



CITY OF GILROY
PERSONNEL
COMMISSION
REGULAR MEETING
AGENDA



MONDAY, SEPTEMBER 22, 2025 | 5:30 PM

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

Chair: Catherine Cummins

Vice Chair: Nita Edde-Mitchell

Commissioners: Linda Allen, Marissa Haro, Vacant

Staff Liaison: LeeAnn McPhillips, Human Resources Director



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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 July 28, 2025 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

4.1. Commission Appreciation Dinner – November 20, 2025

4.2. Update on Employee Events

4.3. City Administrator Search

5. **INFORMATIONAL ITEMS**

5.1. Recruitment & Employment Status Report (report attached)

6. **NEW BUSINESS**

6.1. **Updates to Job Description for Systems Administrator (report attached)**

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

Approve updates to the job description for Systems Administrator.

6.2. **Job Description, Salary Range, and Reclassification to New Position of Water Systems Superintendent (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 the new position of Water Systems Superintendent.
 2. Approve salary range for the new position of Water Systems Superintendent.
 3. Approve reclassification of Jeff Castro to the new position of Water Systems Superintendent.

6.3. **Reclassification to Position of Senior Management Analyst in Utilities Department (report attached)**

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

Reclassification of Management Analyst Izabela Cirloganu to the classification of Senior Management Analyst for the Utilities Department.

6.4. **Job Description & Salary Range for New Position of Economic Development Director (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 the new position of Economic Development Director.
2. Approve salary range for the new position of Economic Development Director.

6.5. **Updates to Job Description for Human Resources Technician I (report attached)**

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

Approve updates to the job description for Human Resources Technician I.

7. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 7.1. Employee Discipline Appeal Hearing (dates to be determined)
- 7.2. Job Description and Salary Range for New Classification of Water Operator

- 7.3. Job Description and Salary Range for New Classification of Water Quality Specialist
- 7.4. Updates to Sworn and Non-Sworn Police Department Job Descriptions

8.

ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for Monday, October 27, 2025 at 5:30 p.m.

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the fourth Monday of each month at 5:30 p.m.

If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.

City of Gilroy
PERSONNEL COMMISSION
MINUTES

July 28, 2025, Regular Meeting – DRAFT MINUTES

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

Members Present

Linda Allen
Catherine Cummins
Nita Edde-Mitchell

Members Absent

Marissa Haro

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Cummins called the special meeting of July 28, 2025, to order at 5:32 p.m. Roll call was taken noting that Commissioners Allen, Cummins, and Edde-Mitchell were present. Commissioner Haro was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on July 25, 2025, at 10:12 a.m.

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

III. APPROVAL OF MINUTES

- A. *For the meeting dated June 24, 2025 – on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins, the minutes for the meeting of June 24, 2025, meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – *Human Resources Director McPhillips reported on the announcement of resignation/retirement of City Administrator Jimmy Forbis.*

V. INFORMATIONAL ITEMS

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

VI. UNFINISHED BUSINESS - *None*

VII. NEW BUSINESS

- A. *Updates to Senior Maintenance Worker – Wastewater Job Description – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Allen, updates to the job description for the position of Senior Maintenance Worker - Wastewater were approved on a 3-0 vote.*
- B. *Updates to Senior Maintenance Worker – Streets/Stormwater & Drainage/Trees Job Description – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins, updates to the job description for the position of Senior Maintenance Worker – Streets/Stormwater &*

Drainage/Trees were approved on a 3-0 vote.

