



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



MONDAY, APRIL 22, 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.

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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. **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.)

3. **APPROVAL OF MINUTES**

3.1. Approval of Minutes for the Meeting of March 25, 2024 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

5.1. Recruitment & Employment Status Report (report attached)

6. **UNFINISHED BUSINESS**

6.1. **Updates to the Job Description for the Position of Environmental Programs Manager**

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

Review and approve updates to the job description for the position of Environmental Programs Manager.

7. **NEW BUSINESS**

7.1. **Establish Job Description and Salary Range for the Position of Senior Hazardous Materials Inspector and Reclassification to Position**

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

1. Establish Senior Hazardous Materials Inspector Job Description
2. Establish Senior Hazardous Materials Inspector Salary Range
3. Approve Reclassification of Hazardous Materials Inspector II Isaias Lona to Senior Hazardous Materials Inspector

8. FUTURE PERSONNEL COMMISSION BUSINESS

- 8.1. Job Description and Salary Range for Utilities Business Manager
- 8.2. Job Descriptions and Salary Ranges for Environmental Engineer I/II
- 8.3. Updates to Sworn Police Job Descriptions

9. ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is Monday, May 27, 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

March 25, 2024 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Nita Edde-Mitchell
Marissa Haro

Members Absent

Catherine Cummins

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Haro called the meeting of March 25, 2024 to order at 5:34 p.m. Roll call was taken noting that Commissioners Bronze, Edde-Mitchell and Haro were present. Commissioner Cummins was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on March 22, 2024 at 9:45 a.m.

II. ANNUAL VISIT FROM MAYOR MARIE BLANKLEY – Mayor Blankley thanked the Commissioners for their service on the Personnel Commission and invited all to attend the Mayor’s State of the City Address scheduled for Monday, April 29, 2024 at 6 p.m.

III. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA- *AFSCME, Local 101 Union President Susana Ramirez introduced herself to the Personnel Commission and offered AFSCME’s support to the Commission.*

IV. APPROVAL OF MINUTES

- A. For the meeting dated January 22, 2024 – on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Bronze, the minutes for the January 22, 2024 meeting were approved on 3-0 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.*

VII. UNFINISHED BUSINESS – None

VIII. NEW BUSINESS

- A. Updates to Planning Manager Job Description and Reclassification of Cindy McCormick to the Classification of Planning Manager - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Bronze, the job description and salary range for the classification of Planning Manager along with the reclassification of Cindy McCormick to the classification of Planning Manager was recommended for approval; motion passed on a 3-0 vote.*

- B. *New Job Description and Salary Range Senior Facilities Maintenance Specialist (item 8.4 moved up on agenda) - Human Resources Director provided staff report; questions were answered; AFSCME Union President Ramirez commented on this item indicating excitement for internal advancement opportunities and thanked everyone for working on this item; on a motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell, the job description and salary range for the classification of Senior Facilities Maintenance Specialist was recommended for approval; motion passed on a 3-0 vote.*
- C. *New Job Description and Hourly Rate Range for the Part-Time Position of Assistant Fleet Technician - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell, the job description and hourly rate range for the part-time classification of Assistant Fleet Technician was recommended for approval; motion passed on a 3-0 vote.*
- D. *New Job Description and Hourly Rate Range for the Part-Time Position of Police Cadet - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell, the job description and hourly rate range for the part-time classification of Police Cadet was recommended for approval; motion passed on a 3-0 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 6:12 p.m.*

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 April 2024	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 4/19/24)
Police Officer – Lateral, Academy Graduate, Current Academy Cadet, Trainee	9/28/23	Continuous	All current positions filled; Upcoming openings due to retirements and new positions - 4	Accepting & screening applications	19
Detention Services Officer	12/15/23	Open Until Filled	1	Accepting and screening applications	18
Firefighter Trainee (Licensed Paramedic)	1/9/24	Continuous	1 opening effective 7/1/24	Accepting applications; posting to new FCTC list	20
Recreation Leader II/III – Adaptive Program (Part-Time)	1/9/24	Open Until Filled	1	Accepting and screening applications	11
Fire Engineer – Promotion Process	3/11/24	5/11/24	1	Accepting Applications	1
Management Analyst – 2 positions in PW	4/3/24	Open Until Filled	2	Accepting Applications	9
City Clerk	2/26/24	Open Until Filled	1	Accepting Applications	49
Administration Summer Intern	4/2/24	4/22/24	1	Accepting Applications	23
Police Administration Summer Intern	4/3/24	4/22/24	1	Accepting applications	12
City Engineer/Transportation Engineer	2/9/24	Open Until Filled	1	Accepting Applications – Koff & Associates screening and interviewing	23
Human Resources Student Worker – Part-Time/Year Round	3/14/24	Open Until Filled	1	Accepting Applications	10
Recreation – Seasonal Summer Hires	2/2/24	Open Until Filled	8-12	Accepting & Screening Applications; Interviews	30
Environmental Programs Manager	4/11/24	5/16/24	1	Accepting applications	3
Public Safety Communicator – Lateral	4/7/24	Continuous	3	Accepting and screening applications	1

