



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



MONDAY, AUGUST 28, 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 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 June 26, 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. **Updates to the Public Works Director Job Description**

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

1. Approve updates to the job description for Public Works Director.

7.2. **New Job Description and Salary Range for Utilities Director**

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

1. Approve job description for new position of Utilities Director.
2. Approve salary range for new position of Utilities Director.

7.3. **Updates to the Network Administrator Job Description**

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

1. Approve updates to the job description for Network Administrator.

7.4. **Updates to the City Engineer/Transportation Engineer Job Description**

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

1. Approve updates to City Engineer/Transportation Engineer job description.

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 8.1. Job description and salary range for new position of Community Engagement Coordinator.
- 8.2. Job description and hourly rate range for new part-time position of Police Cadet I/II/III.
- 8.3. Job description and salary range for new position of Utilities Business Manager.
- 8.4. Job description and salary range for new position of Environmental Programs Coordinator.
- 8.5. Job description and salary range for new position of Environmental Engineer I/II (SCRWA).

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for Monday, September 25, 2023 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

June 26, 2023 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Edde-Mitchell called the meeting of June 26, 2023 to order at 5:37 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 June 23, 2023 at 4:55 p.m.

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

III. APPROVAL OF MINUTES

- A. *For the special meeting dated May 30, 2023 – on a motion from Commissioner Bronze, seconded by Commissioner Cummins, the minutes for the May 30, 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:

- *The Human Resources Department hired a summer college intern for the summer of 2023. The intern is a student from Gilroy who is attending Cal Poly in San Luis Obispo. She will be assisting with various tasks/projects and learning about the Human Resources profession.*

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 of New Job Description and Salary Range for the Classification of Housing & Community Services Manager the Community Development Department – Human Resources Director provided staff report; questions were answered; one correction to the staff reported was noted as the July, 2023 salary range for the position is recommended to be \$128,384 - \$171,210; with this correction noted, on a motion from Commissioner Cummins, seconded by Commissioner Haro, the job description and salary range placement for the classification of Housing & Community Services Manager was recommended for approval; motion passed on a 4-0 vote.*

- B. *Extension of Fire Engineer Eligibility List – Human Resources Director McPhillips noted that this*

item did not need to proceed before the Personnel Commission and was no longer necessary. A new selection process for Fire Engineer will be scheduled for FY 24.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

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

VIII. ADJOURNMENT - *the meeting adjourned at 6.03 p.m. on motion from Commissioner Cummins, seconded by Commissioner Bronze; motion passed 4-0. The next regular meeting was noted as scheduled for July 24, 2023 at 5:30 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 2023	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 8/25/23
Police Officer – Lateral, Academy Graduate, Current Academy Cadet	8/28/23	Continuous	3 total (can hire at any level)	Accepting & screening applications	Refreshed posting
Police Officer Trainee	8/28/23	Continuous	3 total (can hire at any level; 2 candidates in background check)	Accepting & screening applications	Refreshed posting
Public Safety Communicator – Lateral	5/30/22	Continuous	4 (can hire at any level; 1 to interview process)	Accepting & screening applications	7
Public Safety Communicator Trainee	1/25/23	Continuous	4 (can hire at any level; 2 in background)	Accepting & screening applications; screening	28
PT Recreation Specialist	3/16/23	Open Until Filled	1	Accepting applications; screening; interviews	28
Detention Services Officer	1/20/23	Continuous	1 (1 in background)	Accepting & screening applications	17
Recreation Leader I/II/III (PT)	6/14/23	Open Until Filled	4 (4 in background)	Accepting applications; screening; interviews	21
Engineering Technician/Inspector I/II	7/27/23	9/3/23	1	Accepting applications	8
Housing & Community Services Manager	8/22/23	9/29/23	1	Accepting applications	6

Recruitments in Process – August, 2023	Status
Police Officer (All Levels)	2 Police Officer Trainees in background check
Firefighter Trainee (Licensed Paramedic)	4 candidates in background check
Maintenance Worker I	1 candidate in final pre-hire steps; department interviews from eligibility list
Public Safety Communicator – Lateral	1 candidate – interview – 8/29/2023
Public Safety Communicator Trainee	2 candidates in background check
Detention Services Officer	1 candidate in background check

Recruitments in Process – August, 2023	Status
PT Property & Evidence Technician	1 candidate in background check
Police Records Technician I	1 candidate in final pre-hire steps; reviewing applications from list for additional department interviews
Information Technology Manager	Position filled; employee will start work on 9/1/2023
Financial Analyst	1 candidate in background check
Human Resources Analyst	1 candidate to department interview 8/29/2023
PT Human Resources Assistant	Screening applications/scheduling interviews
PT Water Conservation Officer	Reviewing results of department interviews
Senior Civil Engineer/Project Manager	Interviews 8/30/2023
Office Assistant I	50 candidates completing Office Assistant Skills Assessment
Building Inspector I	Candidate in background check
PT Recreation Leader	4 candidates in background check

Hiring/Promotion/Separation Information (August, 2023)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
DANIEL SCOTT	COMMUNITY RESILIENCE COORDINATOR	6/12/2023
ALEXIS KONG	HUMAN RESOURCES – INTERN	6/26/2023
JONATHAN SHOUSE	SENIOR MAINTENANCE WORKER – PARKS & LANDSCAPE (<i>PROMOTION</i>)	7/1/2023
EVERARDO FABIAN GALLEGOS	MAINTENANCE WORKER I – PARKS & LANDSCAPE	7/3/2023
CHERYL ELLEMBERG	MANAGEMENT ANALYST – GRANTS	7/3/2023
DON TONG	POLICER OFFICER	7/10/2023
CASEY HANEY	PART-TIME RECREATION SPECIALIST	7/10/2023
KARL BJARKE	INTERIM – PUBLIC WORKS DIRECTOR	7/11/2023
PEYTON TURNER	FIREFIGHTER (LICENSED PARAMEDIC) (<i>UPGRADE FROM TRAINEE</i>)	7/17/2023
EUCARIO MENDOZA GARCIA	CUSTODIAN	8/1/2023
JOHN SOUSA	OPERATIONS SERVICES SUPERVISOR – PARKS & LANDSCAPE	8/1/2023
ERIKA PACHECO	ACCOUNTANT (<i>PROMOTION</i>)	8/1/2023
ADRIAN CALDERON	FIREFIGHTER TRAINEE (LICESNED PARAMEDIC)	8/7/2023
ELEAZAR PAGATPATAN	FIREFIGHTER TRAINEE (LICSINED PARAMEDIC)	8/7/2023
NEIL GARRETT	DETENTION SERVICES OFFICER	8/7/2023