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

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

IX. ADJOURNMENT – *Chair Cummins adjourned the meeting at 5:48 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

DRAFT

**CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT**

Recruitments Posted as of September 2025	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 9/19/25
Detention Services Officer	7/25/25	Open Until Filled	1	Accepting applications	16
Police Officer – All Levels	7/28/25	Continuous	1	Accepting applications; candidates in background check	23
Police Chief	6/25/25	Open Until Filled	1	Search firm accepting resumes; interviews planned for December; selection to be made by new City Administrator	8
Fire Captain – Promotion Process	8/5/25	10/4/25	3	Accepting applications	2
Utilities Operations Manager	8/8/25	Open Until Filled	1	Accepting applications; conducting interviews; 2 nd interview scheduled for 9/22/25	29
Public Safety Communicator (Lateral)	7/28/25	Continuous	2	Accepting applications	26
PT Recreation Leader III (Adaptive Program)	8/14/25	Open Until Filled	1	Accepting applications	8
Code Enforcement Officer (Limited Term)	9/3/25	Open Until Filled	1	Accepting applications	18
City Administrator	n/a	n/a	1	Ralph Andersen & Associates selected to conduct City Administrator search; sub-committee and Council meeting with recruiter to work on job brochure.	n/a
Senior Maintenance Worker (Wastewater)	n/a	n/a	1	Finalizing job posting	n/a
Public Safety Communicator Trainee	n/a	n/a	2	Finalizing job posting	n/a
Systems Administrator	n/a	n/a	1	Finalizing job description updates and job posting	n/a
Economic Development Director	n/a	n/a	1	Finalizing job description, salary, and contract with search firm	n/a
Fire Division Chief	n/a	n/a	2	Finalizing job posting; using assistance of search firm for marketing and outreach	n/a

Human Resources Technician I	n/a	n/a	1	Finalizing job description updates and job posting	n/a
PT Maintenance Worker Assistant	n/a	n/a	2	Preparing job posting	n/a

Recruitments in Process – September 2025	Status
Police Officer (all levels)	2 Trainee candidates in background
Community Services Officer	1 candidate in final pre-hire steps
Maintenance Worker I	2 candidates begin work 9/22/25; one candidate to begin work 9/29/25.
Deputy Director of Community Development	Interviews 9/22/25
Public Safety Communicator – Lateral	1 candidate in background check
Detention Services Officer	1 candidate for department interview on 9/24/25
Community Coordinator	Interviews 9/25/25
Accounting Assistant I	1 candidate in background check
Senior Facilities Maintenance Specialist	Interviews scheduled for 10/7/25
Fleet Equipment Mechanic	Interviews scheduled for 9/29/25
Part-Time Custodian	Interviews scheduled for 9/23/25
Utilities Operations Manager	Finalist to department interview 9/22/25
Environmental Engineer	1 candidate in background check
Engineer I – Utilities	1 candidate in final pre-hire steps
Senior Civil Engineer – Utilities	1 candidate in final pre-hire steps

Hiring/Promotion/Separation Information (7/28/25 – 9/19/25)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
SUMMER JIMNEZ GARCIA	PUBLIC SAFETY COMMUNICATOR TRAINEE	7/28/2025
BRAD KILGER	INTERIM CITY ADMINISTRATOR (RETIRED ANNUITANT)	7/29/2025
BRITTNEY GORDILLO	POLICE RECORDS TECHNICIAN I	7/29/2025
GIBRAN MENDZA-MARTINEZ	SENIOR EQUIPMENT MECHANIC – <i>PROMOTION</i>	8/1/2025
BRET SWAIN	SENIOR ENVIRONMENTAL ENGINEER – <i>LATERAL TRANSFER</i>	8/1/2025
KEVIN FIGUEROA-FLORES	POLICE OFFICER TRAINEE	8/4/2025
LOGAN LYONS	POLICE OFFICER TRAINEE	8/4/2025

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
ANTONIO RODRIGUEZ	MAINTENANCE WORKER I – WATER SECTION	8/21/2025
CARLA STROBRIDGE	PUBLIC SAFETY COMMUNICATOR TRAINEE	8/25/2025
ALVARO TORRES	PART-TIME MAINTENANCE WORKER ASSISTANT	8/27/2025
WESTON HILL	SENIOR CIVIL ENGINEER – <i>PROMOTION</i>	9/1/2025
GELSEY GARCIA RIVERA	PART-TIME OFFICE ASSISTANT – POLICE DEPARTMENT	9/2/2025
DESIREE MARTINEZ	CODE ENFORCEMENT OFFICER	9/2/2025
JONATHAN OLIVAS	PLANNER II	9/2/2025
GUSTAVO ZAMORA-ROCHA	CODE ENFORCEMENT OFFICER (LIMITED TERM)	9/8/2025
MARIAH BLACKMORE	FIREFIGHTER (LICENSED PARAMEDIC) – 60 UNITS – <i>MOVE UP FROM TRAINEE</i>	9/9/2025
MICHAEL ROARK	FIREFIGHTER (LICENSED PARAMEDIC) – <i>MOVE UP FROM TRAINEE</i>	9/10/2025
BRANDON YIP	FIREFIGHTER (LICENSED PARAMEDIC) – 60 UNITS – <i>MOVE UP FROM TRAINEE</i>	9/13/2025
ANTHONY VALDIVIA	MAINTENANCE WORKER I – WATER SECTION	9/15/2025

