



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



MONDAY, AUGUST 26, 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 April 22, 2024 (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 New Classification of Environmental Engineer (Report Attached)**

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

1. Approve Job Description for Classification of Environmental Engineer
2. Approve Salary Range for Classification of Environmental Engineer

7.2. **Job Description and Salary Range for New Classification of Utilities Business Manager (Report Attached)**

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

1. Approve Job Description for Classification of Utilities Business Manager
2. Approve Salary Range for Classification of Utilities Business Manager

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

1. Fire Marshal Job Description, Salary Range, and Reclassification
2. Housing & Community Services Coordinator Job Description, Salary Range, and Reclassification
3. Deputy Director of Community Development Job Description and Salary Range
4. Updates to Operations Services Supervisor Job Descriptions
5. Utilities Operations Manager Job Description and Salary Range
6. 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, September 23, 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

April 22, 2024, 2024 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Haro called the meeting of April 22, 2024, to order at 5:33 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 meeting was posted on Friday, April 19, 2024, at 4:31 p.m.

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

III. APPROVAL OF MINUTES

- A. For the meeting dated March 25, 2024 – on a motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell, the minutes for the March 25, 2024, meeting were approved on 4-0 vote.

IV. HUMAN RESOURCES DIRECTOR'S REPORT – no report

V. INFORMATIONAL ITEMS

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

VI. UNFINISHED BUSINESS

- A. Updates to Environmental Programs Manager Job Description - Human Resources Director provided staff report; questions were answered; Commissioner Cummins suggested adding to the illustrative examples of work wording that indicates the position will supervise and management assigned personnel; this addition was supported by the other members of the commission; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the updated job description for the classification of Environmental Programs Manager with the additional duties statement "Supervise and manage assigned personnel." added was recommended for approval; motion passed on a 4-0 vote.

VII. NEW BUSINESS

- A. Establish Job Description and Salary Range for the Position of Senior Hazardous Materials Inspector and Reclassification of Isaias Lona to the Classification of Senior Hazardous Materials

Inspector - Human Resources Director provided staff report; questions were answered; AFSCME President Susana Ramirez spoke in support of the reclassification; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the job description and salary range for the classification of Senior Hazardous Materials Inspector along with the reclassification of Isaias Lona to the classification of Senior Hazardous Materials Inspector was recommended for approval; 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 - *the meeting adjourned at 5:58 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 August 2024	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 8/23/24)
Police Officer – Lateral, Academy Graduate, Current Academy Cadet, Trainee	7/1/24	Continuous	4	Accepting & screening applications	19
Firefighter Trainee (Licensed Paramedic)	8/13/24	Continuous	3	3 in background check; continuing to accept applications	2
Recreation Leader II/III – Adaptive Program (Part-Time)	4/22/24	Open Until Filled	1	1 candidate in background check; continuing to accept applications	11
City Engineer/Transportation Engineer	4/8/24	Open Until Filled	1	Reposted; 1 candidate in background check; continuing to accept applications	2
Public Safety Communicator – Lateral and Trainee	7/1/24	Continuous	3	1 candidate starting work 8/26/24; 2 candidates in background check; accepting and screening applications	7
Equipment Mechanic	8/1/24	9/3/24	1	Accepting applications	9
Fire Chief	6/4/24	Open Until Filled	1	1 candidate to second phase of interview process; continuing to accept applications	14
Planner I/II	7/18/24	8/26/24	2	Accepting and screening applications	36
Senior Civil Engineer – Public Works	7/31/24	Open Until Filled	1	Accepting and screening applications	3
Senior Planner	7/18/24	8/26/24	1	Accepting and screening applications	1
Community Engagement Coordinator – Admin and PD	n/a	n/a	2	Reposting	n/a
Fire Division Chief	n/a	n/a	1	Preparing job flyer	n/a