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
ZACHARY TOLENTINO	POLICE OFFICER TRAINEE	8/7/2023
RAMONA JUAREZ	P/T OFFICE ASSISTANT I (EXTRA HELP)	8/7/2023
SANDRA QUINTANAR	POLICE RECORDS TECHNICIAN I	8/8/2023
GERRY LAIRD	FIRE DIVISION CHIEF	8/12/2023
KELLIE ULLOM	ACCOUNTANT	8/14/2023
BRETT BATEY	POLICE OFFICER (<i>UPGRADE FROM TRAINEE</i>)	8/16/2023
ANTONIO GOMEZ	POLICE OFFICER (<i>UPGRADE FROM TRAINEE</i>)	8/16/2023
MARCUS ORTEGA	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	8/21/2023
ARLEN SUMMERS	FIRE DIVISION CHIEF	8/28/2023
JERRY PINEDA	MAINTENANCE WORKER I – STREETS/WASTEWATER/TREES	8/28/2023

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
SAVANNA HARTMAN	PUBLIC SAFETY COMMUNICATOR – TRAINEE	6/16/2023
ASHLEY LANE	P/T RECREATION LEADER III	6/19/2023
STEVE MCDONALD	SENIOR MAINTENANCE WORKER – PARKS & LANDSCAPE (<i>RETIREMENT</i>)	6/26/2023
DARYL JORDAN	PUBLIC WORKS DIRECTOR	6/27/2023
ABRAHAM CARMELINO	FLEET SUPERINTENDENT	7/20/2023
KRISTINE DAVI	PART-TIME OFFICE ASSISTANT	7/24/2023
CHRISTINA RUIZ	DEPUTY CITY CLERK	8/2/2023
CHRISTIAN MARTINEZ	MAINTENANCE WORKER I – WATER SECTION	8/2/2023
ADRIENNE RODRIGUEZ	P/T HUMAN RESOURCES ASSISTANT	8/3/2023
TYLER KANG	P/T HIGH SCHOOL WORK EXPERIENCE STUDENT FOR HUMAN RESOURCES	8/4/2023
AARON ACOMB	BUILDING INSPECTOR I	8/11/2023
CHERYL ELLEMBERG	MANAGEMENT ANALYST – GRANTS	8/11/2023
MATTHEW JIMENEZ	MAINTENANCE WORKER I – PARKS & LANDSCAPE	8/18/2023
WILLIAM DUDDING	POLICE OFFICER	8/22/2023



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Update Public Works Director Job Description
Meeting Date: August 28, 2023
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Approve updates to the Public Works Director job description.

BACKGROUND

Recently, the Public Works Director position became vacant. Prior to commencing a search for a new Public Works Director, and given the addition of the Utilities Director position, an update of the job description was appropriate.

Fairly minor updates are recommended as can be seen in the attached job description. Additions are in underline format and deletions are in strikethrough format. Most of the edits are to remove the references to water and wastewater since those duties will now shift to the Utilities Director.

With these updates, staff will be commencing an executive search recruitment to fill the position of Public Works Director. The plan is to do a combined search to also fill the vacancies of Utilities Director and City Engineer/Transportation Engineer.

The Public Works Director job description was reviewed by the City Administrator and Interim Public Works Director. This is an at-will senior executive position that is not part of a bargaining unit.

Attachments:

1. Draft Public Works Director Job Description

PUBLIC WORKS DEPARTMENT PUBLIC WORKS DIRECTOR

GENERAL DUTIES: Under direct supervision of the City Administrator, organizes and administers the operations of the Public Works Department; directs the activities of the Engineering Division (capital improvement, development, environmental, traffic/transportation) and Operations Division (parks & landscape; ~~water; and~~ streets; ~~and /wastewater/trees~~). This is an unrepresented, at-will, department head position that serves at the pleasure of the City Administrator.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy. Business attire is required for City Council meetings and other similar events.

Attendance - Follows department/City policy in regard to punctuality and attendance. Directors are expected to attend City Council, Board/Commission/Committee, and other public/community meetings which often take place in the evening or on weekends.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as head of the Public Works Department and technical advisor to the City Administrator and other department heads on public works related matters.
2. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Public Works Department.
3. Plan, organize, assign, direct, review, and evaluate public works and engineering activities, including project planning, design, construction, and inspection.