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
KEVIN HUDDLESTUN	MAINTENANCE WORKER II	7/31/2025
JIMMY FORBIS	CITY ADMINISTRATOR – <i>RETIRE AFTER 8 YEARS</i>	7/31/2025
MORGAN SALAMIDA	RECREATION LEADER III	8/4/2025
MAYA SANCHEZ	RECREATION LEADER I	8/4/2025
HEATHER VLCEK	POLICE RECORDS TECHNICIAN I	8/11/2025
LEORA FRONEN	RECREATION LEADER I	8/11/2025
KENNEDY BERRY	RECREATION LEADER I	8/12/2025
AMELIE LINZY	RECREATION LEADER I	8/12/2025
MONICA PADILLA-MARQUEZ	COMMUNITY COORDINATOR	8/14/2025
EDWIN LOPEZ PEREZ	RECREATION LEADER III	8/16/2025
JARED ZUNIGA	RECREATION LEADER II	8/20/2025
PAUL GIMENEZ	SENIOR FACILITIES MAINTENANCE SPECIALIST – <i>RETIRE AFTER 19 YEARS</i>	8/22/2025
KARL BJARKE	SPECIAL ASSISTANT – PUBLIC WORKS – EXTRA HELP RETIRED ANNUITANT	8/29/2025



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Job Description for Systems Administrator
Meeting Date: September 22, 2025
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Approve updates to the job description for Systems Administrator.

BACKGROUND

Due to the upcoming retirement of the Public Safety Systems Administrator, Steve Baty, a review of this job description was needed in advance of commencing a recruitment process. This job description had not been updated since 2007 and given the technology changes that have occurred since that time, several updates to modernize the position description were needed.

Historically, this position was titled Public Safety Systems Administrator, however, the position supports all city departments; therefore, the title has been updated to Systems Administrator. This broader generalist role aligns with the work performed and will attract a broader base of applicants for the position. As noted in the job description, the position will continue to support the police and fire departments and will require the more extensive background check required to access law enforcement systems and facilities.

Attached is the draft job description which shows the updates in track changes format. Red underlined text is new wording being added to the job description. Blue strikeout text is working being removed from the job description.

This position falls within the Gilroy Management Association (GMA) employee group. This draft was shared with GMA and GMA did not have any suggested changes or edits to the job description as proposed.

No changes to the established salary range are recommended. The approved salary range is \$114,236 - \$156,896 plus excellent benefits. This is the same salary range used for the Information Technology Applications Analyst and Network Administrator.

With the approval of the updated job description, staff will begin the recruitment process for this position as the employee is scheduled to retire in late November.

Attachments:

1. Draft Job Description with Updates for Systems Administrator

~~ADMINISTRATIVE SERVICES~~ **FINANCE** DEPARTMENT
INFORMATION TECHNOLOGY DIVISION
~~PUBLIC SAFETY~~ SYSTEMS ADMINISTRATOR

GENERAL DUTIES: Under general supervision of the Information Technology ~~Manager~~ **Director**, manages large scale projects including mission critical services such as public safety hardware and software applications; ~~may supervise~~ ~~supervises~~ Information Technology staff and resources; analyzes business needs for technology; designs, plans, and implements administration and maintenance of enterprise applications and servers; performs system upgrades; develop Information Technology policies and system documentation; participates in the development and implementation of the future vision of the Information Technology Division; performs related work as required. 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 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-identity~~ ~~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~~ gender-identity differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Responsible for initiating, maintaining and overseeing all public safety systems from preventative maintenance, process improvements and enhancements, diagnostic routines, to ongoing technical support.
2. Analyze, plan, coordinate, schedule, support, and administer the citywide servers, which includes the domain controllers, mail, patch managements, virus control, and backup servers; plan and schedule maintenance/repair activities; develop programs for routine and preventive maintenance of servers.

