



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



MONDAY, APRIL 28, 2025 | 5:30 PM

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

Chair: Catherine Cummins

Vice Chair: Nita Edde-Mitchell

Commissioners: Linda Allen, Marissa Haro, 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 Cummins)**

1.2 **Roll Call (HR Director, LeeAnn McPhillips)**

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 28, 2025 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

5.1. Presentation Regarding Civic Center Master Plan – Public Works Department Project Manager, Ryan Osenton

5.2. Recruitment & Employment Status Report (report attached)

5.3. Employee Referral Program (report attached)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Updates to Senior Environmental Engineer - Wastewater Job Description**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

2. Public
Comment

3. Possible
Action:

Review and approve updates to Senior Environmental Engineer
– Wastewater job description.

7.2. **Updates to Code Enforcement Officer Job Description**

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 Code Enforcement Officer job description.

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 8.1. Updates to Job Description - Senior Maintenance Worker – Wastewater
- 8.2. Updates to Job Description – Senior Maintenance Worker – Streets/Stormwater & Drainage/Trees
- 8.3. Updates to Various Sworn Police Department Job Descriptions
- 8.4. Employee Disciplinary Appeal Hearing Procedures Training

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next scheduled meeting of the Personnel Commission is a Special Meeting on May 19, 2025, 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 or another identified Special Meeting date.

City of Gilroy

PERSONNEL COMMISSION

MINUTES

March 24, 2025 Regular Meeting – DRAFT MINUTES

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

Members Present

Linda Allen
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Haro called the meeting of March 24, 2025, to order at 5:30 p.m. Roll call was taken noting that Commissioners Allen, Cummins, Edde-Mitchell and Haro were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on March 21, 2025 at 8:05 a.m. In addition, the Commission welcomed Commissioner Linda Allen to her first meeting following her appointment to the Commission. Human Resources Director McPhillips reported that she met with Commissioner Allen for a training/onboarding to the Personnel Commission.

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

III. APPROVAL OF MINUTES

- A. *For the meeting dated January 28, 2025 (date corrected from January 27, 2025) – on a motion from Commissioner Cummins, seconded by Commissioner Haro, the minutes for the January 28, 2025, meeting were approved on 3-0-1 vote with Commissioner Allen abstaining.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – Human Resources Director McPhillips provided an update on the following topics-

- A. *Unexpected passing of Senior Environmental Engineer Saeid Vaziry*
- B. *Gilroy hosted the RGS Lead Worker/Supervisor Training Academy with the final session taking place on March 27, 2025. Training was in cooperation with four other agencies in the area and thirty employees across the five agencies are scheduled to complete the training.*
- C. *Employee Training Grant Program – program that allows employees to submit a grant request to human resources to attend training that will help them in their current job or next job they hope to hold. Approved grants to be awarded in April.*
- D. *Exempt Employee Performance Evaluation Form – implemented pilot program on updated form developed by a labor-management committee. May extended to other employee groups following the six month pilot program period.*
- E. *AB 2561 Position Vacancy Report – explained the new assembly bill and its reporting requirements.*

V. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received. The Commission requested that staff include length of service for retired employees listed on the report.*
- B. *Community Workshop Series: Visioning the Gilroy Civic Center Mast Plan – flyer was reviewed with the Commission to include upcoming dates for community members, to include Commissioners, to provide input; report received.*
- C. *Informational Report on Senior Civil Engineer Recruitment Efforts – Human Resources Director McPhillips provided a report on the various recruitment efforts to fill the engineer vacancy in the Engineering Division of the Public Works Department; report received.*

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

- A. *Selection of Personnel Commission Chair and Vice Chair for 2025 – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Edde-Mitchell, Commissioner Cummins was selected as Chair for 2025; on a motion from Commissioner Haro, seconded by Commissioner Allen, Commissioner Edde-Mitchell was selected as Vice Chair for 2025.*
- B. *Personnel Commission Work Plan for Fiscal Years 2026 and 2027 - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the recommended work plan for fiscal years 2026 and 2027 were recommended for forwarding to the City Council; motion passed on a 4-0 vote.*
- C. *Personnel Commission Budget Requests for Fiscal Years 206 and 2027 - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Allen, it was recommended to continue to include approximately \$3,000 per year in the Human Resources budget for Commission training with an emphasis on hearing procedures training for the upcoming year; motion passed on a 4-0 vote.*