Public Safety Communicator Trainee	4/7/24	Continuous	3	Accepting and screening applications	1
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Recruitments in Process – April 2024	Status
Police Records Technician I	Completed interviews 4/12/24; 3 in background; 4 invited to sit-along/second interview
Hazardous Materials Inspector I/II	1 candidate in final pre-hire steps
Management Assistant (1 positions)	Department interviews 4/22/24
Police Sergeant/Corporal Promotional Process	Assessment Center 4/24/24
Maintenance Worker I	List established; 4 candidates in background check
Building Inspector I/II	Candidate in final pre-hire steps
Planner I/II	2 candidates accepted final offers and begin work on 4/24/24 and 5/1/24
Supervising Code Enforcement Officer/Code Enforcement Officer	Department interviews and practical test planned for 5/13/24
Office Assistant I	1 candidate in pre-hire steps
Community Services Officer	Reviewing eligibility list
Public Safety Communicator (Lateral and Trainee)	Screening applications/scheduling interviews; one Trainee candidate in background
Police Officer (Lateral)	Candidate starts work on 5/6/24
Detention Services Officer	Screening applications
Community Engagement Coordinator (2 positions – Admin and GPD)	Interviews held 4/17/24; scheduling department interviews
City Clerk	Screening applications
Human Resources Summer Intern – PT/Seasonal	Interviews planned for 4/25/24
Human Resources Student Worker - PT	Screening applications
Summer Recreation – Recreation Leaders	Candidates in background check process; continuing to screen applications and interview
Fire Division Chief	Interviewing from current eligibility list

Hiring/Promotion/Separation Information (April 2024)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
JARED COOK	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	3/25/2024
DAWSON WISLOR	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	3/25/2024
JORDAN DANIELS	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	3/25/2024
MARK BEDOYA	POLICE OFFICER TRAINEE	3/25/2024

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
CASEY MAIN	FIRE CAPTAIN (PROMOTION)	4/1/2024
CONNIE CARDENAS	PART-TIME OFFICE ASSISTANT I	4/2/2024
IZABELA CIRLOGANU	MANAGEMENT ANALYST - UTILITIES	4/10/2024
RITMA HERNANDEZ	COMMUNITY SERVICES OFFICER	4/15/2024

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
HANNAH BARNETT-POWELL	FIREFIGHTER/PARAMEDIC (60 UNITS)	3/20/2024
JOE HALL	EXTRA HELP RETIRED ANNUITANT – FINANCE	3/29/2024
JUSTIN GALLEGOS	PART-TIME RECREATION SPECIALIST	4/4/2024
NEIL GARRETT	COMMUNITY SERVICES OFFICER	4/7/2024
DAWN DELFINO	POLICE SERGEANT	4/12/2024



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to the Job Description for the Position of Environmental Programs Manager

Meeting Date: April 22, 2024

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

RECOMMENDATION

Review and approve updates to the job description for the position of Environmental Programs Manager.

BACKGROUND

At your prior meeting, you approved the Environmental Programs Manager job description. As you also know, the city recently hired a new Public Works Director. In working with the new director to get this position posted for recruitment, she identified some changes/clarifications that are needed within this job description. The prior Interim Public Works Director assisted with the initial job description and took a broad approach to ensure all aspects of environmental work could be included. The concern at this time is that the description may be too broad and may cause potential candidates to not apply. Therefore, another review has been completed to focus the description of work on only those aspects within the Public Works Department with no overlap to the new Utilities Department which will have their own staff assigned to environmental compliance duties. In addition, she further identified some areas that were missing or needed to be better emphasized in the job description given the compliance work that will be required of this manager. As with other very technical positions, this may be a challenging recruitment process, therefore, we want to ensure that the scope of work is accurately presented to ensure the best chance of identifying a qualified candidate. Also, we want the job description to be an accurate reflection of the work to be performed.