3. Assist in the development, implementation, updating and expansion of the City's Information Technology programs; including establishing goals, priorities, policies and procedures; design and/or participate in the design of mission critical services; develop Information Technology policies, and system documentation; identify and implement other methods of technology; evaluates technology and provides implementation strategies.
4. Responsible for developing, maintaining and tracking project plans for public safety initiatives; coordinating staff and resources; communicating the progress of the project to all stakeholders; tracking deliverables, developing agendas and meeting minutes; participation in decision making processes and planning.
5. Oversee a variety of maintenance contracts and projects pertaining to Information Technology related operations, both hardware and software. Participate in information gathering to assist other departments dealing with software/hardware projects; assist departments with process/systems improvement as requested or identified by management; document, design, implement system upgrades; coordination of upgrades between departments and vendors; testing of systems for optimum performance.
6. Stay updated on latest industry technologies and systems; maintain expertise in City standard hardware and software products, and maintain an awareness of advances in technology as they relate to City needs and objectives.
7. Position may lead and/or sSupervises staff to provide direction and feedback and assure assigned projects and tasks are completed accurately and timely, meeting all assigned project deadlines.
8. Assists with analyzing the growth needs of the City's application server resources, to ensure the acquisition and timely implementation of required resources.
9. Take appropriate courses of action in response to questions, complaints, and emergency calls.
10. Provide computer training classes to Information Technology and City staff.
11. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Installing and configuring computer equipment, including personal computers, servers, multi-function devices, network printers, etc.
2. Analyzing, diagnosing and resolving software and hardware problems including personal computer and peripherals, network devices, communications equipment, etc.
3. Evaluating technology trends with potential costs in terms of resources and staff time.
4. Project management which includes planning, assigning tasks, scheduling work, coordinating tasks, testing with outside agencies, and monitoring work.
5. Interpreting and applying policies, procedures, rules and regulations and laws applicable to the work.
6. Organizing work, setting priorities and exercising sound independent judgment within established guidelines.

7. Maintaining accurate records and preparing clear, concise, and effective correspondence, reports and other written materials.
8. Establishing effective relationships with those contacted in the course of the work.
9. Making oral presentations and conducting effective training programs.
10. Directing the activities of individuals and/or groups toward the accomplishment of goals and objectives.
11. Specific areas of technology applications related to the work.
12. Determining user requirements and formulating balanced solutions that takes into account current and future needs, priorities, cost-benefit analysis, and available resources.
13. Managing complex projects and budgeting for those projects, including delineating their scope, preparing project work plans, resolving conflicts, and overseeing implementation steps.

KNOWLEDGE: Knowledge of:

1. Principles, procedures, practices, techniques and design terminology associated with personal computers, servers, multi-function devices, network printers, etc.
2. Principals, practices, and techniques of project management including; work planning, scheduling and reporting, basic principles and practices of financial accounting, and budget development and administration.
3. Capabilities and limitations of related hardware, including motherboards, internal memory, USB interfaces, mice, video display terminals, hard disk drives, CD ROMs, audio, adapters, scanners, printers, drives, internal and external communication devices, and capabilities and limitations of various operating systems.
4. Principles and practices of supervision, training and personnel management.
5. Current trends and developments in the field of computer technology.
6. Alternate work process and administrative systems, including both manual and computerized systems.
7. Principles of software packages and operating system utilities currently used in City's systems.
8. Customer service techniques.
9. Physical database recovery and procedures.

ABILITIES: Ability to:

1. Establish and maintain effective working relationships with supervisors, co-workers, other departments, vendors, outside agencies, and the general public.
2. Work independently with minimal supervision and use of considerable judgment and initiative are required in resolving problems and making recommendations.
3. Identify ways to improve productivity and effectiveness by using automation.
4. Develop and recommend cost effective technical system improvements.
5. Install, monitor, modify, and maintain systems software and hardware.

6. Analyze and evaluate software products and upgrades.
7. Identify and conceptualize user information needs; evaluate existing system and hardware/software capabilities relative to those needs; and implement changes/adjustments or make recommendations as appropriate.
8. Lead and coordinate complex projects.
9. Analyze situations quickly and objectively to determine the proper course of action.
10. Observe and problem-solve operational and technical deficiencies.
11. As required, perform the physical requirements of the job.
12. Read and interpret complex technical manuals and procedures; explain technical concepts in non-technical terminology and train others in the operation and application of personal computer systems.
13. Document procedures, process, requirement and specifications.
14. Provide training for end users on implementation and operation requirements of the system; maintain confidentiality of sensitive information.