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

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

IX. ADJOURNMENT – Chairperson Haro adjourned the meeting was adjourned at 6:24 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 2025	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 4/25/25
Police Officer – Lateral, Academy Graduate, Current Academy Cadet, Trainee	8/13/24	Continuous	7 (<i>includes 2 upcoming retirements</i>)	Accepting & screening applications; 7 candidates in hiring process	113
Public Safety Communicator – Lateral	7/1/24	Continuous	2	Accepting and screening applications	23
Engineering Technician/Inspector I/II/III	2/24/25	Continuous	1	Accepting & screening applications; interviews scheduled for 4/30/25	36
Summer Recreation Leader I/II/III	3/19/25	Open Until Filled	10	Accepting applications	1
Code Enforcement Officer	4/24/25	5/27/25	1	Accepting applications	8
Council Services, Records & Election Manager/City Clerk	4/27/25	5/27/25	1	Accepting applications	0
Fire Division Chief	4/27/25	5/27/25	1	Accepting applications	0
Utility Business Manager, Utility Operations Manager, Senior Environmental Engineer - Wastewater	n/a	n/a	1 for each job class	Selected search firm and completed contract; finalizing job postings	n/a
Fire Captain – Promotion Process	n/a	n/a	1	Preparing job posting; promotion process; position underfilled with a Firefighter (LP)	n/a
Deputy Director of Community Development	n/a	n/a	1	Reposting position	n/a
Engineer II/Senior Civil Engineer	n/a	n/a	1	Evaluating job descriptions and preparing job flyer for posting	n/a
Senior Equipment Mechanic	n/a	n/a	1	Preparing job flyer for posting	n/a
Planner I/II	n/a	n/a	1	Preparing job flyer for posting	n/a
PT Maintenance Worker Assistant – Parks	n/a	n/a	1	Preparing job flyer for posting	n/a

Recruitments in Process – April 2025	Status
Public Safety Communicator Trainee	3 candidates in background; 1 candidate starting work July 2025
Police Officer (all levels)	7 candidates in background/pre-hire steps *1 Lateral *1 Academy Graduate *5 Trainee
	1 candidate in background check; review of list for potential second opening
Community Coordinator	Background under review
Fire Chief	Rob Fleeup to begin work May 5, 2025
Planning Manager	1 candidate in final pre-hire steps
Management Analyst/Management Analyst Trainee (Administration & Public Works)	Administration position filled; Public Works department interviews 4/28/25
Operations Services Supervisor – Wastewater	Reviewing list
Police Chief	Panel interviews (20 evaluators) completed 4/16/25; City Administrator reviewing results
PT Police Cadet	2 candidates in final pre-hires steps/working on a temporary basis
Police Records Technician	1 candidate in background check; 1 candidate at department interview/assessment phase
PT Office Assistant – Youth Task Force	1 candidate in background check
Police Sergeant/Corporal Assessment Center	9 candidates participating in assessment center on 4/29/25
Youth Task Force Summer Intern	Interviews May 2
Engineering Summer Intern	Interviews May 7
Human Resources Summer Intern	Interviews May 1
Finance Summer Intern	Interviews May 12
Management Assistant	Completed interviews 4/23/25; finalist for Administration in final pre-hire steps; department interview for Facilities & Fleet opening May 5
Recreation Leaders – Summer	7 rehires from last summer; 2 in background from interview process; screening additional applications and scheduling interviews

Hiring/Promotion/Separation Information (March - April 2025)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
BRANDON YIP	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	3/24/2025
MICHAEL ROARK	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	3/24/2025
LEEANNE BLACKMORE	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	3/24/2025
JOSEPH SCANLON	FIREFIGHTER (60 UNITS)/LICENSED	3/25/2025

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
	PARAMEDIC	
MICHAEL CHANCE	FIREFIGHTER/LICENSED PARAMEDIC	3/26/2025
CHRISTOPHER CHANNELL	FIRE ENGINEER – <i>PROMOTION</i>	3/28/2025
CHRISTOPHER GLUM	FIREFIGHTER (60 UNITS)/LICENSED PARAMEDIC	3/30/2025
JOSEPH SKAPIK	FIRE ENGINEER – <i>PROMOTION</i>	4/1/2025
CATHERINE FISHER	COMMUNITY ENGAGEMENT COORDINATOR	4/1/2025
IAN NICKOLAS	FIRE ENGINEER – <i>PROMOTION</i>	4/32/2025
KYLIE KATSUYOSHI	MANAGEMENT ANALYST TRAINEE – <i>PROMOTION</i>	4/7/2025
TALLEN GRAY PEOPLES	DENTENTION SERVICES OFFICER	4/7/2025
SANDRA QUINTANAR	PROPERTY & EVIDENCE TECHNICIAN	4/14/2025