4. Plan, organize, assign, direct, review, and evaluate ~~all~~ maintenance activities, including the areas of streets, storm drains, parks, ~~water and wastewater utilities~~, and trees.
5. Performs preliminary and final engineering review and consultation on public and private projects with developers, designers, and project engineers; review and sign maps, plans, specifications, and projects for compliance with sound engineering practices and existing laws; review initial studies and environmental impact reports for adequate mitigation of infrastructure impacts.
6. Confers with City officials and community groups on proposed public works projects.
7. Prepares and presents comprehensive technical reports.
8. Makes presentations before Boards, Commissions, and the City Council.
9. Directs the departmental budget to include: preparing division budgets, preparing the annual five-year and ten-year capital improvement budgets, and monitoring revenues and expenditures.
10. Researches, analyzes, and makes recommendations for cost effective departmental operations to include: designing, administering, and evaluating departmental programs and services; addressing process issues; and implementing required changes.
11. Selects, trains, and evaluates department personnel.
12. Monitors developments related to municipal engineering and public works matters; evaluates their impact upon City operations and recommends policy and procedural improvements.
13. Coordinates the activities of the Public Works Department with those of other departments and agencies. Meets with and represents the City in project development and negotiations with regional agencies such as Caltrans, ~~Valley Water, High Speed Rail Authority, Caltrain, and Valley Transportation Authority (VTA), and the Santa Clara Valley Water District (SCVWD).~~ Valley Water, High Speed Rail Authority, Caltrain, and Valley Transportation Authority (VTA).
14. May be assigned to support~~s~~ the Operations Branch, or other branches, of the city's Emergency Operations Center.
15. Performs related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Possess personal computer operation skills.
2. Excellent interpersonal skills.
3. Supervisory skills.
4. Oral and written communication skills.
5. Customer service techniques.
6. Organizational and project management skills.
7. Presentation skills. Ability to communicate effectively to a given audience by clearly explaining complex technical issues.

8. Planning, organizing, executing, controlling, and evaluating activities.

KNOWLEDGE: Knowledge of:

1. ~~1.~~ Federal, State, and local laws, ordinances, and regulations related to public works engineering and maintenance.
2. ~~2.~~ Infrastructure planning, design, construction, operations, and maintenance for public works.
- 1.3. ~~1.3.~~ Application and utilization of computer systems.
- 2.4. ~~2.4.~~ Trends ~~ads~~ and current developments in city government.
- 3.5. ~~3.5.~~ Legal and administrative rules and regulations which apply to operation of City Government.
- 4.6. ~~4.6.~~ Contract law as it pertains to governmental construction contracts.
- 5.7. ~~5.7.~~ Principles and practices of public administration, personnel management, and budget administration in a local government setting.
- 6.8. ~~6.8.~~ Municipal ordinances, City policies and City Charter.
- 7.9. ~~7.9.~~ Demographic composition of the City.
- 8.10. ~~8.10.~~ Subdivision Map Act and land development processing procedures.
- 9.11. ~~9.11.~~ State law regulating development impact fees and charges.
- 10.12. ~~10.12.~~ Administrative principles and methods, including goal setting, program development, scheduling, and implementation, budget preparation, and administration, and employee supervision.
- 11.13. ~~11.13.~~ Safety procedures required by, and related to, public works activities of the various functional areas ~~divisions~~ of the department.

ABILITIES: Ability to:

1. Analyze complex problems, evaluate alternatives, and make creative recommendations.
2. Prepare and present ideas and recommendations effectively, orally and in writing.
3. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups and the general public
4. Exercise sound independent judgment within general policy guidelines.
5. Select, train, evaluate, and supervise department personnel.
6. Conduct and participate in related training programs.
7. Assist the City Administrator in conducting research on administrative problems and practices.
8. Meet the public to discuss problems and complaints tactfully, courteously, and effectively.
9. Analyze the effectiveness of and make recommendations for changes in procedures, policies, and organization structures.

10. Research and implement new systems and technologies to improve departmental effectiveness and efficiency.
11. Formulate and enforce departmental rules, policies and procedures, and maintain effective discipline.
12. Research and pursue new revenue sources such as grant funding.
13. Formulate and administer the annual departmental budget and prepare a long-range capital improvement budget.
14. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial, gender, and religious groups in the community.
15. Conduct regular staff meetings and maintain open communication with staff.
16. Implement and maintain customer service techniques.
17. Establish and implement goals, objectives, and procedures for the department.
- ~~16.~~18. Evaluate operational and maintenance problems and identify alternative solutions.

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 cell phone
4. Computer tablet
5. Copier and Multi-Function Machine
6. Calculator
7. Plan-copying machine
8. Two-way radio
9. Plans, maps and blueprints
10. Surveying instruments
11. Drafting equipment
12. Engineering tools and equipment
13. Presentation equipment, microphones, easels, overhead projectors, etc.
14. Specialized computer software
15. Automobile
16. Other related equipment

PHYSICAL DEMANDS:

When working in the field or in the office, employee will perform the following physical activities including the handling of survey, drafting and engineering equipment, traffic counters, 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, 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, approximately 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~~ multi-function machines.
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 provide 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, printer, copier, overhead projector, microphone, easel, adding machine, ~~fax~~ multi-function 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, EXPERIENCES AND QUALIFICATIONS:

1. Possess a Bachelor's degree from an accredited college or university in civil engineering or a related field of study. A Master's degree in civil engineering or public administration is desired, but not required.
2. Ten years of professional-level experience in municipal public works-related engineering or maintenance with at least five years of experience that has included management and supervision of professional, technical, and support staff.
3. Possession of a valid Certificate of Registration as a professional civil engineer issued by the California State Board of Registration for Civil and Professional Engineers desired, but not required.
4. Intermediate computer skills required.
5. Must pass an employment background check, including a Department of Justice criminal records check.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).

7. May be required to 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: New Job Description and Salary Range for Utilities Director
Meeting Date: August 28, 2023
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Approve job description for new position of Utilities Director.
2. Approve salary range for new position of Utilities Director.

BACKGROUND

As part of the FY 24 & 25 budget process, a new city department was added to the city organizational structure – the Utilities Department. This department was established to focus on the City's water and wastewater utility systems. These vital systems need to expand as the community grows and the existing infrastructure system needs to be upgraded and maintained for the city's current customers. The Public Works Department has so many competing priorities which resulted in utilities projects not getting all the dedicated staff time needed for the engineering work required for upgrades to the existing system as well as new projects to expand the system. The department will also include the South County Regional Wastewater Authority – SCRWA – which supports the wastewater treatment plant located in Gilroy and which serves the communities of Gilroy and Morgan Hill. Given the growth of the community and increasing number of utility customers, it was determined that the organization and community would be better served if there was a department dedicated to the utilities function. During the recent budget approval process, the City Council approved the creation of the Utilities Department.