Recruitments in Process – August 2024	Status
Police Records Technician I	1 candidate begins work on 9/3/24; 2 candidates in background review
Public Safety Communicator Trainee	1 candidate begins work on 8/26/24; 1 candidate in background review; scheduling interviews
Public Safety Communicator (Lateral)	1 candidate in background check
Office Assistant I – Utilities Department	1 candidate to second round interview
Police Officer (all levels)	Screening applications; interviews on 9/5/24
Detention Services Officer	1 candidate in final pre-hire steps
City Clerk	Screening applications
PT Police Cadet	3 candidates in department interview phase
Firefighter Trainee (Licensed Paramedic)	3 candidates in background check
Fire Chief	1 candidate in second interview phase
PT Assistant Fleet Technician	1 candidate in background check
City Engineer	1 candidate in background check
Environmental Programs Manager	Candidate will begin work on 9/16/24
Management Analyst – Public Works	Interviews on 9/28/24
Project Manager	1 candidate in conditional offer phase
Engineer I/II for Public Works	1 candidate in background check
Engineer I/II for Utilities	1 candidate in background check
PT Maintenance Worker Assistants	Interviews planned for 9/4/24
Senior Civil Engineer for Public Works	Accepting applications
Senior Civil Engineer for Utilities	1 candidate to begin work on 8/26/24
PT Recreation Leader II/III – Adaptive Program	1 candidate in background check
PT Recreation Leader II/III – Seniors Program	1 candidate in background check

Hiring/Promotion/Separation Information (April - August 2024)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
REBECCA WYSONG	PLANNER II	4/24/2024
VANESSA SANCHEZ	PLANNER I	5/1/2024
LUCAS ASUNCION	POLICE OFFICER	5/6/2024
DESIRE DE LEON	OFFICE ASSISTANT I	5/21/2024
JACLYN GIFFORD	MANAGEMENT ASSISTANT	5/21/2024
KHALIL AL-KHALILI	HAZ MAT INSPECTOR I	5/28/2024
ALEC MEZA	BUILDING INSPECTOR I	5/28/2024

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
DAVID BARNETT	FIRE DIVISION CHIEF (PART-TIME / RELIEF HELP)	5/29/2024
AMANDA CUMMINGS	SUMMER COLLEGE INTERN - HUMAN RESOURCES	6/3/2024
ANTHONY ORNELAS-SILVA	MAINTENANCE WORKER I – STREETS/WASTEWATER/TREES	6/3/2024
EDWIN DESION AGUILAR	PT RECREATION LEADER II (SUMMER HIRE)	6/7/2024
MADISON DUTRA	PT RECREATION LEADER I (SUMMER HIRE)	6/7/2024
KENNY GIL	PT RECREATION LEADER I (SUMMER HIRE)	6/7/2024
BOBBY GRIFFITH	POLICE SERGEANT – <i>PROMOTION</i>	6/7/2024
DIYA KULKARNI	PT RECREATION LEADER III (SUMMER HIRE)	6/7/2024
AMELIE LINZY	PT RECREATION LEADER I (SUMMER HIRE)	6/7/2024
LEAH MARTINEZ	PT RECREATION LEADER II (SUMMER HIRE)	6/7/2024
LAYLA OSAKI	PT RECREATION LEADER I (SUMMER HIRE)	6/7/2024
DANIEL RODRIGUEZ GARCIA	PT RECREATION LEADER III (SUMMER HIRE)	6/7/2024
MAYA SANCHEZ	PT RECREATION LEADER I (SUMMER HIRE)	6/7/2024
ERIC O’CONNOR	MAINTENANCE WORKER I – PARKS AND LANDSCAPE	6/10/2024
RICARDO ZAMORA	POLICE CORPORAL – <i>PROMOTION</i>	6/12/2024
RICHARD JENKINS	POLICE CORPORAL – <i>PROMOTION</i>	6/14/2024
ANDREW LOPEZ	POLICE CORPORAL – <i>PROMOTION</i>	6/17/2024
BRIANNA ALCANTAR	PT RECREATION LEADER III (SUMMER HIRE)	6/17/2024
STEFAN MERCER	ACCOUNTING ASSISTANT – PART-TIME/TEMPORARY	6/17/2024
MARCUS ORTEGA	FIREFIGHTER (LICENSED PARAMEDIC)	6/17/2024
DENISE BARTON	COMMUNITY ENGAGEMENT COORDINATOR	6/20/2024
CATHERINE FISHER	MANAGEMENT ANALYST – PART-TIME/TEMPORARY	7/1/2024
ANTONIO GONZALEZ	SUPERVISING CODE ENFORCEMENT OFFICER	7/1/2024
MIGUEL RODRIGUEZ	FIRE ENGINEER – <i>PROMOTION</i>	7/1/2024
AESHA SANDOVAL	SUMMER COLLEGE INTERN - POLICE DEPARTMENT	7/1/2024
ANDREA CANALES	PT STUDENT WORKER – HUMAN RESOURCES	7/15/2024
JOHN PENN	MAINTENANCE WORKER I – WATER SECTION	7/22/2024