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
ARMANDO ZEPEDA AMADOR	SENIOR EQUIPMENT MECHANIC	4/16/2025



EMPLOYEE REFERRAL PROGRAM

I. PURPOSE

The City of Gilroy appreciates and values input from its employees. The Employee Referral Incentive Program is designed as a partnership between the City and its most valued commodity and best recruiters, our employees. Through conversation, established relationships, mentoring and networking, employees have the opportunity to contribute to the wealth of talent the City employs. The goal of the program is to generate focused recruiting efforts by those who best know the needs of the City and the Community – our employees.

II. REFERRAL AMOUNT

FULL-TIME ELIGIBLE POSITIONS

The program is designed to reward employees whose referred candidate is successfully hired with up to \$1000 for each new, full-time, hire. The following criterion will determine the disbursement of the referral bonus to eligible employees:

1. Employees may earn a referral bonus for each eligible full-time hire.
2. Only one employee may receive a bonus for a hire.
3. Within approximately 60 days of the full-time hire date, the referring employee will receive part one of the bonus, \$500.
4. When the new full-time employee successfully completes probation, part two of the bonus (a second payment of \$500) will be paid to the referring employee within approximately 60 days.



C'MON, TELL US WHO YOU KNOW!



EMPLOYEE REFERRAL PROGRAM

III. ELIGIBILITY

The following are ineligible for a referral bonus:

1. Human Resources Department employees.
2. Senior Executive Team Members.
3. Managers or supervisors involved in the hiring process for a position, i.e. review/screening of applications, part of interview process, review of candidate's background, etc.
4. Temporary/seasonal employees, contractors, consultants.
5. Referral bonuses shall not be paid for promotional recruitment/internal recruitments.
6. Referral bonuses shall not be paid for referrals of current city employees, temporary employees, contractors, or for anyone with a familial relationship or marital status with the job applicant.
7. Referral bonus shall not be paid to an employee for referring a former employee for rehire or reinstatement.
8. Employees involved in the training or supervision of the new hire.
9. Referral bonus shall not be paid for recruitments not conducted by the Human Resources Department.
10. Employees who have terminated employment forfeit all rights to bonuses not yet paid at time of separation.

IV. RESPONSIBILITY

The Human Resources Department is responsible for the administration and coordination of this program. The program will be funded through the Gilroy Human Resources budget; however, payments will be limited to fund availability.





EMPLOYEE REFERRAL PROGRAM

V. PROCEDURES

1. At the time of application filing, the applicant must list the eligible employee on the employment application. The employment application lists the question – “Please tell us where you *first* learned about this job opportunity.” The applicant must select “Employee Referral”. The next question states, “If you selected “Employee Referral”, please provide the name of the City of Gilroy employee.” This information must be completed by the applicant at the time of application to be considered for this program. Only one employee name may be listed for referral. Bonuses will not be divided up amongst more than one employee.
2. Referred candidates must successfully complete all phases of the examination, meet conditions of employment, be appointed to an eligible full-time position, and begin full-time work for the employee to receive the referral bonus.
3. When the employee-referred applicant is hired, the Human Resources Department will forward the appropriate personnel action to Payroll for processing of the referral bonus.
4. The Human Resources Department will monitor all appointments and forward the appropriate forms to Payroll for processing of any final bonuses which may be due after a referred candidate has successfully completed the full-time probationary period for the position.
5. All approved referral bonuses shall be included with regular payroll and are considered taxable income. Referral bonuses are not PERSable.
6. Employees who have been listed as a referral shall not in any way attempt to influence the hiring process, involve themselves in the hiring process, or seek to find out information regarding the status of an applicant. Any actions of this nature shall render the employee ineligible for a referral bonus.
7. Decisions/actions related to this program are not subject to appeal or dispute.