MACHINES/TOOLS/EQUIPMENT UTILIZED: [SG1]

Typical office environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier Multi-Function Machine (copy/scan/fax)
5. Calculator or 10-key adding machine
6. Facsimile machine
- ~~7. Typewriter~~
- ~~8. Microfiche reader~~
- ~~9.7.~~ Digital camera
- ~~10.8.~~ Automobile
- ~~11.9.~~ Paper shredder
- ~~12.10.~~ Paper cutter
- ~~13.11.~~ Computer scanner
- ~~14.12.~~ Specialized computer 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
- ~~20.18.~~ Hand Tools -- screwdrivers, hammers, pliers used in installing computer equipment
- ~~21.19.~~ Electric Tools -- screwdrivers, drills used in installing computer equipment
- ~~22.20.~~ Cell phone
- ~~23. PDA~~
- ~~24.21.~~ Projector and monitor

PHYSICAL DEMANDS:

Under typical office conditions, employee will perform the following physical activities which include handling computer software, 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/software.
3. Standing, while installing computer equipment/software, or working in the office.
4. Kneeling, when installing or repairing computer equipment/software.
5. Bending/stooping, when installing or repairing computer equipment/software.
6. Squatting/bending, when installing or repairing office or computer equipment/software.
7. Crawling, when installing or repairing computer equipment/software.
8. Kneeling, when installing or repairing computer equipment/software.
9. Climbing, ladders or stairs when working with cables or wiring equipment.
10. Balancing, when using ladders and replacing and installing computer equipment.
11. Twisting, when installing or replacing computer equipment/software in all facilities.
12. Reaching above, below, and at shoulder height, when installing/repairing/moving computer equipment, working with computer cables and wiring, and all office materials.
13. Repetitive hand motion including simple grasping, firm grasping, when writing and keyboarding.
14. Carrying, equipment and tools when installing or repairing a computer, monitor, printer, etc.
15. Pushing/pulling, handcart when replacing or installing computer equipment.
16. Lifting at least 50 lbs., when replacing, installing, or repairing computer equipment.
17. Driving, to other facilities to install or repair equipment, in addition to purchasing supplies and attending meetings and training.
18. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, printer, ~~typewriter~~, telephone, fax machine, multi-function machine (copy/scan/fax) copier, calculator, ~~adding machine~~, paper shredder, paper cutter, camera, automobile, and specialized equipment used in the installation and repair of computer equipment:

1. Seeing, color vision 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.
2. Confined space: In addition, may be required to crawl or work in confined spaces above the ceiling or below the flooring of each facility.
3. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
4. Flooring: Asphalt, carpeting, linoleum, tile wood, uneven surfaces, etc.
5. 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.
6. Lighting: Conducive to normal office settings, but may also work in poorly lit areas under the flooring or above the ceiling when running cable or working on computer wiring.
7. 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.
8. 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, ~~multi-function machine (copy/scan/fax)~~ copier, ~~adding machine~~ calculator, fax machine, camera, radio, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:

On occasion, exposure to fumes from solvents and cleaners while performing maintenance or repair of computer equipment. Minimal to high exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's degree in computer science, information systems, or related field of study from an accredited college or university; ~~or~~ **OR**, an Associate's degree in a related field of study from an accredited college plus at least two Microsoft 365 Administration certifications dated within four year of employment application. ~~certification as a Microsoft Certified System Engineer 2003.~~
2. Five years of related work experience. ~~with three years of e~~ Experience with municipal public safety ~~municipal~~ applications preferred.
3. Proficiency in the administration, configuration, and use of Microsoft's 365 and Windows Server domain environments. ~~office automation software used by the City.~~

4. ~~Microsoft Certified System Engineer (MCSE)~~ ~~Must obtain one~~ ~~Two~~ ~~Microsoft 365 Administration~~ ~~certifications~~ ~~required~~ within ~~one~~ ~~two~~ years from date of hire. ~~This certification is in addition to the~~ ~~two Microsoft 365 Administration certifications noted in #1 above.~~
5. Possess and maintain a valid California driver's license and a safe driving record necessary to operate assigned vehicles.
6. Pass a detailed employment background check for work in a police department facility with highly confidential law enforcement systems including a Department of Justice and Federal Bureau of Investigation criminal record check for employment.
7. Pass a post-offer medical examination which includes a drug test.
8. Prefer non-tobacco user.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description, Salary Range, and Reclassification to New Position of Water Systems Superintendent

Meeting Date: September 22, 2025

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

RECOMMENDATION

1. Approve job description for the new position of Water Systems Superintendent.
2. Approve salary range for the new position of Water Systems Superintendent.
3. Approve reclassification of Jeff Castro to the new position of Water Systems Superintendent.