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
PAUL GIMENEZ	SENIOR FACILITIES MAINTENANCE SPECIALIST – <i>PROMOTION</i>	8/1/2024
KAREN DOWDALL-GUMIN	MANAGEMENT ANALYST	8/12/2024

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
MARTIN BELTRAN	POLICE CORPORAL – <i>RETIRED</i>	5/9/2024
RANDALL WONG	FIRE DIVISION CHIEF – <i>RETIRED</i>	5/21/2024
JAMES WYATT	FIRE CHIEF – <i>RETIRED</i>	5/31/2024
JOHN PENN	PT MAINTENANCE WORKER ASSISTANT	6/3/2024
CASEY HANEY	PT RECREATION SPECIALIST	6/3/2024
RAMONA JUAREZ	OFFICE ASSISTANT I / PART-TIME(TEMPORARY)	6/5/2024
BRIANNA ALCANTAR	PT RECREATION LEADER III (SUMMER HIRE)	6/26/2024
MARCO MARTINEZ	ENGINEER I	6/28/2024
MICHAEL BOTILL	FIRE ENGINEER – <i>RETIRED</i>	6/30/2024
MIGUEL RAMOS	EQUIPMENT MECHANIC	7/3/2024
MONICA GONZALEZ	COMMUNITY COORDINATOR	7/12/2024
PAOLA CARBAJAL	PT RECREATION LEADER I	8/15/2024
DENISE BARTON	COMMUNITY ENGAGEMENT COORDINATOR	8/15/2024
GERRY LAIRD	FIRE DIVISION CHIEF	8/16/2024
REBECCA WYSONG	PLANNER II	8/21/2024



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for New Classification of Environmental Engineer

Meeting Date: August 26, 2024

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

RECOMMENDATION

1. Approve Job Description for Classification of Environmental Engineer
2. Approve Salary Range for Classification of Environmental Engineer

BACKGROUND

During the FY 24 & 25 budget process, the new Utilities Department was established by City Council approval. The Council supported filling seven positions to initially staff the department. A few other positions in the new department have already been filled and Utilities Director has been working with Human Resources to develop job descriptions for the other new positions. The position of Environmental Engineer is one of the new positions that needed to have a job description and salary range established before a recruitment could occur.

Attached is a draft job description for the position of Environmental Engineer. This position will report to the Senior Environmental Engineer for Utilities and will work on a variety of engineering projects in support of the Utilities Department. One significant area that falls within the Utilities Department oversight is the South County Regional Wastewater Authority (SCRWA). This is the wastewater treatment plant that is jointly owned by the cities of Gilroy and Morgan Hill. Gilroy is the home agency for SCRWA and holds a majority interest in the facility. There are a variety of environmental compliance functions related to water and wastewater utilities and the Environmental Engineer will work on projects to ensure Gilroy and SCRWA are meeting necessary requirements. The Environmental Engineer will perform professional and technical engineering work in the field and office involving permitting, reporting, planning, coordinating and directing the design, investigation, development, operation, and construction of a wide variety of civil and environmental engineering wastewater treatment projects. Projects and assignments

may relate to wastewater collection, recycled water, and potable water. The position will interface with the City of Gilroy Public Works Department, SCRWA staff and contractor, Santa Clara Valley Water District, Regional Water Quality Control Board, and the public.