The updates to the job description were again shared with the Gilroy Management Association and they did not have any concerns. They appreciated the additional review and work toward achieving a successful recruitment process.

The updates are shown in track changes in the attached draft job description presented for the Personnel Commission's review.

Attachments:

1. Draft Job Description for the Position of Environmental Programs Manager

PUBLIC WORKS DEPARTMENT
~~ENGINEERING DIVISION~~
ENVIRONMENTAL PROGRAMS MANAGER

GENERAL DUTIES: Under general supervision of the Public Works Director, ~~Utilities Director, or City Engineer~~, oversees a comprehensive environmental protection program and ensure compliance in the areas of solid waste, waste reduction, recycling, municipal separate storm sewer systems, ~~recycling~~, energy and natural resources conservation, ~~and water conservation~~ and resource use. This is an exempt, professional-level position reporting to a senior management-level employee in the Public Works Department.

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 - 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. Manage the City's solid waste and recycling contracts including the Annual Household Hazardous Waste Program and the Recology Franchise contracts, implement various recycling and source reduction programs including household hazardous waste, ~~water~~, and energy conservation, to achieve environmental and economic benefits.
2. Coordinate with garbage and recycling contractor to further develop the recycling opportunities for curbside, multi-family, and commercial/industrial collection programs.
3. Respond to residents, businesses, and City staff regarding Gilroy's solid waste, ~~water~~ stormwater, and energy conservation programs through telephone/email requests, and in-person.
4. Prepare reports, City Council staff reports, and written correspondence regarding the City's environmental programs and initiatives.
5. Present reports orally to City Council, other City commissions and voting bodies, and at public meetings. Represent the City to other agencies, regulatory bodies, and related organizations.
6. Lead efforts to ensure compliance with current regulatory requirements and legislation including

January-April 2024

~~SB 1383, and~~ SB 1383 and prepare and submit CalRecycle reports on SB1383 compliance. Monitor ongoing environmental initiatives for compliance and efficacy to meet the needs of the City

7. Develops long-range work plans for programs compliance.
8. Oversee the City's compliance with its ~~Municipal~~ Sseparate Sstorm Ssewer Ssystems (MS4) permit ~~and regulated stormwater discharges and associated improvements for trash capture.~~
9. Participate in public outreach programs and public education to the residential, commercial, and industrial sectors of Gilroy using the following methods: developing brochures, fact sheets and other collateral materials, provide presentations to public schools, businesses, community events, and coordinate with the local media to achieve greater community awareness of Gilroy's conservation programs.
10. Reduce the energy usage and water usage of Gilroy's residential community to meet or exceed the City's reduction goals through an ongoing educational program.
11. Serve as a voting member on the County's Recycling and Waste Reduction Commission (RWRC) and associated committees and subcommittees (TAC, Implementation Committee, SB 1383 Subcommittee, Zero Waste Subcommittee, and Public Education Subcommittee) representing the City of Gilroy regarding solid waste and other environmental issues. Serve on additional countywide subcommittees as required.
12. Manage and prepare contracts with consultants and contractors for various environmental program-related projects.
- ~~13. — Manage, organize, and direct recycling and waste reduction programs.~~
- ~~14.~~ 13. Oversee and coordinate the activities of storm drain and stormwater programs.
- ~~15.~~ 14. Coordinate with ~~C~~city ~~S~~street ~~M~~maintenance crews on relevant storm-water compliance matters.
- ~~16.~~ 15. Collaborate with the South County Regional Water Authority (SCRWA) when needed regarding pretreatment and wastewater treatment management.
- ~~17.~~ 16. Perform detailed analysis of environmental programs in relation to relevant regulations and standards of performance. Collect and interpret technical data and apply to program administration as needed.
- ~~18.~~ 17. Collaborate with internal and external organizations and agencies to respond to regional environmental demands and support short- and long-term goals.
- ~~19.~~ 18. Explore, research, and implement new environmental initiatives and activities for efficient and effective use of resources through various environmental programs.
- ~~20.~~ 19. Research and prepare policy recommendations for management and City Council consideration necessary to maintain compliance with current state and federal environmental program requirements.
- ~~21. Represent the City to other agencies, regulatory bodies, and related organizations.~~
- ~~22.~~ 20. Remain updated on legislation and policies of regulatory agencies for accurately informed planning of future environmental activities.
- ~~23.~~ 21. Oversee and participate in the preparation of budgetary planning and actions. Monitor budgets and spending to ensure efficient use of resources and funds.
- ~~24.~~ 22. Provide technical assistance and information to inquiring parties and other City departments.
- ~~25.~~ 23. Evaluate current environmental programs and plans related to wastewater and waste and adjust as necessary to changing community needs, as well as ~~and~~ City and Department goals to ensure the

longevity of the Programs.