BACKGROUND

Included within the FY 26 and 27 budget, the City Council approved upgrading the Operations Services Supervisor - Water Section position to Water Systems Superintendent. This decision was made in recognition of the additional duties and responsibilities associated with the position. This change is also consistent with the establishment of the dedicated Utilities Department to allow for more specific focus on the water and wastewater functions and services provided to residents and businesses in the Gilroy community.

Following the concept approval provided by the budget process, staff researched and developed the attached draft job description for Water Systems Superintendent. This job description better aligns with the changes and added duties and responsibilities associated with this position. Drinking water regulations have increased and have gotten more complex. Given the volume of drinking water in the Gilroy system and the overall number of water customers being served by the Gilroy system, having a Water Systems Superintendent with a State of California Water Distribution Grade V is now a necessity. The attached draft job description is reflective of the work performed and includes the necessary requirements associated with the position.

The Water Systems Superintendent position is appropriately classified as a mid-management exempt position. This position reports to the broader position of Utility Operations Manager who reports to the Utilities Director.

The salary range proposed for the position of Water Systems Superintendent is \$114,236 - \$156,896. This is appropriately placed between the lower Operations Services Supervisor salary range of \$96,004 - \$135,084 and the higher Utility Operations Manager salary range of \$138,848 - \$190,719.

The job description and salary range were discussed with the Gilroy Management Association (GMA) employee group. Some minor job description edits were suggested and incorporated to the draft job description attached with this staff report.

The final step of this process is the reclassification of Jeff Castro, the current Operations Services Supervisor – Water Section, to the position of Water Systems Superintendent. As noted above, the work performed by the incumbent has advanced and evolved over time making the Water Systems Superintendent classification a more appropriate reflection of the work needed and performed. Following approval of the reclassification, Mr. Castro will be appropriately placed within the Water Systems Superintendent salary range consistent with the Human Resources Rules and Regulations and compensation practices.

Attachments:

1. Draft Job Description for Water Systems Superintendent

**UTILITIES DEPARTMENT
OPERATIONS DIVISION
WATER SECTION
WATER SYSTEMS SUPERINTENDENT**

GENERAL DUTIES: Under the general supervision of the Utilities Director or Utilities Operations Manager, plan and coordinate the activities of the Water Section; supervise personnel engaged in operation, maintenance and repair of water system infrastructure. Manage, operate and maintain the metering system, including AMI and coordinate with Utility Billing. This is an exempt, mid-management level classification in the Gilroy Management Association employee group.

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy in regards to punctuality and attendance.

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

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

Internal Relations - Conducts work in a manner which supports the overall team effort, and avoids disrupting 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. Plan, organize, lead and monitor Water Section activities, including operating, constructing and maintaining water distribution and treatment infrastructure including pipelines, valves, water meters, fire hydrants, pump stations, wells, reservoirs and related telemetry, pressure regulation and water treatment equipment.
2. Oversee potable water quality testing and reporting procedures, and ensure that instrumentation, controls, generators, alarms and flow meters are operational and accurate.
3. Stay current on all regulations affecting the Water Section, including both potable water and recycled water, and oversee all water testing, reporting and related activities.
4. Coordinate with Utility Billing and oversee staff installing, repairing, and reading meters; and performing customer shutoffs and turn ons