This position aligns with the Engineer II level position in the Public Works Department given the college degree, years of experience, and requirement to hold a professional engineering license issued by the State of CA. As such, the recommended salary range is \$9,569.42 - \$13,465.11 per month plus excellent benefits. Both the Engineer II in Public Works and the Senior Hazardous Materials Inspector are paid on this salary range.

Given the position level and duties, this position falls into the AFSCME, Local 101, General Unit employee group. The AFSCME group has reviewed this draft job description and provided input. At this time, AFSCME supports its approval by the Personnel Commission.

Upon Personnel Commission approval of the job description and salary range, Human Resources will begin a recruitment for this new position.

Attachments:

1. Draft Job Description for Environmental Engineer

**UTILITIES DEPARTMENT
ENVIRONMENTAL ENGINEER**

GENERAL DUTIES: The Environmental/Civil Engineer is an employee of the City of Gilroy under the direct supervision of the Senior Engineer or Utilities Director. The Environmental/Civil Engineer is primarily assigned to the South County Regional Wastewater Authority (SCRWA) to perform professional and subprofessional engineering work in the field and office involving permitting, reporting, planning, coordinating and directing the design, investigation, development, operation and construction of a wide variety of civil and environmental engineering wastewater treatment projects. Assignments may also relate to wastewater collection, recycled water, and potable water. Incumbent will need to work effectively with SCRWA Board Members, staff from the cities of Gilroy and Morgan Hill, Santa Clara Valley Water District, the Regional Water Quality Control Board, 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 SCRWA and the City of Gilroy, in accordance with City of Gilroy policy.

Attendance - Follows SCRWA and City of Gilroy policy in regard to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the 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 differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for 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 customers to follow. Respects racial, religious, ethnic, and gender differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Under general supervision, perform a variety of professional engineering assignments which may include preparation and review of plans, specifications, studies and reports related to the operation of wastewater treatment and collection, recycled water, and potable water systems.
2. Provide technical assistance to consulting engineers and the plant contract operator. Monitor and analyze treatment plant performance and work with the Senior Environmental Engineer

- and 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.
3. Act as project engineer for construction projects including schedule preparation, construction administration, and coordination of the work of consultants, utilities staff and other agencies.
 4. Review and ensure utilities systems compliance with applicable local, state, county and federal codes, laws, regulations, and accepted engineering practices and standards.
 5. Gather and analyze a variety of technical data. Prepare comprehensive reports and recommendations, and participate in various studies for water, wastewater, and recycled water.
 6. Assist in developing Utilities Department operations and capital improvements budgets.
 7. Respond to requests for information and complaints. Represent the division in matters involving other divisions, city departments, agencies, and the community.
 8. Provide day to day management of utilities related projects, as well as assisting or leading the preparation of proposals, performing and/or directing planning and scoping studies; obtain project authorization, funding, and purchase authorizations through City of Gilroy processes.
 9. Participate in related training programs and stay current regarding developments in water and wastewater treatment techniques and processes, as well as changes in regulations and discharge standards.
 10. Prepare and present agenda items to SCRWA Board and City Council
 11. Perform related work as requested.

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

1. Engineering and project management skills related to the work.
2. Advanced interpersonal skills.
3. Advanced computer skills.
4. Preparing various types of documents and reports.
5. Presenting technical information in an easy-to-understand format.
6. Providing customer service at the counter, on the phone, via email, via website, or other methods.
7. Time management to achieve efficiency in the performance of work.