- ~~26-24.~~ Research and pursue grants including associated ~~by~~ budgeting of revenues and expenditures.
- ~~27.~~ ~~Organize plans to achieve goals and objectives set for the division.~~
- ~~28.~~ ~~Monitor ongoing environmental initiatives for compliance and efficacy to meet the needs of the City.~~
- ~~29-25.~~ Make recommendations for pertinent revisions to City ordinances as necessary and follow up with preparation of ordinance revisions as directed.
- ~~30.~~ ~~Anticipate the environmental needs of the city and prepare plans to adjust current environmental plans for the longevity of the programs.~~
- ~~31-26.~~ Participate in training programs related to assigned work.
- ~~32-27.~~ Perform related work as required.

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

1. Operate a personal computer using word processing, data management, and spreadsheet software including Microsoft Office.
2. Customer service skills.
3. Effectively lead a team in a supervisory capacity to encourage employee input and involvement throughout various environmental programs.
4. Meet operation deadlines in accordance with prescribed goals and other objectives.
5. Public speaking involving audiences of various ages, languages, and economic backgrounds.

KNOWLEDGE: Knowledge of:

1. Solid waste management, recycling, water conservation, general areas of energy conservation, solid waste management, general urban beautification, and household hazardous waste materials.
2. Federal, state, and local laws, rules, and regulations affecting environmental programs and the interpretation and administration thereof.
3. Contract and grant administration principles.
4. Current municipal separate storm sewer/stormwater systems laws and permit requirements.
5. Modern principles of organization, administration, and management; local environmental, political, and planning issues of concern to the City.
6. Current waste reduction technologies, methods, and materials to support the City's environmental and sustainability goals through implementation of a broad range of programs.
7. Relationships between the City, the public, and other government agencies.
8. Research methods and informational sources regarding environmental programs and related areas.
9. Relevant updates and changes in recycling, storm drain, and waste reduction programs and other related environmental protection s programs and compliance mandates.

10. Environmental issues and concerns affecting the City of Gilroy and surrounding areas.
11. Pollution prevention and waste management principles.
12. Safe work practice and regulations.
13. Principles of stormwater management and storm drain systems.
14. Effective management, training, and supervision ~~of teams~~ of employees.
15. Budget preparation and administration.

ABILITIES: Ability to:

1. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the public.
2. Express oneself clearly and concisely, both orally and ~~in writing~~ ten.
3. Analyze statistical data and compile reports to reflect trends and the status of the City's environmental programs.
4. Represent the City in a technically proficient and professional manner to present information and reports to the relevant personnel.
5. Correspond effectively with other public agencies and organizations to support the environmental objectives of the ~~C~~city in relation to waste reduction, stormwater management, and recycling.
6. Conduct research for future initiatives, projects, and changes to existing infrastructure regarding environmental programs.
7. Evaluate complex obstacles and provide effective alternatives. Makes recommendations for policy changes as necessary.
8. Maintain accurate, organized records and documentation.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include, but are not limited to the following:

1. Computer, keyboard, and monitor
2. LaserJet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. Multi-Function machine
7. Facsimile machine
8. Postage meter and scale
9. Digital camera
10. Paper shredder
11. Paper cutter
12. Specialized computer software
13. Tables and chairs
14. Display equipment, easels, boards, etc.
15. Automobile, truck, or van
16. Presentation equipment, microphones, overhead projectors, tape recorder, etc.

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 while working at the computer or attending meetings
2. Walking
3. Standing, while making presentations or when working in a booth at a community event
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying, boxes of informational pamphlets/materials for display at community event booths
9. Pushing/pulling, boxes of informational material during setup and breakdown of booth
10. Lifting, up to 25 lbs., during presentations or when setting up for a community event booth
11. Driving, to meetings and community events throughout the County
12. Speed, in meeting deadlines and using office equipment

SENSORY DEMANDS:

Under typical office conditions, employees utilize these senses while using a computer, printer, telephone, fax machine, copier, adding machine, postage meter, paper shredder/cutter, camera, or radio. When working and traveling in the field, all senses are used, especially when responding to complaints of illegal dumping or littering throughout the city:

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**Office Conditions:**

1. Indoors: Typical office conditions, over 80% 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, radios, and 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, ink pens, copiers, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during presentations or when attending meetings, trainings, seminars, or public information events, less than 10% of the time.
2. Travel: Varying conditions in an automobile or plane, less than 10% of the time.
3. Flooring: Carpeting, linoleum, tile, wood, asphalt, grass, rock, uneven surfaces, etc.
4. Noise Level: Varying low to medium equipment noise at public events or when conducting presentations either indoors or outdoors.
5. Lighting: Normal outdoor conditions, and some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by vehicle.