The Utilities Department will be led by a Utilities Director and, in addition, six additional new positions were approved in the budget:

- Utilities Business Manager
- Environmental Engineer I/II
- Engineer I/II (2)
- Management Analyst

- Office Assistant

In addition to these new positions, existing personnel assigned to utilities engineering and utilities maintenance will move to this department. Once a director is hired, the additional new positions will be filled, and discussions will take place on how to best shift existing employees.

As can be seen in the attached draft job description, the Utilities Director will have significant leadership and management responsibilities related to the operations and administration of the new Utilities Department. This at-will senior executive position reports directly to, and serves at the pleasure of, the City Administrator. The senior executive salary range of \$189,252 – \$252,375 is recommended for this position. This is the same senior executive salary band in place for the Public Works Director position which is an equivalent counterpart in the organizational structure.

The City Administrator reviewed this job description along with our Interim Public Works Director. This is an at-will unrepresented position so there is no bargaining unit to consult.

Attachments:

1. Draft Job Description for Utilities Director

UTILITIES DEPARTMENT UTILITES DIRECTOR

GENERAL DUTIES: Under direct supervision of the City Administrator, organizes and administers the operations of City Utilities (Water, Wastewater, and Wastewater Treatment Plant) Department; directs the activities and execution of short and long-term goals and projects for the Department to best serve the needs of the City. This is an at-will, department head position that serves at the pleasure of the City Administrator.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy. Business attire is required for City Council meetings, Regional Wastewater Board meetings, and other similar events.

Attendance - Follows department/City policy in regard to punctuality and attendance. Directors are expected to attend City Council, Board/Commission/Committee, and other public/community meetings which often take place in the evening or on weekends.

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as head of the Utilities Department and technical advisor to the City Administrator and other department heads on utilities related matters.
2. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Utilities Department.
3. Plan, organize, assign, direct, review, and evaluate utilities and utility-related engineering activities, including project planning, design, construction, and inspection.
4. Plan, organize, assign, direct, review, and evaluate all maintenance activities, including the, water and wastewater utilities.
5. Plans, organizes, and directs the City utilities program which includes: water supply, treatment, storage, conservation, distribution, facilities, and customer service operations; wastewater

collection, treatment, and redistribution.

6. Implements the City's Water, Wastewater Master Plans and long-term South County Regional Wastewater Authority (SCRWA) Capital Improvement Plan.
7. Forecasts water usage needs, develops plans for water distribution and recycling accordingly, and allocates funds as necessary.
8. Coordinates with Valley Water to ensure the City's long-term sustainability of water supply needs are met and groundwater supplies are properly protected.
9. Performs preliminary and final engineering review and consultation on public and private utility-related projects with developers, designers, and project engineers; review and sign maps, plans, specifications, and projects for compliance with sound engineering practices and existing laws; review initial studies and environmental impact reports for adequate mitigation of utility infrastructure impacts.
10. Confers with City officials and community groups on proposed utilities projects.
11. Prepares and presents comprehensive technical reports.
12. Makes presentations before Boards, Commissions, and the City Council.
13. Directs the departmental budget to include: preparing section budgets, preparing the annual five-year and ten-year capital improvement budgets for utility projects, preparing, and administering the SCRWA budget, and monitoring revenues and expenditures.
14. Researches, develops, and monitors grant funding, programs, and projects.
15. Researches, analyzes, and makes recommendations for cost effective departmental operations to include: designing, administering, and evaluating departmental programs and services; addressing process issues; and implementing required changes.
16. Selects, trains, and evaluates department personnel.
17. Monitors developments related to municipal utilities matters; evaluates their impact upon City operations and recommends policy and procedural improvements.
18. Coordinates the activities of the Utilities Department with those of other departments and agencies. Meets with and represents the City in project development and negotiations with regional agencies such as Valley Water and our SCRWA partner, City of Morgan Hill.
19. Serve as the City's representative on all local, regional, and state-level boards including those at Valley Water to ensure that the City has representation for all matters impacting Gilroy rate payers.
20. May be assigned to support the Operations Branch, or other branches, of the city's Emergency Operations Center.
21. Performs related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Possess personal computer operation skills.
2. Excellent interpersonal skills.
3. Supervisory skills.
4. Oral and written communication skills.
5. Customer service techniques.
6. Organizational and project management skills.
7. Presentation skills. Ability to communicate effectively to a given audience by clearly explaining complex technical issues.
8. Planning, organizing, executing, controlling, and evaluating activities.

KNOWLEDGE: Knowledge of:

1. Federal, State, and local laws, ordinances, and regulations related to groundwater, water quality, wastewater, and wastewater treatment.
2. Utilities planning, design, construction, operations, and maintenance of water and wastewater.
3. Principles and procedures relating to utility rate analysis and financing.
4. Water supply issues and operations related to the City of Gilroy, Santa Clara County, and the State of California.
5. Modern methods, tools, materials, equipment, and systems employed in utilities operations.
6. Application and utilization of computer systems.
7. Trends and current developments in city government.
8. Legal and administrative rules and regulations which apply to operation of City Government.
9. Contract law as it pertains to governmental contracts.
10. Principles and practices of public administration, personnel management, and budget administration in a local government setting.
11. Municipal ordinances, City policies and City Charter.
12. Demographic composition of the City.
13. Subdivision Map Act and land development processing procedures.
14. State law regulating development impact fees and charges.
15. Administrative principles and methods, including goal setting, program development, scheduling, and implementation, budget preparation, administration, and employee supervision.
16. Safety procedures required by and occupational hazards related to utilities activities of the various sections of the department.