8. Multi-tasking.
9. Efficiently using computer equipment and software related to the work.

KNOWLEDGE: Knowledge of:

1. Principles and practices of civil and environmental engineering as applied to public utilities.
2. Municipal budget preparation, grant and program funding applications.
3. Program and project level principles and practices for planning, design, and construction of projects.
4. Principles and practices of contract administration in a public agency.
5. Fundamentals of physical, biological, and chemical water and wastewater treatment processes.
6. Pertinent Federal, State, and local laws, codes, and regulations applicable to municipal water and wastewater
7. Engineering principles and practices as applied to the collection, treatment and disposal of treated wastewater.
8. Budgeting and scheduling principles, practices and techniques.
9. Computer applications and programs including Microsoft Word, Outlook, Excel, PowerPoint, database management and engineering calculations

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. Act as project engineer for construction projects including schedule preparation, contract administration and coordination of the work of consultants, utilities staff and other public agencies
3. Review statutes and regulations; interpret and apply the regulations with respect to agency compliance; develop compliance strategies
4. Establish and maintain effective working relationships with supervisors, co-workers, representatives of other agencies, contractors and the general public, using customer service techniques.
5. Analyze projects proposed by other entities and determine their impact on SCRWA and the City of Gilroy; develop recommendations.
6. Interpret engineering plans, specifications and contract documents and perform engineering work on a wide range of municipal utilities projects.
7. Make engineering computations efficiently and accurately, utilizing engineering principles and computer programs for the solution of problems.

8. Communicate clearly and concisely, both orally and in writing.
9. Develop 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. 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 10% 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 biological, mechanical or electrical hazards due to the nature of a wastewater treatment plant, 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 moderate exposure to fumes occurs in the field when visiting or inspecting the wastewater treatment plant, 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 Bachelor's degree in Civil Engineering, Environmental Engineering, or closely related field.
2. Four (4) years of progressively responsible civil or environmental engineering experience. Possession of a Master's Degree in Civil, Sanitary, or Environmental Engineering is considered equivalent to one (1) year of related engineering experience.
3. Registration as a Professional Engineer issued by the State of California is required. Civil Engineering designation strongly preferred, however, registration as an Electrical, Mechanical, Chemical, and/or Structural engineer is qualifying.
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 a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for New Classification of Utilities Business Manager

Meeting Date: August 26, 2024

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

RECOMMENDATION

1. Approve Job Description for Utilities Business Manager
2. Approve Salary Range for Utilities Business Manager

BACKGROUND

During the FY 24 & 25 budget process, the new Utilities Department was established by City Council approval. The Council supported filling seven positions to initially staff the department. A few other positions in the new department have already been filled and Utilities Director has been working with Human Resources to develop job descriptions for the other new positions. The position of Utilities Business Manager is one of the new positions that needed to have a job description and salary range established before a recruitment could occur.

Attached is a draft job description for the position of Utilities Business Manager. This is a mid-management position for the Utilities Department. This position will be a direct report to the Utilities Director and will manage the Utilities Department budget (revenues, expenditures, and capital projects) which includes several enterprise funds. In addition, this position will conduct rate studies, complete financial forecasting, research and analyze policy and organizational issues, will conduct cost and feasibility studies, will manage debt financing, apply for and administer grants, interface with the finance department and utility billing, oversee the department website pages, will prepare a variety of reports and presentations, will monitor new laws and pending legislation, manage contracts and agreements, and will complete a variety of high-level special projects involving the administrative and financial aspects of the Utilities Department. The Utilities Business Manager will lead and supervise assigned staff.

Given the position level and duties, this position falls into the mid-management employee group. The Gilroy Management Association (GMA) has reviewed and provided input to the job description. The suggestions from GMA have been incorporated into the draft job description attached to this report.

