Maintenance Specialist (Equivalency to be determined at the sole discretion of the City of Gilroy). This experience must be with a campus, or with multi-facility projects.
3. Possess, at time of hire, and maintain during employment a valid California Class C Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. Subject to variable shifts and call back.
5. Pass an employment background check to include a Department of Justice criminal record check.
6. Pass a post-offer medical examination, which includes a drug test.
7. Bilingual (English/Spanish) desired, but not required.
8. Prefer non-tobacco user.