ABILITIES: Ability to:

1. Analyze complex problems, evaluate alternatives, and make creative recommendations.
2. Prepare and present ideas and recommendations effectively, orally and in writing.
3. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups and the general public
4. Exercise sound independent judgment within general policy guidelines.
5. Select, train, evaluate, and supervise department personnel.
6. Conduct and participate in related training programs.
7. Assist the City Administrator in conducting research on administrative problems and practices.
8. Meet the public to discuss problems and complaints tactfully, courteously, and effectively.
9. Analyze the effectiveness of and make recommendations for changes in procedures, policies, and organization structures.
10. Research and implement new systems and technologies to improve departmental effectiveness and efficiency.
11. Formulate and enforce departmental rules, policies and procedures, and maintain effective discipline.
12. Research and pursue new revenue sources such as grant funding.
13. Formulate and administer the annual departmental budget and prepare a long-range capital improvement budget.
14. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial, gender, and religious groups in the community.
15. Conduct regular staff meetings and maintain open communication with staff.
16. Implement and maintain customer service techniques.
17. Establish and implement goals, objectives, and procedures for the department.
18. Evaluate operational and maintenance problems and identify alternative solutions.

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 cell phone
4. Computer tablet and/or laptop computer
5. Copier and Multi-Function Machine
6. Calculator
7. Plan-copying machine
8. Two-way radio
9. Plans, maps, and blueprints
10. Surveying instruments
11. Drafting equipment

12. Engineering tools and equipment
13. Presentation equipment, microphones, easels, overhead projectors, etc.
14. Specialized computer software
15. Automobile
16. Other related equipment

PHYSICAL DEMANDS:

When working in the field or in the office, employee will perform the following physical activities including the handling of survey, drafting and engineering equipment, traffic counters, 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, 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, approximately 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 provide 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, 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, EXPERIENCES AND QUALIFICATIONS:

1. Possess a Bachelor's degree from an accredited college or university in civil engineering, public administration, business administration, or a related field of study. A Master's degree in civil engineering or public administration is desired, but not required.
2. Ten years of increasingly responsible, professional-level experience in municipal public works/utilities-related engineering or maintenance with at least five years of experience that has included management and supervision of professional, technical, and support staff.
3. Possession of a valid Certificate of Registration as a professional civil engineer issued by the

California State Board of Registration for Civil and Professional Engineers desired, but not required.

4. Intermediate computer skills required.
5. Must pass an employment background check, including a Department of Justice criminal records check.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
7. May be required to 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 Job Description for Network Administrator
Meeting Date: August 28, 2023
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Approve updates to the job description for Network Administrator.

BACKGROUND

The City Council approved upgrading our part-time Network Administrator position to full-time during the FY 23 budget process. Prior to commencing the recruitment process, staff completed a review of the job description to ensure all information was accurate and current. This review resulted in the changes seen in the attached draft job description. Additions are in underline format and deletions are in strikethrough format.

Staff plans to commence this recruitment process in the very near future. With the filling of this position, the Information Technology Division will be fully staffed.

This position falls under the Gilroy Management Association (GMA) employee group. The draft job description with the recommended changes was shared with GMA and they indicated support for the updates.

Attachments:

1. Draft Job Description for Network Administrator

FINANCE ~~ADMINISTRATIVE SERVICES~~ DEPARTMENT
INFORMATION TECHNOLOGY DIVISION
NETWORK ADMINISTRATOR

GENERAL DUTIES: Under direct supervision of the Information Technology ~~Director~~ Manager, ~~is responsible~~ will provide technical assistance to system users for computer, telephone, and network related problems; to serve as liaison in providing technical expertise in administration, maintenance, monitoring, troubleshooting, and operating the City's voice and data; to provide primary and secondary support for testing, installation, configuration, and support for PCs, servers, firewalls, switches, peripherals, and other networking equipment; to provide primary and secondary support for system and network management, including security and resource inventory, monitoring, reporting, and troubleshooting. for installation, administration and maintenance of enterprise Windows NT servers and the LAN and WAN operation infrastructure in a Microsoft environment. This includes system upgrades, system documentation, daily administration, and problem resolution as well as assisting staff and users in problem resolution related to hardware, software and communication issues.—The Network Administrator will also participate in the design, planning, and execution of infrastructure to support new applications and technologies. This Exempt, Professional level position is also expected to handle material efficiently, confidentially, and in a professional manner.

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~~ in regard to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions ~~given, and~~ 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 risks 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. Analyze, plan, coordinate, implement, support, and administer the citywide network that

includes Transmission Control Protocol/Internet Protocol (TCP/IP), local area, wide area, wireless (Wi-Fi), and Virtual Private N-networks (VPN) ~~and wide area networks.~~

- ~~1.2. Perform software builds, releases and deployment; configures and manages software installed on the network.~~
- ~~2.~~ Install, configure, and maintain network hardware and software such as routers, firewalls, and switches.
3. Participate in the support of the Information Technology Division work plan, including transition from legacy network administration tools to cloud based, managed networks, and cybersecurity assessments and mitigation work.
4. In coordination with other Information Technology Division staff, plan, implement, maintain, and troubleshoot Storage Area Networks (SAN).
- ~~1. — Identify the source of operating problems, including hardware and software aspects for personal computer systems; analyze and assess the nature and degree of the problem and implement or recommend corrective action.~~
5. Maintain, modify, and assist in personal computer network configurations and interfacing.
- ~~2.6.~~ Assist with the implementation and maintenance of appropriate physical and technical protection measures designed to restrict or eliminate unauthorized use of technology assets.
- ~~3.7.~~ Assist in the analysis and evaluation of vendor supplied software and hardware products in accordance with city requirements and specifications; assist in or coordinate the acquisition, installation, and application of vendor products.
- ~~4.8.~~ Provide consultation and technical assistance to department users in the selection, operation~~operation~~, and maintenance of personal computers; serve as the network specialist regarding the ongoing management ~~of data on file servers~~ and optimization of network performance.
- ~~5.9.~~ Maintain the security and accessibility of the network including network segmentation, firewall administration, access control lists (ACLs), and other appropriate technologies.
- ~~6.10.~~ Plan, support and administer data-network configuration backups on all platforms, including an off-site disaster recovery plan.
- ~~7.11.~~ Compile-Develop and maintain server and network documentation and establish appropriate procedures.
- ~~8.12.~~ Maintain expertise in City standard hardware and software products along with awareness of current advances in technology as they relate to City needs and objectives.
- ~~9.13.~~ Collaborates with others to provide computer training classes to City staff.
- ~~10.14.~~ Cross train with, and serve as a back-up to, other Information Technology staff as directed.
- ~~11.15.~~ Perform related responsibilities as assigned.