Given the review of both market data and internal equity, the salary range recommended for this position is \$10,698.75 - \$14,694.50 per month plus excellent benefits. This salary range aligns with the Finance Manager and Communications & Engagement Manager mid-management job classifications. We believe this range will attract qualified candidates to this exciting and challenging new position.

Upon Personnel Commission approval of the job description and salary range, Human Resources will begin a recruitment for this new position.

Attachments:

1. Draft Job Description for Utilities Business Manager

**UTILITIES DEPARTMENT
UTILITIES BUSINESS MANAGER**

GENERAL DUTIES: Under general direction of the Utilities Director, manages multiple enterprise funds for water, wastewater, and wastewater treatment (SCRWA); and performs complex budget functions for the Utilities Department, including rate studies and long-term financial forecasting; researches and makes organizational, policy, and procedural recommendations; develops grant and low-interest loan opportunities to advance departmental and/or programmatic goals; acts as an integral member of the departmental management team; assists the Director with special projects and the development of new programs; supervises professional, technical, and/or administrative staff, coordinates with the utility billing unit, and may manage complex departmental programs through subordinate levels of supervision; and performs related work as assigned. The position will handle confidential information with tact and discretion. In the absence of the Director, may assume responsibility for all Utilities Department operations. The Business Manager is an exempt-level, mid-management position that provides analytical data, information, and reports in support of the City's Utilities function.

GENERAL REQUIREMENTS:

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

Attendance - Follows Department/City policy in regard to punctuality and attendance.

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Analyzes, forecasts, formulates, and administers the Utilities Department's enterprise funds with multiple programs and funding sources for preparation of both the revenue and expenditure sections of the annual City budget and quarterly financial reports, in coordination with City's Finance Department.
2. Analyzes, forecasts, formulates, and administers Capital Improvement Project funding across the department.

3. Reviews monthly budget expenses and enterprise revenues, including the development of financial reports, projections, and dashboard reports.
4. Prepares program budgets and monitors work to ensure that funds and staff time are used effectively and efficiently; analyzes workflow assignments, priorities, and staffing levels and makes recommendation for adjustments where required.
5. Manages departmental and/or programmatic purchasing, ensuring compliance with City policies.
6. Coordinates and facilitates departmental and/or programmatic strategic planning activities.
7. Prepares revenue projections and recommends rates and fees.
8. Develops grant and low-interest loan opportunities to advance departmental and/or programmatic goals; prepare, administer, and manage grants received by the city.
9. Conducts public information outreach for rate and fee setting and issues public notifications for water and wastewater related matters.
10. In coordination with the Finance Department, manage the preparation of the Utilities portion of the City's biennial operating budget and associated financial reporting requirements.
11. Analyze revenue and expenditure variances relative to the adopted budget and prepare periodic management reports including recommendations.
12. Conducts cost and feasibility studies; coordinates the development of alternate funding sources and ensures that applicable laws, regulations, reporting requirements, and professional accounting practices are met
13. Review staff reports relative to their fiscal/budget impact and work with other managers to resolve problems and discrepancies.
14. Prepare multi-year revenue and expenditure projections.
15. Review the capital improvement plan for consistency with the biennial operating and capital budget.
16. Prepares and submits reports to auditors, regulators, loan and grant agencies, and commissions; acts as the department's liaison with financial auditors.
17. Manage the preparation of financial analysis and studies that could include comprehensive fee studies, cost allocation plans and indirect service charge allocations.
18. Provides professional financial and analytical support to departmental staff to improve business operations and process budget requests.
19. Manages debt financing for capital projects and refinancing, including administration of ongoing disclosures and debt service requirements in coordination with the Finance Department
20. Oversees departmental information on City website, updating dashboard of departmental metrics.
21. Prepares a variety of written reports, policies, procedures, ordinances, correspondence, and other materials.
22. Monitors changes in laws, regulations, and technology that may affect departmental operations and develops recommended changes to policies and procedures.

