



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



MONDAY, JUNE 26, 2023 | 5:30 PM

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

Chair: Nita Edde-Mitchell

Vice Chair: Marissa Haro

Commissioners: Robin Bronze, Catherine Cummins, 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.

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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 NO 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 Special Meeting of May 30, 2023 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

5.1. Recruitment and Employment Status Report (report attached)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Job Description and Salary Range for the New Classification of Housing and Community Services Manager**

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

Approve new job description for the classification of Housing and Community Services Manager
Approve salary range for the classification of Housing and Community Services Manager

7.2. **Extend Eligibility List for the Position of Fire Engineer**

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

Extend the eligibility list for the position of Fire Engineer for one additional year to July 1, 2023

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 8.1. Part-Time Police Cadet Job Description and Hourly Rate
- 8.2. Job Description and Salary Range for the New Classification of Community Engagement Coordinator
- 8.3. Job Description and Salary Range for the New Classification of Utilities Director
- 8.4. Updates to Job Description for Public Works Director

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is **No Meeting Scheduled** at .

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the second 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

May 30, 2023 Special Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Edde-Mitchell called the meeting of May 30, 2023 to order at 5:30 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell and Haro were present. Human Resources Director McPhillips reported that the agenda for this special meeting was posted on May 29, 2023 at 5:12 p.m.

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

III. APPROVAL OF MINUTES

- A. *For the regular meeting dated March 13, 2023 – on a motion from Commissioner Bronze, seconded by Commissioner Haro, the minutes for the March 13, 2023 meeting were approved on 4-0 vote.*

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

- *FY 24 and FY 25 budget adoption is scheduled for June 5, 2023 and includes several added positions to city staff.*

V. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.*

VI. NEW BUSINESS

- A. *Review and Approve Updated Job Description and Salary Range for the Classification of Supervising Accounting Technician and Reclassification of Arica Hernandez to the Classification of Supervising Accounting Technician – Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the job description and salary range placement for the classification of Supervising Accounting Technician was recommended for approval along with the reclassification of Arica Hernandez to the classification of Supervising Accounting Technician; motion passed on a 4-0 vote.*

- B. *Review and Approve of New Job Description and Salary Range for the Classification of Project Manager in the Engineering Division of the Public Works Department – Human Resources Director provided staff report; questions were answered; one change was requested to the job description by Commissioner Cummins which was to include certification as a project manager as a highly desired qualification; with this change included, on a motion from Commissioner Cummins, seconded by Commissioner Haro, the job description and salary range placement for the classification of Project Manager was recommended for approval; motion passed on a 4-0 vote.*
- C. *Personnel Commission Workplan for Fiscal Year 2024 and 2025 – Human Resources Director provided staff report on the draft workplan; questions answered; on a motion from Commissioner Bronze, seconded by Commissioner Haro, the Personnel Commission Workplan for Fiscal Year 2024 and 2025 was recommended for approval; motion passed on a 4-0 vote.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS

- No items formally noted, but staff indicated that work on the part-time Police Cadet program was progressing and will be brought forward at a future meeting.

VIII. ADJOURNMENT - *the meeting adjourned at 5:58 p.m. on motion from Commissioner Cummins, seconded by Commissioner Bronze; motion passed 4-0. The next regular meeting was noted as scheduled for June 26, 2023 at 5:30 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for the New Classification of Housing and Community Services Manager

Meeting Date: June 26, 2023

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

RECOMMENDATION

1. Approve new job description for the classification of Housing and Community Services Manager
2. Approve salary range for the classification of Housing and Community Services Manager

BACKGROUND

As part of the FY 24 and FY 25 budget process, the Gilroy City Council approved the position of Program Administrator to be upgraded to a Housing and Community Services Manager and placed in the Community Development Department reporting to the Community Development Director. Given the many housing related challenges to include those experiencing, or at risk of experiencing, homelessness, there is a strong need to focus on housing programs in our community. Further, one of the City Council's goals is to "Promote Availability of Safe, Affordable Housing for All Gilroy Residents."

The creation of a focused division, Housing and Community Services, within Community Development Department, and elevating the currently vacant Program Administrator position to Housing and Community Services Manager, will enable the city to make more concentrated efforts on affordable housing production, preservation, and protection of residents. The Housing and Community Services Manager will provide a higher level of expertise and lead a division focusing on housing-related functions. With the Division consisting of the Manager and an existing Technician position, the Division will implement projects and programs to address housing needs for a diverse community and provide assistance to families and individuals that are experiencing, or at risk of, homelessness.

The attached job description was developed to identify the work that will be performed by this position. This position is a mid-management, Division Head level position and will fall under the Gilroy Management Association (GMA). GMA has reviewed the attached job description and is supportive of moving the position forward for recruitment.