**REFER AND EARN
UP TO \$1,000**



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Senior Environmental Engineer - Wastewater Job Description

Meeting Date: April 28, 2025

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

RECOMMENDATION

Review and approve updates to Senior Environmental Engineer – Wastewater job description.

BACKGROUND

Due to the unfortunate and unexpected passing of Senior Environmental Engineer Saedi Vaziry, this position is vacant and will soon be out for recruitment. As part of the preparation for the recruitment process, the department reviewed the job description to ensure the duties, skills and requirements were up to date. This task was recently completed and attached is an updated job description which shows changes in track changes format. New information is in red underline format and information to be deleted is in blue strikeout format. This position supports the South County Regional Wastewater Authority, and the shared Gilroy-Morgan Hill treatment plant located in Gilroy. Given this role, this position is part of the newly formed Utilities Department.

This mid-management level position falls under the Gilroy Management Association (GMA). GMA has reviewed the proposed job description updates and is in support of the proposed edits.

The City has secured the services a recruitment search firm to assist with filling three Utilities Department mid management level positions: Utilities Business Manager, Utilities Operations Manager, and Senior Environmental Engineer – Wastewater. The firm selected specializes in Utilities positions. With this updated job description, the search firm will commence the recruitment efforts.

Attachments:

1. Senior Environmental Engineer - Wastewater Job Description Draft

~~SOUTH COUNTY REGIONAL WASTEWATER AUTHORITY~~
~~AND CITY OF GILROY~~
~~COMMUNITY DEVELOPMENT DEPARTMENT~~
~~ENGINEERING DIVISION~~ **UTILITIES DEPARTMENT**
SENIOR ENVIRONMENTAL ENGINEER - WASTEWATER

GENERAL DUTIES: The Senior Environmental Engineer is an employee of the City of Gilroy under the direct supervision of the ~~City Engineer~~ **Utilities Director**. The Senior Environmental Engineer is assigned to the South County Regional Wastewater Authority (SCRWA) to perform difficult professional sanitary engineering work in the field and office, including participating in planning, coordinating and directing the design, investigation, development and construction of a wide variety of ~~waste-water~~ **wastewater** treatment and disposal projects, and the joint sewer interceptor line. Assignments are general and of a continuing nature, requiring the exercise of independent judgement and initiative. Incumbent is expected to act semi-autonomously while performing the most complex professional engineering work requiring a substantial level of professional training and experience. Incumbent will need excellent presentation skills, and will need to work effectively with the SCRWA Board Members, staff from the cities of Gilroy and Morgan Hill, Santa Clara Valley Water District, the Regional Water Quality Control Board ~~staff~~, intra- and inter-agency committee members, SCRWA legal counsel, and the general public.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the SCRWA and the City of Gilroy, in accordance with City of Gilroy policy.

Attendance - Follows SCRWA and City of Gilroy 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 SCRWA and City of Gilroy.

Safety - Follows the Safety and Health Handbook of the City of Gilroy, 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 employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and ~~gender/gender-identity~~ **sexual** differences of others, and avoids derogatory statements regarding these differences.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Under general direction, perform a variety of professional sanitary engineering assignments, directing the work of consultants and contractors in the preparation of plans, specifications, studies and reports. May perform complex engineering design and related work, and may act as the resident engineer during construction of SCRWA capital improvement projects or oversee consultant's resident engineer. Direct/oversee consultants and contractors in construction activities and inspection to ensure construction projects are in compliance with plans, specifications, and State and local standards.
2. Provide technical assistance to consulting engineers and the plant contract operator. Participate on interview boards to select engineering consultants for general or specific work tasks. Monitor and analyze treatment plant performance and work with the plant contract operator to develop and implement operating strategies to ensure continuous compliance with Regional Water Quality Control Board requirements while recognizing that the contract operator has the ultimate responsibility for operating the plant and meeting discharge requirements. Review operational reports prepared by the contract operator and evaluate plant performance. Prepare performance evaluations of the contract operator and engineering consultants.
3. ~~Assist Work~~ in developing the annual Authority Capital Improvement Budget, Quarterly Reports, and Goals and Objectives. Administer/manage and conduct ~~all types of various~~ engineering studies requiring the gathering and analysis of data and preparation of comprehensive reports, including, but not limited to the Annual Operation Plan and Hydraulic Balance, and the Annual Treatment and Disposal Capacity Analysis. Administer/manage and conduct research projects, field studies and office studies of wastewater treatment and disposal processes, methods and facilities for possible changes in treatment to ensure effective economic operation of the plant and regulatory permit issues.
4. Maintain good public relations, receiving and answering public requests and concerns. Represent the Authority involving inter-City, inter-departmental and inter-agency cooperation.
5. Participate in related training programs and ~~remain—monitor~~ knowledgeable about developments in wastewater treatment techniques and processes, as well as changes in regulations and discharge standards.
6. ~~Administer the City of Gilroy Storm Water Management Plan, and manage the City of Gilroy water and sewer allocation data system.~~ Coordinate with Santa Clara Valley Water District on the conveyance of recycled water produced by SCRWA. Issue permits to retail customers for onsite recycled water use.
- 6.7. Plan, organize, assign, supervise, review, and evaluate the work of assigned staff; train staff in work procedures; participate in selection processes.
- 7.8. Perform related work as requested.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Excellent interpersonal skills.
2. Customer service techniques.
3. Excellent computer skills.