23. Communicates orally, in writing, and through graphic representations and statistical summaries with City Council, colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
24. Develop and review contracts and agreements for Joint Planning Authorities, Cost Share Agreements, Construction Contracts, Professional Services Agreements, and other obligations.
25. Manage water conservation programs and staff.
26. Conduct and attend Department meetings as necessary and represent the Department at conferences and other meetings.
27. Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff; trains staff in work procedures; participates in selection processes.
28. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Customer service skills.
2. Technical skills in accounting, financial reporting, payroll, budgeting, and grant management.
3. Managerial skills for department staff and operations.
4. Communication skills including written, verbal and computer skills.

KNOWLEDGE: Knowledge of:

1. Principles, practices, and procedures of public agency finance, including general and governmental accounting, auditing, reporting functions, bond financing, and financial recordkeeping.
2. Principles and practices of budget development and administration sufficient to develop and administer multiple complex budgets with various funding types in a public agency setting.
3. Information technology hardware and software, particularly as related to financial and administrative functions.
4. Principles and practices of grant preparation and administration.
5. Applicable federal, state, and local laws and regulations
6. Budgetary processes, controls, and systems.
7. Principles of personnel administration.
8. Computer applications related to the work, including word processing, spreadsheet, website, and database applications
9. Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
10. Office methods, systems, and procedures.

ABILITIES: Ability to:

1. Analyze complex accounting and fiscal issues, recommend resolutions, and prepare reports based on analysis.
2. Acquire a thorough knowledge of Department policies and procedures and a working knowledge of applicable City policies and regulations.
3. Develop, implement, and manage an environment that supports departmental operations and capital programs in coordination with the Finance Department.
4. Prepare accurate, concise, and timely reports, contracts, correspondence, procedures, and other written materials for the Utilities Director, City Administrator, City Council, other departments, and public and private agencies.
5. Present complex information orally and in writing in an easy-to-understand way for employees, community groups, and decision-makers.
6. Develop, monitor, control, and account for multiple operating and capital budgets.
7. Assist in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.
8. Plan, organize, supervise, develop, review, and evaluate the work of assigned staff.
9. Train staff in work procedures and professional development.
10. Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
11. Apply initiative, discretion, and sound independent judgment within policy and procedural guidelines
12. Develop and maintain a team atmosphere and participate on a variety of departmental and Citywide committees to enhance all City services.
13. Work protracted or irregular hours.
14. Establish and maintain effective working relationships with those contacted in the course of work.
15. Appropriately handle confidential information with tact and discretion.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following items are used:

1. Computer, laptop, or tablet
2. Printer, including inkjet or laser printers
3. Smartphone or mobile device
4. All-in-one printer/scanner/copier/fax machine
5. Electronic calculator or digital calculator app
6. Digital document viewer or scanner
7. Walkie-talkies or communication devices
8. Digital camera or smartphone camera
9. Digital plans, maps, and blueprints accessed on electronic devices
10. Presentation equipment such as projectors, digital screens, and wireless microphones
11. Specialized software applications for data analysis, design, or project management
12. City vehicle, including sedans, trucks, or electric vehicles.

PHYSICAL DEMANDS:

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

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

SENSORY DEMANDS:

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

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 95% 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, 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 conditions, traveling to meetings or seminars, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Lighting: Normal outdoor conditions, with possible exposure to extreme weather conditions.
4. Ventilation: Heating and air conditioning provided by a vehicle.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, multi-function machine, printer, copier, adding machine, fax machine, paper shredder or paper cutter.

ATMOSPHERIC CONDITIONS:

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

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from a four-year college or university with major coursework in business, public administration, accounting, or other similar field of study.
2. Four years of professional finance, fiscal reporting, accounting, or budgetary experience, including at least one year at a supervisory or management level.
3. Prior experience in a public agency and a master's degree in a related field is highly desirable.
4. Prior administrative and/or fiscal experience related to utilities (water and wastewater) is highly desirable.
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 including a Department of Justice criminal record check and a credit check.