Staff recommends the salary range for this position be set at \$122,270 - \$163,057. This salary range is appropriate given the complexity of this position and the many difficult challenges associated with the duties of this position. This salary range also aligns with similar mid-management positions to include the Customer Service Manager (Community Development), Economic Development Manager, Information Technology Manager, and Senior Civil Engineer. Based on our evaluation of market data, this range will keep our position competitive in the current market and give us the best chance for a successful recruitment process. Also, the above salary range is scheduled to increase to \$134,803 - \$179,771 on July 1, 2023, based on the approved GMA MOU. Since our hiring will take place after July 1, 2023, we will use the new range for our recruitment materials.

Attachments:

1. Draft Job Description for Housing and Community Services Manager

**COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING AND COMMUNITY SERVICES DIVISION
HOUSING AND COMMUNITY SERVICES MANAGER**

GENERAL DUTIES: Under the general supervision of the Community Development Director, the Housing and Community Services Manager will direct, plan, supervise, and coordinate the work of the Housing and Community Services Division, and provide leadership and oversight of the development and administration of housing programs, grant-funded services, and resources to support long-term housing stability and affordability for the community, including unhoused and vulnerable residents. Through partnerships with public agencies and nonprofit organizations, the Housing and Community Services Manager will lead the Division in implementing projects and programs to address housing needs for a diverse community and assisting families and individuals that are experiencing, or at risk of, homelessness. The Housing and Community Services Manager will lead the Division to focus on affordable housing production, preservation, and protection of residents. The Housing and Community Services Manager will work with the Community Development Director to identify and develop housing strategic initiatives consistent with City goals and priorities.

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

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. Supports organizational diversity, equity, and inclusion.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manage the Housing and Community Services Division including preparation and/or oversight of Division operations, budget, processes, plans, reports, and program compliance.
2. Plan, implement, and manage a variety of programs, projects, and federal, state, and regional housing/community service grants (including Community Development Block Grant) to formulate a comprehensive approach to affordable housing, enhancing housing production, preservation of long-term housing stability and affordability, protection of residents, and recommendation of key community services to help meet the City's priority needs.
3. Collaborate with members of the Community Development Department and stakeholders in the implementation of housing goals, policies, and programs in the Housing Element.
4. Conduct community education, outreach, and workshops on housing resources through diversity, inclusiveness, and equity with an emphasis on supporting the entire community including vulnerable populations/special needs households; partner with City Departments/Divisions, other public agencies, developers, property managers, and community-based organizations to inform residents of affordable housing opportunities, assistance programs, and community services.
5. Coordinate projects and programs to connect unhoused individuals with basic needs services; partner with housing assistance programs to expand homelessness prevention and support services to protect residents that are experiencing, or at risk of, homelessness.
6. Monitor current trends in affordable housing, funding sources and opportunities; evaluate and recommend policy and procedural actions accordingly.
7. Work with program administrator for below market rate housing program to manage affordable housing ownership, rental, and loan portfolio.
8. Coordinate with emergency services staff on resources, shelters, and temporary locations of respite for unhoused and vulnerable residents during inclement weather response.
9. Represent the City at meetings with public agencies, service organizations, and other stakeholders regarding housing and community services initiatives.
10. Prepare and present clear and concise written and oral reports to executive staff, City Council, and other bodies as needed at public meetings.
11. Respond to complex and difficult public inquiries, resolve service issues, and provide referrals to needed services.
12. Supervise, train, and evaluate assigned staff; create development goals and set work priorities.
13. Perform related duties as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Analytical and problem-solving skills.

2. Strong personal computer operation skills.
3. Excellent interpersonal skills.
4. Supervisory skills.
5. Effective oral and written communication skills and presentation skills.
6. Customer service techniques.
7. Organizational and project management skills.
8. Grant administration.
9. Planning, organizing, executing, and evaluating activities.
10. Interacting and communicating effectively with a diverse community.

KNOWLEDGE:

1. Regulations addressing grants programs.
2. Principles and practices of grant administration, monitoring, and performance reporting.
3. Laws and regulations relating to affordable housing and housing programs.
4. Principles and practices of contract development and monitoring.
5. Principles and practices of personnel management, including supervision, training, and evaluation.
6. Conflict resolution practices and techniques.
7. Public relations and community outreach methods and practices.
8. Principles and practices of budgeting.
9. Research methods.
10. Advanced methods of report preparation and presentation.