5. Review water use from groundwater production meters and energy billing for all water production and distribution equipment.
6. Implement valve exercising program and utilization of computer maintenance management systems (CMMS) to document work and create workflows.
7. Manage contracts and purchase orders in accordance with City purchasing policies and budgeting practices
8. Maintain inventory of critical supplies and materials for infrastructure repair and new water meters.
9. Determine priorities, methods and sequences of work necessary to achieve objectives; assign personnel, material and equipment in accordance with priorities and needs.
10. Inspect work in progress and upon completion to ensure compliance with standards; inform higher management level of work in progress, operating problems, and actual or potential delays.
11. Apply City and departmental policies, procedure rules and regulations pertaining to the work and to the work group; prepare work appraisals and discuss performance evaluations; initiate official disciplinary actions as necessary; identify and/or resolve subordinate issues.
12. Carry out and participate in a variety of information collection activities, such as interviewing prospective employees, and fact-finding pertinent to budget needs, disciplinary action, performance evaluations, subordinate complaints and operating problems.
13. Assist in the preparation of annual budget justifications for changes in personnel, financial and material resources by preparing appropriate written input, and control expenditures by applying policy pertaining to purchases, vacation, overtime and sick leave usage.
14. Is responsible for coordinating regular safety training and the maintenance of safe working conditions, good housekeeping practices and the use of safe work practices by subordinates.
15. Coordinate with other City work units and outside contractors; assist in the determination of the need for use of outside contractors and in the determination of the compliance of their work with specifications.
16. Respond to questions, complaints and emergency calls from the general public and take appropriate courses of action.
17. Direct and participate in the maintenance of necessary records and prepare periodic activities reports.
18. May oversee water conservation work, and/or cross train in support of the Wastewater Collections Section, as assigned.
19. Perform other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Must exhibit a high degree of inter-personnel skills.
2. Skill in supervising and evaluating the work of others.
3. Skill in addressing personnel matters, having difficult employee conversations, and holding employees accountable.
4. Strong verbal and written communication skills.
5. Sufficient skills to operate a personal computer.
6. Sufficient skills to operate a variety of equipment associated with the construction, maintenance, repair and/or replacement of water distribution systems.

KNOWLEDGE: Knowledge of:

1. Methods, equipment, materials and techniques used in the operation, construction, repair and maintenance of water mains, services and meters.
2. Regulatory requirements and procedures for water testing and reporting.
3. Supervisory Control and Data Acquisition (SCADA) systems.
4. Safe work practices, and applicable laws and regulations including rules, regulations, laws, and practices required by CAL OSHA and CAL EPA in the safe performance of work.
5. Principles of supervision and training.
6. Customer service techniques
7. Report and letter writing.
8. Arithmetic used in water distribution, testing, treatment, usage and reporting.
9. Correct English usage, grammar, spelling and punctuation.
10. City policies, practices, contracts, agreements, and rules related to the work.

ABILITIES: Ability to:

1. Effectively plan, organize, direct and review the work of employees.
2. Effectively lead and manage a team of employees, provide for their professional development, and create a positive and motivating work environment.
3. Acquire a thorough knowledge of the City water system, including location and function of wells, pumps, reservoirs, SCADA system, telemetry system, mains, hydrants and related appurtenances.
4. Prepare budget requests, construction and maintenance cost schedules and specifications for equipment and vehicles used by the Water Section.
5. Read and interpret technical materials such as material and equipment specifications, plans, and maintenance and repair manuals.

6. Communicate effectively, both verbally and in writing.
7. Operate a personal computer and effectively use word processing and spreadsheet software.
8. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.
9. As required, perform medium to heavy physical labor including lifting and carrying heavy objects.
10. Work out of doors for extended periods often under possible unfavorable weather conditions.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

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

1. Computer, keyboard and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier and/or Multi-Function Machine (copy/scan/fax)
5. Calculator
6. Facsimile machine
7. Camera
8. Specialized computer software, including the telemetry system.
9. Handcart or dolly
10. Pager
11. Two-way radio
12. Safety goggles, gloves, hard-hat, shoes, earplugs, respirator, first-aid kit and safety vest
13. Meter reader and meter boxes
14. Chlorine barrel
15. Meter-reading interrogator
16. Leak detector
17. Chlorine machine
18. PH meter
19. Colorimeter
20. Confined space apparatus, tripod, oxygen sensor, body harness, hand crank, recovery wrench
21. Aerosol containers, muriatic acid, hydrochloric acid, ascorbic acid, paint, thinners, etc
22. Broom and mop
23. Various hand tools such as rakes, shovels, dig bars, drills, crowbars, screwdrivers, pipe wrenches, hammers, electric drills, impact wrenches, etc.
24. Ladders and reservoir ladders equipped with a safety harness
25. Soil compactor
26. Cement mixer
27. Water pump, welder, cutting torch, auger, pipe threader, pipe cutter, and drill press.
28. Power tools, drill, saw, concrete saw, chain saw, chop-saw, trench snapper, circular saw, band saw, etc.
29. Air compressor, jackhammer, clay spade, impact wrenches, pneumatic nail gun, etc.
30. Traffic control barricades, cones, and signs
31. Automobiles, vans, trucks
32. Heavy equipment, loader, dump truck, sewer truck, water truck, roller, backhoe, forklift, hydraulic truck with tools and generators, sign board, light bars, etc.