KNOWLEDGE: Knowledge of:

1. Municipal budget preparation, grant and program funding applications.
2. Program and project level supervisory principles and practices, including planning, design, and construction of projects.
3. Principles and practices of contract administration in a public agency.
4. Fundamentals of physical, biological, and chemical wastewater treatment processes.
5. Economic and practical aspects of sanitary engineering problems involved in wastewater treatment and disposal.
6. Current technological developments in sanitary engineering.
7. State and local laws and regulations applicable to wastewater treatment and disposal.
8. Maintenance practices applicable to a major wastewater treatment facility.
9. Engineering principles and practices as applied to the collection, treatment and disposal of treated wastewater.
10. Design and construction practices related to wastewater treatment facilities.
11. Budgeting and scheduling principles, practices and techniques.
12. Computer applications, including word processing, database management and engineering applications.

ABILITIES: Ability to:

1. Work effectively with SCRWA Staff, Board Members, and staff members from the City of Gilroy and the City of Morgan Hill.
2. Manage the work of others, set project level goals and objectives, plan, assign, direct work

and provide technical support and review.

3. Establish and maintain effective working relationships with supervisors, co-workers, representatives of other agencies, contractors and the general public, using customer service techniques.
4. Express ideas effectively in comprehensive written and oral presentations.
5. Prioritize ~~work load~~ workload of self and others and exercise sound judgment within established procedural guidelines.
6. Make difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of engineering problems.
7. Establish project designs and specifications for solutions to problems.
8. Interpret engineering plans, specifications and contract documents.
9. Determine cost estimates.
10. Apply customer service techniques effectively.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet printer or ink jet printer
3. Telephone or cellphone
4. Copier
5. Calculator
6. Plan-copying machine
7. Facsimile machine
8. Lettering machine
9. Microfiche reader
10. Binding machine
11. Two-way radio
12. Polaroid or digital camera
13. Paper shredder
14. Paper cutter
15. Plans, maps and blueprints
16. Surveying instruments
17. Drafting equipment
18. Engineering tools and equipment
19. Presentation equipment, microphones, easels, overhead projectors, etc.

20. Specialized computer software
21. Automobile
22. Other related equipment

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of survey, drafting and engineering equipment, two-way radios, blueprints, plans, files, books, binders and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during Council meetings or at other public presentations.
4. Kneeling, when performing survey work or during site visits, inspections or enforcement activities.
5. Bending/stooping, when performing survey work or during site visits, inspections or enforcement activities.
6. Twisting, when performing survey work, during site visits, inspections or enforcements.
7. Reaching, when performing survey work, during site visits, inspections or enforcement activities.
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, typewriter, telephone, fax machine, copier, adding machine, paper shredder, paper cutter, camera, microphone, overhead projector, easel, survey, drafting, or engineering equipment, automobile, etc.:

1. Seeing, color vision necessary when reading plans, maps and other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections 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, tile, linoleum, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection and enforcement activities.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, overhead projector, microphone, easel, adding machine, fax machine, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to low exposure to fumes occurs in the field when visiting or inspecting construction sites or businesses. There is minimal exposure to fumes in a 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 an accredited college or university with a Bachelors degree in Civil, Sanitary or Environmental Engineering.
2. Five (5) years of progressively responsible sanitary, civil, or environmental engineering experience in related work. One (1) year of management and supervision of professional engineering staff is desirable. Possession of a Masters Degree in Civil, Sanitary, or Environmental Engineering is considered equivalent to one (1) year of engineering experience.
3. Registration as a Professional Engineer issued by the State of California. If an applicant possesses all of the minimum qualifications, except registration as a Professional Engineer in the State of California, the applicant may (at city's sole discretion) be allowed up to one (1) year to obtain registration as a condition of employment.
4. Willing to continue education and training, expand skills, attend seminars, workshops, and individual study.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass an employment background check to include a Department of Justice criminal record check ~~for employment~~.
7. Pass a post-offer medical examination, which includes a drug test.
8. Prefer non-tobacco user.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Code Enforcement Officer Job Description
Meeting Date: April 28, 2025
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Review and approve updates to the Code Enforcement Officer job description.

BACKGROUND

Due to the recent retirement of a long-term Code Enforcement Officer, we have commenced a recruitment for a new Code Enforcement Officer to support the Community Development Department. We currently have three employees to support the Code Enforcement function – one Supervising Code Enforcement Officer and two Code Enforcement Officers. Prior to commencing the recruitment, staff in Community Development did a review of the job description and identified items to bring current. Attached is a draft job description in track changes format. The additions are in red underline format and deletions are in blue strikethrough format.

Staff shared the job description with AFSCME, Local 101 for feedback as this position falls within the AFSCME, Local 101, General Unit group. AFSCME provided feedback regarding the wording of item #12 under Illustrative Examples of Work as it relates to the amount of notice provided to a Code Enforcement Officer when there is the need for evening and/or weekend enforcement work. Staff added some additional wording to make it clear that the advance notice for evening/weekend enforcement work is on short notice only *sometimes* when there is an *emergency and/or* safety situation and/or when the city finds out about something that needs enforcement at the last minute. For example, the city may become aware of a business cooking in an area of a building not designated for cooking or that propane tanks are blocking an exit. Or, as another example, the city may find out at the last minute via social media that a business is holding some type of event that is not permitted. In these examples we may not be able to provide a lot of advance notice to the Code Enforcement team for the evening or weekend enforcement that is needed. However, when possible, management will provide advance notice for evening or weekend code enforcement work so as not to impact the employee. This information

was shared with AFSCME and if there is additional feedback received, that will be shared with the Personnel Commission at the meeting. Our recent experience is showing that more code enforcement is needed in the evening and on weekends as some of the issues are only present in the community later at night or on weekends, i.e. unlicensed and unpermitted vendors. When employees are needed for evening or weekend work on short notice, overtime is paid at time and one half. In situations of advance notice, employees may flex their work schedule, management may adjust schedules, or the employee may be asked to work additional hours with overtime paid.

Due to the need to get this position posted right away, the draft job description was used for the posting with a notation that final edits are subject to the final approval of the Personnel Commission. Staff will make any final update to the job description and recruitment posting following the April 28th Personnel Commission meeting.

Attachments:

1. Code Enforcement Officer Job Description Draft

COMMUNITY DEVELOPMENT DEPARTMENT
~~PLANNING~~ BUILDING DIVISION
CODE ENFORCEMENT OFFICER

GENERAL DUTIES:

Under the direct supervision of the Supervising Code Enforcement Officer, the Code Enforcement Officer performs work of moderate difficulty involving inspection and enforcement of applicable ordinances pertaining to housing, blight, building construction, environmental codes, zoning, land use, solid waste, signs, health and safety, and other related municipal codes. Perform additional duties as assigned.

~~Under direct supervision of the Planning Division Manager, perform work of moderate difficulty involving inspection and enforcement of applicable ordinances pertaining to housing, building construction, and related code enforcement regulations.~~

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 sexual differences of others, and avoids derogatory statements regarding these differences.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Perform inspections and complaint investigations of moderate difficulty involving code violations on residential, commercial, industrial, vacant, or other private property to ascertain and gather facts related to applicable ordinances, codes, laws, rules, and regulations to determine and institute proper enforcement action with conclusive results. ~~of a complex nature and complaint investigations involving commercial and industrial inspections, rehabilitation housing inspection specializing in existing housing, single and multiple dwellings, and other related facilities.~~