ABILITIES:

1. Learn and interpret, explain, and apply federal, state, and local laws, rules, and regulations relating to housing programs.
2. Plan, organize, and supervise grant program activities.
3. Develop and maintain effective working relationships with funding agencies, community-based organizations, other public agencies, and the general public.
4. Establish and maintain complete and accurate records of funds and activities for Division programs.
5. Communicate clearly and concisely, orally and in writing.
6. Present and explain complicated issues in an understandable manner.
7. Develop community outreach materials using a variety of platforms and languages.
8. Meet with stakeholders and gain cooperation through discussion.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. LaserJet or ink jet printer
3. Telephone or headset

4. Multi-Function machine (copy, scan, fax)
5. Calculator
6. Facsimile machine
7. Two-way radio
8. Laserfiche
9. Digital camera
10. Automobile
11. Specialized computer software
12. Presentation equipment, i.e., microphones, easels, projectors, digital recorder, etc.
13. Television and DVD equipment

PHYSICAL DEMANDS:

When working in the field or in the office, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed in meeting deadlines

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, printer, telephone, calculator, Multi-Function machine, fax machine, copier, television, microphone, easel, projector, digital recorder, automobile, paper shredder, camera or radio:

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, fax machines, radios, Multi-Function machines, 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 less than 20% of the time, but may from time to time include encampment areas and other areas where unhoused individuals collect or reside.
2. Flooring: Asphalt, grass, dirt, and uneven surfaces.
3. Noise Level: Varying low to high equipment noise.
4. Lighting: Normal outdoor conditions, and also exposure to extreme weather conditions.
5. Ventilation: Heating and air conditioning provide by vehicle and outdoor equipment.
6. Dust: Normal, outdoor levels to high outdoor levels associated with various outdoor activities.

HAZARDS:

Mechanical or electrical exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, Multi-Function machine, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle and other hazards related to encampments and other areas where the unhoused may collect or reside. Personal Protective Equipment will be provided for use as appropriate when exposed to these hazard areas.

ATMOSPHERIC CONDITIONS:

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

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Any combination of experience and education equivalent to (equivalency shall be made at the sole discretion of the City of Gilroy):
 - A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or any field related to community development, housing policy or services, community services, or social science.
 - Five (5) years of increasingly responsible professional experience in affordable housing programs or development, public services grant program administration, housing policy development or financing, community services program development and delivery, resource development, or other closely related activities.
 - A Master's degree may be substituted for one year of the required professional experience.

2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
3. Strong computer/technology skills required, including experience with EnerGov (Tyler Technologies) or other land management systems software or other similar system used to provide services in a Community Development setting.
4. Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.
5. Pass a post-offer medical examination, which includes a drug test.
6. Pass a detailed employment background check, including a Department of Justice criminal record check.
7. Prefer non-tobacco user.
8. Bilingual (English/Spanish) highly desired, but not required.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Extend Eligibility List for the Classification of Fire Engineer
Meeting Date: June 26, 2023
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Extend the 2021 eligibility list for the job classification of Fire Engineer for one additional year to July 1, 2023

BACKGROUND

An assessment center evaluation process was completed at the end of June 2021 for the position of Fire Engineer. This was a promotional process with internal candidates only. The Fire Engineer assessment process is one of the most complex recruitment processes due to the logistics of the process necessitated by the areas being evaluated. The Fire Engineer drives the fire apparatus, operates the pumping equipment, and may serve as an Acting Fire Captain in the absence of the regularly assigned Fire Captain on the shift. Given this, we utilize the assistance of the California Highway Patrol to evaluate the candidates on their driving ability and pre-trip inspection to ensure they can operate the fire apparatus safely. In addition, the candidates complete various pumping evolutions using the equipment from a typical fire engine and they may demonstrate use of the much larger ladder truck. The assessment also includes general skills as well as supervisory knowledge and abilities.

Given the extensive hiring process, the City typically utilizes the Fire Engineer list for the one full year plus an extension year as allowed by the City of Gilroy Human Resources Rules and Regulations. The one-year extension requires the approval of the Personnel Commission.

Five candidates were certified to this eligibility list and three have been promoted. Two candidates remain on the list. We are ready to start staffing up the Santa Theresa Fire Station based on other hiring that has been completed in recent months. While we did not think the timing was going to align with the Fire Engineer list, we have identified that it does. Therefore, rather than repeat the extensive process described above, staff is

requesting that the Personnel Commission retroactively approve a one-year extension of the Fire Engineer eligibility list to July 1, 2023. This will allow the Fire Chief to expedite filling the positions needed for the Santa Theresa Station staffing.

Without an extension, a new promotional Fire Engineer process will need to be scheduled right away which will take several months to complete from start to finish. Extending the 2021 list will allow the department to promote qualified candidates and then a future process can be scheduled so a valid list is in place to use in the future.