7. Dust or Fumes: Normal to high outdoor levels of pollen, dust, or vehicle exhaust.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, multi-function machine, fax machine, postage meter, paper shredder, paper cutter, camera, and automobile. When traveling or working in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office or field environment. 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. A combination of education and experience equivalent to a bachelor's degree in Environmental Studies, Business Administration, Public Administration, or a related field AND four years of increasingly responsible work experience relating to municipal environmental programs. Equivalency ~~determined~~ is determined at the sole discretion of the City of Gilroy.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
3. May be subject to work evenings and weekends when participating in community events, attending Council meetings or other agency meetings.
4. Pass a Department of Justice criminal record check for employment.
5. May be required to pass a post-offer medical examination, which includes a drug test.
6. Prefer non-tobacco user.
7. Bilingual in English/Spanish desired, but not required.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Establish Job Description and Salary Range for the Position of Senior Hazardous Materials Inspector and Reclassification to Position

Meeting Date: April 22, 2024

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

RECOMMENDATION

1. Establish Senior Hazardous Materials Inspector Job Description
2. Establish Senior Hazardous Materials Inspector Salary Range
3. Approve Reclassification of Hazardous Materials Inspector II Isaias Lona to Senior Hazardous Materials Inspector

BACKGROUND

Staff is presenting a change to an existing, unfilled position within the Community Development Department, Fire Prevention, Hazardous Materials, Pretreatment Division. Currently, the classifications of Hazardous Material I/II/III are available classifications within the Community Development Department, Fire Prevention, Hazardous Materials, Pretreatment Division. At this time, we have budgeted and filled positions at the Hazardous Materials Inspector I and II levels. However, over the last few years, an employee who is classified as a Hazardous Materials Inspector II has been working out of class at the III level as there has been a need for a staff member to complete higher-level and more technical work in the Division. Normally, higher class assignments do not last for more than one year, but due to Covid and other staffing changes, this higher-class assignment has continued for a few years with the employee receiving temporary upgrade pay for performing the additional work over this longer period of time.

Staff has determined that this higher-level and more technical work is not ending necessitating a need for the employee to continue working at a higher level. When staff evaluated the Hazardous Materials Inspector III position description, it was determined that it was lacking in some areas as one of the key things needed from the higher-level position is the training of new employees and providing lead direction related to work in

the field. The team of pre-treatment employees has changed over the last several years. We have one newer employee working at the Hazardous Materials Inspector I level and are getting ready to hire a new employee at the I level to fill a vacant position. This staffing situation presents an ongoing need to revamp the III level position to a Senior Hazardous Materials Inspector to put more focus on the training and lead role the higher position needs to perform. Although the team reports to a Hazardous Materials Supervisor/Deputy Fire Marshal, there is a need for a Senior to assist with the day-to-day lead function in the field and to provide training and mentorship to the two level I employees.

As a result of the above, staff reviewed the Hazardous Materials Inspector III job description and revamped it to meet the needs of the Division and included the title change to Senior Hazardous Materials Inspector. The employee performing the temporary upgrade work and the supervisor assisted the managers in developing the changes to the job description to ensure it accurately reflects the work being performed. The AFSCME labor group has also reviewed the updated job description and provided some suggestions which have been incorporated. A copy of the proposed Senior Hazardous Materials Inspector job description in track changes format is attached for the Personnel Commission's review.

At this time, the salary range to the Hazardous Materials Inspector III classification is also appropriate for the Senior level position. The complexity and nature of the work is similar, and the range is appropriately set just over 10% higher than the Level II position. This differential is similar for other Senior positions on the AFSCME salary schedule. Staff recommends that the new Senior Hazardous Materials Inspector position be set at the AFSCME, General Unit salary range of \$111,488 - \$149,405. This range is shared with the Engineer II classification which is a journey level civil engineer with a State of CA professional engineering license. For reference, the other positions in the Fire Prevention, Hazardous Materials, Pretreatment Division include:

- Hazardous Materials Supervisor/Deputy Fire Marshal (\$117,175 - \$157,026)
- Hazardous Materials Inspector II (\$100,929 - \$135,255)
- Hazardous Materials Inspector I (\$91,370 - \$122,445)