REQUIRED SKILLS, KNOWLEDGES, AND ABILITIES:

SKILLS: Skill in:

- ~~1.~~ The design, implementation, troubleshooting, and management of ~~local area and wide area~~ various networks, topologies, firewalls, Virtual Local Area Networks (VLANs), and security mechanisms.
- ~~2.~~ Assists in planning, implementing, administering, and maintaining both physical and virtualized server environments.
- ~~1.3.~~ Configuration of Cisco and Meraki network equipment.
- ~~4.~~ Strong research, critical thinking, and logical reasoning.
- ~~2.5.~~ Configuration and the use of office automation software.
- ~~3.6.~~ Project management and the ability to interact and communicate effectively with others.
- ~~4.~~ Following oral, written, and coded instructions.
- ~~5.7.~~ Independently preparing clear, concise technical reports and documentation.
- ~~6.8.~~ Reading and interpreting complex technical manuals and procedures.

KNOWLEDGE: Knowledge of:

- ~~1.~~ Current Microsoft Windows ~~Network-s~~ Server and desktop computer operating systems, including Microsoft's Windows New Technology (NT) and NT Server.
- ~~2.~~ Operating characteristics, capabilities, limitations, and service requirements of personal computers and related peripheral equipment.
- ~~3.~~ Diagnostic utilities used in a multi-platform environment.
- ~~4.~~ Database set-up, design, and implementation in a networked server environment.
- ~~4.~~ Next Generation Firewall (NGFW) administration and other security measures.
- ~~5.~~ Authentication methods and integration with network access control.
- ~~6.~~ Administration of remote access utilities.
- ~~7.~~ Effective ~~c~~ Customer service techniques.
- ~~8.~~ Current trends and developments in the field of personal computer technology.
- ~~9.~~ Modern office procedures, methods, and computer equipment.

ABILITIES: Ability to:

- ~~1.~~ Use dexterity to climb or crawl into confined spaces to install cable in areas of close tolerance and to clean delicate computer equipment.
- ~~2.~~ Lift at least fifty (50) pounds.
- ~~3.~~ Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the ~~general public~~ public.
- ~~4.~~ Work independently with minimal supervision and use of considerable judgement and initiative are required in resolving problems and making recommendations.
- ~~5.~~ Work at varying heights and in confined spaces.

6. Identify, analyze, and assess personal computer and network administration problems and take appropriate corrective action.
7. Observe, troubleshoot, and ~~problem~~-solve operational and technical deficiencies.
8. Install, monitor, modify, and maintain systems software and prepare complex computer programs for business applications.
9. Analyze and evaluate software and hardware products and upgrades.
10. Identify and conceptualize user information needs; evaluate existing system and software/hardware capabilities relative to those needs; and implement changes/adjustments or make recommendations as appropriate
11. Explain technical concepts in non-technical terminology and train others in the operation and application of personal computer systems.
12. Analyze situations quickly and objectively to determine the proper course of action.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator or 10-key adding machine
6. Facsimile machine
- ~~7. Typewriter~~
- ~~8. Microfiche reader~~
- ~~9. 7. Polaroid or digital camera~~
- ~~10. 8. Automobile~~
- ~~11. 9. Paper shredder~~
- ~~12. 10. Paper cutter~~
- ~~13. 11. Computer scanner~~
- ~~14. 12. Specialized computer~~ and network hardware
- ~~15. 13. Specialized tools and equipment~~ used in installing and repairing computer equipment.
- ~~16. 14. Handcart or dolly~~
- ~~17. 15. Splicing equipment~~
- ~~18. 16. Grounding straps~~
- ~~19. 17. Pager or two-way radio~~ Two-way radios and other communications equipment

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include handling computer monitors, CPU's, printers, fax machines, files, books, binders, and boxes of work material or equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings

2. Walking, to and from different facilities to install or repair computer equipment.
3. Standing, while installing computer equipment, or working in the office.
4. Kneeling, when installing or repairing computer equipment.
5. Bending/stooping, when installing or repairing computer equipment.
6. Squatting/bending, when installing or repairing office or computer equipment.
7. Crawling, when installing or repairing computer equipment.
8. Climbing, ladders or stairs when working with cables or wiring equipment.
9. Balancing, when using ladders and replacing and installing computer equipment.
10. Twisting, when installing or replacing computer equipment in all facilities.
11. Reaching, when working with computer cables and wiring, and all office materials.
12. Carrying, equipment and tools when installing or repairing a computer, monitor, printer, etc.
13. Pushing/pulling, handcart when replacing or installing computer equipment.
14. Lifting at least 50 lbs., when replacing, installing, or repairing computer equipment.
15. Driving, to other facilities to install or repair equipment, in addition to purchasing supplies and attending meetings and training.
16. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera, automobile, and specialized equipment used in the installation and repair of computer equipment. When working in the field and utilizing a vehicle, all senses are used.

1. Seeing, colorvision is necessary when working with electrical wiring and cables.
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time, servicing all City facilities.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters. (There is a higher noise level when working in the computer room which houses the servers.)
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, in addition to crawling under buildings or in confined ceiling areas when running cable or checking equipment.

Field Conditions:

1. Indoors: Typical field conditions, approximately 20% of the time, during delivery, installation, and maintenance of computer equipment throughout City facilities.
Confined space: In addition, may be required to crawl or work in confined spaces above the ceiling or below the flooring of each facility.