2. Issue notices and administrative citations for misdemeanors and code infractions. Research and prepare cases for review. Utilize the administrative remedy process to conduct enforcement. May participate in civil proceedings. ~~Participate in the complex investigation and enforcement of municipal codes and other applicable state and federal rules and regulations as assigned.~~
3. Manage caseload and related tasks; respond promptly and in accordance with procedures, policies, and targeted inspection response times. ~~Ascertain and gather facts related to applicable ordinances, codes, laws, development policies, rules and regulations and determine and institute proper action to be taken.~~
3. ~~3.~~
4. Explain, interpret and make presentations of ordinances, codes, laws, rules and regulations to customers, residents, community citizens and groups, agencies businesses, and other entities. Participate in community meetings or events.
4. ~~4.~~
5. Prepare notices, orders, reports and correspondence for review and approval by the supervisor. ~~Issue citations on code misdemeanors. Research and prepare cases for prosecution and testify in court.~~
5. ~~5.~~
6. Present cases involving administrative remedies before the administrative hearing officer. Participate in hearings and citation appeals. ~~Communicate and coordinate actions with other involved city departments.~~
6. ~~6.~~
7. Evaluate health and safety conditions and perform abatement and condemnation proceedings when necessary. ~~May inspect residential, commercial and industrial buildings in various stages of progress against plans or specifications to ascertain code and/or zoning ordinance conformance.~~
7. ~~7.~~
8. Complete all assigned work in a professional and timely manner. ~~Prepare and compile reports.~~
8. ~~8.~~
9. Communicate and coordinate enforcement actions with other City departments. Maintain required certification and training levels necessary to stay current in all requirements of the job.
9. ~~9.~~
10. May inspect residential, commercial, and industrial buildings in various stages of progress against plans or specifications to ascertain code and/or zoning ordinance conformance. Maintain an accurate activity log.
10. ~~10.~~

11. Perform other duties as assigned. ~~Conduct various surveys to determine a variety of code enforcement data and related information.~~
~~11.~~
12. Be available for weekend and/or evening work, sometimes on short notice, for emergency/special enforcement. ~~Perform other duties as required.~~

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Application of code enforcement techniques.
2. The detailed inspection work of building and housing with emphasis on existing housing.
3. Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone/e-mail. ~~Positive customer service techniques.~~

KNOWLEDGE: Knowledge of:

1. Applicable Federal, State, and local laws, codes, and regulations including administrative and departmental policies including the Municipal Code, Zoning Ordinance, Property Maintenance Code, and the adopted Building Code. ~~Codes including the Uniform Housing, Abatement, Building, Fire, Plumbing, Mechanical, and the National Electric Code including amendments as shown in the State Building Code Title 24 and zoning code or as adopted by the City of Gilroy.~~
2. Methods of construction and equipment installation.
3. Legal aspects of code enforcement.
4. Word processing.

ABILITIES: Ability to:

1. Understand and interpret codes and ordinances.
2. Perform routine inspection, investigation and enforcement of applicable codes and ordinances of housing, building and fire nature.
3. Gather in an organized manner and weigh facts against applicable laws, rules and regulations and draw proper conclusions concerning questions and facts.
4. Effectively engage with residents, ~~Deal successfully with citizens,~~ business owners, home owners's groups, city, county and state offices. Emphasize ~~Strong emphasis will be placed~~

~~on~~ interpersonal skills, media relations, active listening skills, conflict resolution, public speaking, decision making, letter writing, judgment, initiative and other public contact type of skills.

5. Read and interpret plans and specifications, technical written materials, maps, blueprints, schematics, and legal descriptions.
6. Write correspondence, correction notices and reports clearly and concisely.
7. Contribute to the overall effectiveness of the division by being conscientious and professional in assigned work and relationships with staff and customers~~lients~~.
- 7.8. Work after hours, weekends, and/or holidays for special enforcement details.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Office~~Laserjet or ink jet~~ printer
3. Cell phone, t~~Telephone~~
4. Copier
5. Automobile, truck or van~~Calculator or 10-key adding machine~~
6. Paper shredder and cutter~~Facsimile machine~~
7. Digital Camera~~Microfiche reader~~
8. Specialized computer software~~Automobile, truck or van~~
9. ~~Two-way radio~~~~Paper shredder and cutter~~
- 10.9. Tape measure~~Polaroid or digital camera~~
- 11.10. Flashlight~~Specialized computer software~~
- 12.11. Raingear and boots~~Pager or Two-way radio~~
- 13.12. Safety goggles, booties, gloves, steel-toe shoes, masks and helmets~~Hand-pack radios~~
- 14.13. Disposable latex gloves and tyvex coveralls~~Tape measure~~
- 15.14. Report forms, pencils and pens~~Flashlight~~
- 16.15. Citation books~~Raingear and boots~~
- 17.16. Gasoline pumps~~Safety goggles, booties, gloves, steel-toe shoes, masks and helmets~~
18. ~~Disposable latex gloves and tyvex coveralls~~
19. ~~Report forms, pencils and pens~~
20. ~~Citation books~~
21. ~~Gasoline pumps~~