Hazardous Materials Inspector II Isaias Lona is the employee who has been working in the higher-class position for the last few years. Initially, the assignment was not expected to last more than one year, but due to Covid, staffing changes, and work need, the assignment has continued. However, at this time, given that staff has determined that the work will continue on an ongoing basis, it is appropriate to reclassify Isaias Lona to the Senior Hazardous Materials Inspector position. Staff is asking the Personnel Commission to reclassify Isaias to the Senior-level position to acknowledge the higher-level, more complex work that he continues to perform and to acknowledge the lead/trainer role that he has taken on with the other members of the team. As noted above, we have one new employee that will be starting in the near future as a Hazardous Materials Inspector I, and the Senior will need to take on a lead/trainer role to get this new employee trained and started off on the right foot in the position. Following the Human Resources Rules and Regulations, Human Resources will evaluate the appropriate placement in the Senior salary range for Mr. Lona as well as the effective date based on an analysis of his

compensation given that he has been receiving the temporary upgrade pay in addition to his regular pay and annual merit increases during this time period.

Attachments:

1. Draft Job Description for Senior Hazardous Materials Inspector

COMMUNITY DEVELOPMENT DEPARTMENT
FIRE PREVENTION, HAZARDOUS MATERIALS, AND
PRETREATMENT BUILDING, LIFE AND ENVIRONMENTAL SAFETY DIVISION
SENIOR HAZARDOUS MATERIALS INSPECTOR-III

GENERAL DUTIES: Under the supervision of the Hazardous Materials Supervisor/Deputy Fire Marshal, enforce the requirements of Federal, State and Local regulations and ordinances related to industrial/commercial wastewater, hazardous material, underground storage tanks and fire codes ~~as they apply to hazardous materials~~. The Senior Inspector ~~III~~ level is ~~an advanced journey level and a~~ lead-worker position. The Senior Inspector ~~III~~ level is distinguished from the lower level of Inspector II in that the Senior Inspector ~~III~~ level is expected to take on additional technical skills in the areas of Fire Code ~~p~~Plan reviews, ~~and~~ Risk and Fire Hazard Assessment activities, perform the more challenging and complex assignments, and perform certain administrative functions in support of the Division. The Senior Inspector ~~III~~ will meet the Inspector II requirements with working experience in all three program areas (Fire Prevention, Hazardous Materials (Certified Unified Program Agency, or CUPA), and Pretreatment), requires relatively little supervision in the enforcement of the laws and regulations, assist the Hazardous Materials Supervisor/Deputy Fire Marshal in the coordination and oversight of the CUPA program, perform the more difficult and specialized tasks in compliance with the hazardous materials codes and regulations, and also serve as a team lead~~technical resource~~ and trainer to the Inspector I and II levels. Incumbents accomplish both routine and complex investigations and exercise judgment in applying appropriate enforcement and mitigation techniques. The Senior Hazardous Materials Inspector 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 and city policy.

Attendance - Follows department and 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 that 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 gender

~~identitysexual~~ differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. ~~When required,~~ Respond to hazardous materials incidents and provide technical support to the Incident Commander as requested. While not acting in the capacity of providing mitigation activities, be trained and capable of performing risk assessment and field hazard identification.
2. Evaluate applications and plan submittals related to fire code and fire safety, wastewater discharge, hazardous materials and underground tank installation and removal.
3. Complete various reporting requirements for the CUPA program (e.g., Underground Storage Tank (UST) report, quarterly surcharge report, and annual single fee summary report).
4. Lead and perform annual CUPA self-assessment, California Accidental Release Prevention Program (CalARP) self-assessment, and closure of deficiencies.
5. Coordinate invoicing and issuing of permits for the CUPA and Fire Prevention programs and provide technical assistance to other Community Development staff to complete the annual permitting process.
6. Assist the Deputy Fire Marshal with coordination of activities during CUPA audits, Pretreatment Program audits, and deficiency reviews and closures.
7. Serve as the team lead and trainer for Hazardous Materials Inspector I and II levels.
8. Review and update policies and procedures for the Fire Prevention, Hazardous Materials (CUPA), and Pretreatment programs.
9. Lead the implementation of new technology, software, and equipment for the Division programs.
- ~~3.~~10. Prepare~~Write~~ permit conditions related to fire code, pretreatment, and hazardous materials.
11. Conduct regulatory inspections of facilities and equipment.
- ~~4.~~12. Conduct fire safety inspections of after-hour events, carnivals, festivals, public fireworks displays and/or special effects.
- ~~5.~~13. Conduct plan ~~reviews~~checks and ~~prepare~~write permits to ensure compliance with fire code, hazardous materials and pre-treatment codes and ~~regulations~~ordinances.
- ~~6.~~14. Enforce applicable ordinances and regulations and issue notice of violations.
- ~~7.~~15. Maintain permit file records in accordance with policies.
- ~~8.~~16. Obtain environmental samples of various matrices.
17. Conduct investigations, gather evidence, prepare investigative reports, and testify in court.
- ~~9.~~18. Attend various meetings as assigned by the Deputy Fire Marshal to represent the Division.