2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, carpeting, linoleum, tile wood, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise, while working in the Main Computer Room or with equipment such as a copy machine, printer, or other computer equipment.
5. Lighting: Conducive to normal office ~~settings, but~~ ~~settings~~ ~~but~~ may also work in poorly lit areas under the flooring or above the ceiling when running cable or working on computer wiring.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility or may be restricted when working below the flooring panels or above the ceiling tiles.
7. Dust or Fumes: Normal, outdoor levels and extremely dusty and dirty crawl spaces above the ceiling and below the flooring of all City facilities.

HAZARDS:

Mechanical and electrical exposure is low to high, when installing or repairing computer equipment. Exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, camera, radio, paper shredder, or paper cutter. When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

On occasion, some exposure to fumes from solvents and cleaners occurs when performing routine maintenance or repair of computer equipment. Minimal to low 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, EXPERIENCE, AND QUALIFICATIONS:

1. Bachelor's degree in computer science, information systems, or related field of study from an accredited college or university.
2. Completion of an educational or vocational training program which certifies the training necessary to successfully perform the duties and responsibilities of the City of Gilroy's Network Administrator position may, at the discretion of the City of Gilroy, substitute for the Bachelor's degree requirement noted above.
3. Three years of increasingly responsible experience in network administration, operation and support which has included the following: experience administering Internet connectivity ~~and performing Intranet web maintenance~~; experience utilizing remote network access software products; and experience in administration of computer networks using Windows ~~New Technology (NT)~~ Server. Experience working in a public agency is desired, but not required.
4. Proficiency in the configuration and set-up of Microsoft's office automation software used by the City of Gilroy.
5. ~~Microsoft Certified System Engineer (MCSE) Windows NT Server 4.0 required within one year from date of hire.~~
- 6.5. Possess and maintain a valid California Driver License and a safe driving record necessary

to operate assigned vehicle(s).

~~7.~~6. May be subject to various shifts and/or weekends as required or routine callback.

~~8.~~7. Pass a detailed background check including a Department of Justice criminal record check for employment.

~~9.~~8. Pass a post-offer medical examination, which includes a drug test.

~~10.~~9. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to City Engineer/Transportation Engineer Job Description

Meeting Date: August 28, 2023

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

RECOMMENDATION

1. Approve updates to City Engineer/Transportation Engineer job description.

BACKGROUND

The City Engineer position recently became vacant. Therefore, prior to commencing a recruitment process to fill the position, staff completed a review of the job description to ensure all information was accurate and current. The review identified a few minor updates that can be seen in the attached job description. Additions are in underline format and deletions are in strikethrough format.

The changes are relatively minor and not substantive, but the job description was shared with the Gilroy Management Association for any feedback or concerns as this position falls under the representation of the Gilroy Management Association.

As noted in the Public Works Director report, this recruitment will be combined with the Utilities Director and Public Works Director recruitments which will be underway shortly.

Attachments:

1. Draft City Engineer/Transportation Engineer Job Description

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
CITY ENGINEER/TRANSPORTATION ENGINEER**

GENERAL DUTIES: Under general administrative direction of the Public Works Director, plan and supervise the activities of the Engineering Division. Oversee traffic engineering activities including conducting traffic engineering and transportation planning studies and preparing traffic ~~control~~ ~~construction~~ plans. Oversee development review, improvement plan and final map process including preparation of property/subdivision improvement agreements. Coordinate assigned activities and programs with other divisions, departments, and outside agencies. Provide complex technical and administrative support to the Public Works Director. This is an exempt, mid-management level position with direct management and supervisory responsibilities for the Engineering Division and assigned personnel. May act in the absence of or at the discretion of the Public Works Director as directed/authorized.

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. May be required to attend City Council, Board/Commission/Committee, and other public/community meetings which typically occur in the evening or on the weekend.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develop goals and objectives, organize, direct, advise and assist the activities of the Engineering Division, including the preparation of plans and specifications, engineering design, ~~drafting, surveying, reduction of survey notes,~~ public works inspections, public works engineering office activities and field engineering. Make policy recommendations

- on City standards, and codes, regarding traffic, ~~infrastructure~~ infrastructure, and public works activities.
2. Perform preliminary engineering review and consultation on various public and private projects with various developers and designers and project engineers, review maps, plans, ~~specifications~~ specifications, and projects for compliance with sound engineering practice and existing laws, and review initial studies and environmental impact reports for adequate mitigation of infrastructure impacts.
 3. Assume management responsibility for assigned engineering activities and operations of the Engineering Division including conducting traffic engineering and transportation planning studies, preparing traffic control plans, and making sound recommendations for improved traffic control services.
 4. Prepare complex staff reports and memorandums regarding capital projects, development within the community, and traffic/transportation related matters.
 5. Receive and responds to citizen complaints/concerns regarding traffic safety, signal operation, and congestion; resolve complaints in a timely and efficient manner.
 6. Oversee and participate in conducting inspections for the installation of traffic control devices, traffic signs and pavement markings; review and approve bid documents.
 7. Prepare city policies and guidelines for engineering activities including the installation of traffic control devices, pavement markings, street lighting, and traffic studies.
 8. Select, train, motivate, and evaluate engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies; prepare performance evaluations, professional development plans, and performance improvement plans.
 9. Prepare and present comprehensive technical reports and economic analysis, including the comprehensive Fee Schedule analysis and comparison studies, estimates for operational and capital budgets, manpower projections and traffic safety and engineering analyses. Compile annual Public Works Engineering Department fee schedule and listings of fees to build, plan and schedule long-range engineering, planning programs and environmental impact reports.
 10. Oversee and participate in the development and administration of the Engineering Division budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement approved adjustments.
 11. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures related to the Engineering Division; assess and monitor workload; identify opportunities for improvement and review with the Public Works Director; direct the implementation of improvements.
 12. Manage CIP planning activities; provide oversight and input into the conceptual design of engineering projects; investigate and resolve problems with scope of work or cost issues of major projects.
 13. Assist with engineering related matters associated with the South County Regional Wastewater Authority (SCRWA).
 14. Analyze civil engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards

- and regulations; recommend approval or additional engineering conditions or changes.
15. Serve as the liaison for engineering, including traffic engineering, activities with other divisions, ~~departments~~ departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
 16. Meet and confer with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provide information regarding city development requirements.
 17. Serve as staff to support a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
 18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal engineering.
 19. Maintain good public relations, receiving and answering public requests and concerns.
 20. Participate as a member of internal development review teams/groups and other inter-City and intra-City-related technical committees.
 21. Participate in related training programs.
 22. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Application and utilization of computer systems and software such as the Microsoft Office Suite, Bluebeam, financial management systems, land management systems, ~~and~~ geographic information systems, and cloud based project management.
2. Possess significant customer service, organizational and personnel management skills necessary to manage a complex and diversified group of operations.
3. Possess significant public relation skills necessary for regular contracts with the outside agencies, community organizations, commissions and citizens that will promote and positively represent the City and the Department.
4. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.
5. Interpret and apply city and department policies, procedures, rules and regulations.
6. Research, interpret and apply federal, state, and other regulatory agency policies, procedures, rules and regulations applicable to public works engineering, including traffic/transportation engineering.
7. Ensure division compliance with operational and mandated regulatory requirements.
8. Interpret and understand complex engineering plans and principles.
- ~~9. Use of surveying instruments.~~
- ~~10. Use of traffic counting instruments.~~
- ~~11. Use of drafting equipment.~~

~~12. Use of plotting machines.~~

~~13.~~ 9. Use of safety equipment.

~~14.~~ 10. Effective staff report writing.

~~15.~~ 11. Customer service techniques.

~~16.~~ 12. Effective presentation delivery.

~~17.~~ 13. Managing and supervising personnel.

~~18.~~ 14. Effective project management.

KNOWLEDGE: Knowledge of:

1. Public bidding process for Local, State and Federal funds.
2. Supervisory principles and practices including employee selection, evaluation, motivation, accountability, and discipline.
3. Principles and practices of public works administration.
4. Principles and practices of public agency contract administration.
5. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to public works.
6. Principles of advanced mathematics and their application to engineering work.
7. Project management and contract administration principles and techniques.
8. Principles and practices of environmental impact assessment and related regulatory processes.
9. Practices of researching engineering and design issues, evaluating alternatives, making sound recommendation, and preparing and presenting effective staff reports.
10. Methods and techniques of effective technical report preparation and presentation.
11. Record keeping principles and practices applicable to a public agency.
12. English usage, spelling, vocabulary, ~~grammar~~ grammar, and punctuation.
13. Current trends and developments affecting various public works projects.
14. Modern principles and practices used in Civil engineering, traffic engineering and surveying.
15. Modern methods and techniques used in the design, construction, and maintenance of public works facilities.
16. Public Works construction materials and equipment.
17. Budgeting and scheduling principals, ~~practices~~ practices, and techniques.
18. Safe work practices and regulations related to the work of the Engineering Division.
19. Subdivision Map Act.
20. Computer applications, including computer-aided drafting (CAD), word processing, database, and Civil Engineering applications.
21. Techniques for providing a high level of customer service by effectively dealing with the

public, vendors, ~~contractors~~contractors, and city staff.

ABILITIES: Ability to:

1. Set division and project level goals and objectives; plan, assign and supervise the work of technical and professional staff.
2. Supervise, ~~train~~train, and evaluate engineering staff.
3. Plan, organize and direct effective public works engineering services and programs.
4. Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare technical reports.
5. Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
6. Manage and monitor complex projects on time and within budget.
7. Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
8. Direct the work of contract consultants.
9. Interpret, apply, explain, and ensure compliance with Federal, ~~State~~State, and local policies, procedures, laws, and regulations, technical written material, and engineering policies and procedures.
10. Read and understand technical drawings and specifications.
11. Perform mathematical and engineering calculations and computations with precision.
12. Establish and maintain effective working relationships with elected officials, supervisors, co-workers, other departments, outside agencies, business and community groups, ~~contractors~~contractors, and the general public.
13. Express ideas effectively in comprehensive written and oral presentations.
14. Prioritize workload of self and others and exercise sound judgement within established procedural guidelines.
15. Make difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems.
16. Effectively represent the city in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory ~~organizations~~organizations, and individuals.
17. Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
18. Establish and maintain a variety of filing, record keeping and tracking systems consistent with records management policies and regulations.
19. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
20. Review land development plans for compliance with current law.

21. Establish project designs and specifications for solutions to problems.
22. Determine cost estimates of damaged infrastructure.
23. Assess individual field code violations and obtain compliance.
24. Use hand calculator and desktop computer.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

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

PHYSICAL DEMANDS:

When working in the field or in the office, employee will perform the following physical activities including the handling of ~~survey, drafting and engineering equipment, traffic counters,~~ 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, printer, 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~~ ~~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 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, 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 20% 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 provide by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, ~~inspection~~ ~~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, multi-function machine, 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, EXPERIENCES AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering, Traffic Engineering, Transportation ~~Planning~~ ~~Planning~~, or related field of study.
2. Five (5) years of progressively responsible professional-level public sector civil engineering work experience.
3. At least three (3) years of experience in a supervisory level position supervising public works engineering personnel to include making hiring recommendations, training, evaluating, and making disciplinary recommendations.
4. Possess and maintain a valid registration as a Professional Civil Engineer issued by the State of California.
5. Land Surveyor License desired, but not required.
6. Willing to continue education and training, expand skills, attend seminars, workshops, and individual study.
7. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
8. Pass a post-offer medical examination, which includes a drug test
9. Pass an employment background check including a Department of Justice criminal record check for employment.
10. Prefer non-tobacco user.