PHYSICAL DEMANDS:

When working in the field or office, employee will perform the following physical activities which include conducting site visits, performing inspection and enforcement activities, handling files, ~~briefcases~~, plans, code books, binders, and other work-related 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. Bending/squatting/crawling when conducting site visits, inspections or enforcement activities.
5. Climbing, ladders, stairs or roofs, when conducting site visits, inspections or enforcement activities.
6. Balancing, when using ladders.
7. Twisting/reaching.
8. Carrying, equipment and tools.
9. Lifting, up to 50 lbs.
10. Driving, to homes or business facilities when conducting site visits, ~~inspections~~ **inspections**, or enforcement activities, or when attending meeting and training.

SENSORY DEMANDS:

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

1. Seeing, good (color) vision is necessary when trying to identify various materials or chemicals.
2. Speaking/Hearing
3. Touching
4. Smelling is necessary when detecting odors such as gasoline, chemicals, or decomposed byproduct during site visits, inspections and enforcement activities.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 20% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and asphalt.
3. Noise Level: Conducive to office settings with computer keyboards, phones, and 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. Indoors/Outdoors: Typical field conditions, over 60% 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 levels, while working near traffic, at a construction site, manufacturing plant, park, near a stream, etc.

5. Lighting: Conducive to a day or night setting. In emergency situations, such as working a chemical spill, inspection or investigation, employee may work in poorly lit areas.
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 manholes.
7. Dust or Fumes: Normal to high levels of dust, pollen, gasoline, vehicle exhaust, methane or fumes when conducting site visits, inspections or enforcement activities.

HAZARDS:

Mechanical and electrical exposure is low to high, depending on the inspection site, construction site, business or home being investigated. There is also potential for exposure to bees, insects, snakes, rodents, birds and other animals, and also drugs/alcohol and contagious diseases when performing routine inspection duties. Lastly, 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:

Moderate to low exposure to fumes and gases may occur when visiting a site, performing an inspection, or conducting enforcement activities. Solvents, cleaners, decomposed byproducts from the sewer lines, construction site waste, gasoline, molds, vehicle exhaust, propane, and other types of hazards are common. Employees refer all hazardous waste situations to the Fire Department or Hazardous Materials team when necessary.

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. Two (2) years of experience in code enforcement, housing inspection, building inspection or environmental inspections for a public agency, OR possess a California Association of Code Enforcement Officers (CACEO) certification ~~or registration~~ as a Code Enforcement Officer, OR possess an International Code Council (ICC) certificate as a ~~–Building Inspector, Combination Inspector or other discipline, from the International Conference of Building Officials (ICBO).~~
2. A California Association of Code Enforcement Officers (CACEO) certification as a Code Enforcement Officer must be obtained within 12 months of hire. ~~A certificate in Building Inspection Technology from an accredited college or trade school may substitute for the required ICBO certificate at the time of hire. However a certificate from ICBO as a Code Enforcement Officer must be obtained within 18 months of hire.~~

3. Possess a 832 P.C. certificate (Module **III** Arrest, Search and Seizure Certificate) of completion or obtain within 12 months of hire.
4. Possess a high school diploma or G.E.D. certificate.
- 5.** Possess and maintain a valid California Driver License necessary to operate assigned vehicle(s).
- 5.6.** Must be available to work varied hours, evening hours, weekends, and/or holidays for special enforcement details.
- 6.7.** Pass a post offer medical examination, which includes a drug test.
- 7.8.** Must pass an employment background check including a Department of Justice criminal record check ~~for employment~~.
- 8.9.** ~~Prefer b~~ Bilingual (English/Spanish) desired, but not required.
- 9.10.** Prefer a non-tobacco user.