- ~~10.~~ 19. Provide technical assistance at the public counter.
- ~~11.~~ 20. Provide program related inter-departmental training.
- ~~12.~~ 21. Operate specialized analytical equipment; recommend or procure safety equipment.
22. Provide oversight of soil remediation and monitoring projects.
- ~~13.~~ —
- ~~14.~~ 23. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Effective report writing.
2. Customer service techniques.
3. Perform field inspections, investigations, and surveys as necessary.
4. Maintain public relations with courtesy and tact.
5. Work effectively as part of a group.
6. Obtain environmental samples.
7. Basic computer operations.

KNOWLEDGE: Knowledge of:

1. Federal, State and Local laws relating to the “Clean Water Act”, Pre-treatment of Industrial Wastewater, Underground and Aboveground Storage Tanks, Hazardous Materials and Hazardous Waste, Toxic Gas Regulations, the ~~California~~ Uniform Fire Code and related safety, health, and environmental regulations.
2. Instructional methods and public speaking.
3. Industrial and chemical processes.
4. Methods of industrial waste treatment.
5. Flow measuring equipment and practices.
6. Methods and techniques of proper monitoring and sampling or pretreatment and hazardous materials protocols.
7. Safety regulations.
8. Enforcement protocol.
9. Chemical hazards.
10. Risk and Fire Hazard Assessment.
- ~~10.~~ 11. Principles of training and leading the work of others.

ABILITIES: Ability to:

1. Understand and interpret applicable codes, laws, ordinances, and regulations.
2. Write reports clearly and maintain effective filing system.
3. Evaluate analytical laboratory reports.
4. Prioritize work assignments.
5. Follow instructions and procedures.
- ~~6.~~ 6. Work in the field without close supervision.
- ~~6.7.~~ 7. Exercise sound independent judgment.
- ~~7.8.~~ 8. Provide ~~t~~Technical ~~L~~Lead and ~~i~~nstruction to Inspectors and Technician level staff.

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
4. Copier
5. Calculator ~~or 10 key adding machine~~
6. Facsimile machine
7. Multi-Function Machine
8. Microfiche reader
9. Polaroid or digital camera
10. Automobile, truck, or van
11. Paper shredder and cutter
12. Computer scanner
13. Specialized computer software
14. Specialized tools and equipment used in obtaining water samples
15. Handcart or dolly
16. Pager or two-way radio
17. ~~p~~H meter
18. Gas detector
19. Lifting sampling equipment
20. Crowbar/hook
- ~~21. Van-mounted hoist~~
- ~~22.~~ 21. Safety goggles, booties, gloves, shoes, masks, and helmets
- ~~23.~~ 22. Disposable ~~nitrile~~ ~~latex~~ gloves
- ~~24.~~ 23. Disposable tyvek coveralls

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include traveling in a vehicle, performing inspection and enforcement activities,

transporting, and utilizing sampling equipment, handling files, briefcases, books, binders, and other work material or equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, when conducting site visits, inspections, or enforcement activities.
3. Standing, when conducting site visits, inspections, or enforcement activities.
4. Kneeling, when conducting site visits, inspections, or enforcement activities.
5. Bending/stooping, when conducting site visits, inspections, or enforcement activities.
6. Squatting/bending, when conducting site visits, inspections, or enforcement activities.
7. Crawling, when conducting site visits, inspections, or enforcement activities.
8. Climbing, ladders or stairs when conducting site visits, inspections, or enforcement activities.
9. Balancing, when using ladders during site visits, inspections, or enforcement activities.
10. Twisting, when conducting site visits, inspections, or enforcement activities.
11. Reaching, when conducting site visits, inspections, or enforcement activities.
12. Carrying, equipment and tools during site visits, inspections, or enforcement activities.
13. Pushing/pulling, handcart during site visits, inspections, or enforcement activities.
14. Lifting, at least 50 lbs., during site visits, inspections, or enforcement activities.
15. Driving, to other facilities when conducting site visits, inspections, or enforcement activities, or when attending meetings and training seminars.
16. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

When working and traveling in the field, all senses are used during site visits, inspections, and enforcement activities. Under typical office conditions, employee utilizes these senses while using a computer, printer, phone, fax machine, copier, calculator, ~~adding machine~~, paper shredder, paper cutter, camera, or automobile:

1. Seeing, colorvision is necessary during site visits, inspections, or enforcement activities.
2. Speaking/Hearing
3. Touching
4. Smelling, to detect odors such as petroleum, chemicals, decomposed byproducts, or gasoline during site visits, inspections, and enforcement activities.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 50% 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, radios, and printers.
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. Indoors/Outdoors: Typical field conditions, approximately 30-50% of the time, when conducting site visits, inspections, or enforcement activities. In some cases employee may be required to crawl or work in cramped spaces when performing inspections.
2. Travel: Under varying conditions via automobile or plane, 20% of the time.
3. Flooring: Asphalt, linoleum, gravel, dirt, wood, rock, mud, uneven surfaces, etc.
4. Noise Level: Varying low to high noise, while working near traffic, at a construction site, manufacturing plant, park or near a stream, etc.
5. Lighting: Conducive to day or night setting; when working a chemical spill, inspection or investigation and may be in poorly lit areas out on the road or at a business facility.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility and is restricted in poorly ventilated areas, such as a chemical storage site or sewer test manhole.
7. Dust or Fumes: Normal to high levels of dust, pollen, or fumes when conducting site visits, inspections, or enforcement activities.

HAZARDS:

Mechanical and electrical exposure is low to high, depending on the nature of the work being performed in the field. When conducting inspection or enforcement activities, exposure to mechanical hazards is higher, due to the use of various equipment and tools. Also, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

Exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, printer, copier, ~~adding machine~~, fax machine, camera, radio, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:

Some exposure to fumes and gases occurs when visiting a site, performing an inspection, and when conducting enforcement activities. Employees refer all hazardous waste situations to the Fire Department or a Hazardous Materials team. Solvents, cleaners, decomposed byproducts from sewer lines, construction site waste, and other types of hazards are common.

Minimal to medium 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. Education and experience equivalent to a four-year college degree in chemistry, biology, microbiology, environmental science, or sanitary engineering from an accredited college or university and two (2) years of experience in the enforcement of laws, ordinances, regulations, technical responsibilities in a chemical laboratory or science related activity. Two (2) years of experience may be substituted for one (1) year of college up to a maximum of two years of the education requirement.
2. Possess and maintain a Hazardous Materials Certification from an accredited college, ~~or~~ university, professional accredited institute, or approved equivalent. Certification is

required at the time of application or ~~must obtain~~ within one (1) year from the date of hire. ~~Four~~Two (4) years prior experience as a CUPA program inspector ~~may~~can be substituted for this requirement.

3. Possess and maintain an International Code Council (ICC) Underground Storage Tank (UST) Inspector certification. Certification ~~e~~is required at the time of application or within one (1) year from the date of hire.
4. Possess and maintain an International Code Council (ICC) Fire Inspector I ~~and~~or II certification. Certification is required at the time of application or within one (1) year from the date of hire.
5. Possess and maintain the Aboveground Petroleum Storage Act (APSA) certification. Certification is required at the time of application or within six (6) months from the date of hire.
6. Possess and maintain a California Water Environment Association (CWEA) Grade II Industrial Waste Inspector Certification. Certification is required at the time of application or within one (1) year from the date of hire.
- ~~7.~~7. ~~Completion of~~Possess and maintain the California State Fire Marshal, Fire Prevention 1A through 2D C coursework~~certifications~~. ~~Certifications are required~~ at the time of application or within ~~two~~one (2) years from the date of hire. As an alternative, possess and maintain an ICC Fire Marshal Certificate or other approved California State Fire Marshal~~SFM~~ Fire Prevention track~~Officer~~ CCertification. Certification is required at the time of application or within ~~two~~one (2) years from the date of hire.
- ~~8.~~7. Willingness to continue education and training by learning new and innovative skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops, and individual study.
- ~~9.~~8. Pass a post-offer medical examination, which includes a drug test.
- ~~10.~~9. Possess and maintain a California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- ~~11.~~10. Pass an employment background check, including a Department of Justice criminal record check.
- ~~12.~~11. Prefer non-tobacco user.