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, when using vehicles and heavy equipment for transportation and work, etc.
2. Standing, during meter reading, traffic control, painting, laying asphalt, hydrant flushing, or when notifying residents of pending water shut-offs.
3. Walking, during meter reading, water shut-offs, traffic-control, painting, laying asphalt or marking of U.S.A. locates.
4. Stooping, during meter reading, repairing and installing meters, service taps, while picking up painting stencils, setting up traffic control cones, etc.
5. Kneeling, when painting, repairing water lines, picking up stencils, etc.
6. Bending, when painting, repairing water lines, raking asphalt, shoveling, picking up stencils, marking U.S.A. locates, etc.
7. Climbing, when working in and on heavy equipment, or out in the field climbing reservoir ladders, or when painting.
8. Twisting, when watching for traffic, moving barricades/cones, shoveling and turning hydrant valves, etc.
9. Pushing/Pulling, when loading and unloading vehicles, raking asphalt, etc.
10. Lifting, meter boxes, barricades, cones, and unloading tools or equipment, etc.
11. Carrying, interrogator, hand tools, rakes, shovels, cones, stencils, radios, etc.
12. Dragging, while moving meter lids, hoses, concrete sacks, sandbags, etc.
13. Driving, while servicing City facilities, attending meetings, purchasing supplies, etc.
14. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs similar physical activities but to a lesser degree, when handling files, books, binders, and boxes of work materials.

SENSORY DEMANDS:

Employees spend significant time working outdoors. For safety reasons, employees are required to utilize all of these senses when working with light and heavy equipment and tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, telephone, fax machine, copier, or calculator.

1. Seeing, color vision is necessary when identifying color-coded signage, when painting and marking U.S.A. locates, etc.; hand signals are used when verbal communication is inaudible.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others. Also necessary when performing hydrant flushing, leak detection, monitoring faulty equipment, etc.
3. Speaking, employee must be able to communicate with co-workers and customers and the public.
4. Touching/Feeling, employee must be able to differentiate between sharp, hot or cold objects, in order to prevent injury or an unsafe condition.
5. Smelling, employee must be able to differentiate between chemicals and gases.

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

1. Indoors: Typical office conditions, approximately 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, concrete, etc.
3. Noise Level: Conducive to office settings with phones, copiers, air conditioning, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating and air conditioning units.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, approximately 50% of the time.
2. Travel: Under varying conditions via automobile, from 25-50% of the time.
3. Flooring: Asphalt, dirt, mud, wood, concrete, carpeting, tile, linoleum, uneven surfaces, etc.
4. Noise Level: Varying low to high levels due to trucks, chainsaws, chop-saws, rollers, and in general, heavy to light street traffic.
5. Lighting: Conducive to day or night setting, but may also work in poorly lit areas such as below the ground in confined spaces such as utility vaults or open trenches.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, from vehicle exhaust, propane, gasoline, concrete dust, asphalt dust, painting materials, etc.

HAZARDS:

When working in the field, mechanical, electrical or chemical exposure is low to high, depending on the specific work being performed. Employees working around heavy equipment must be aware of their surroundings to avoid injury to others or to avoid damage to unexposed electrical, gas or water lines.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, or radio.

ATMOSPHERIC CONDITIONS:

Minimal to high exposure to vapors occurs due to chlorine, solvents, paint, vehicle exhaust, propane, acetylene, sewer gases and other materials.

Some exposure to fumes occurs in the Water office due to the close proximity of the parking lot area. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Six (6) years of experience in water system operation and maintenance, including two (2) years of supervisory experience at a lead/senior level or higher.
2. Graduation from high school or GED, and some college level coursework. An Associate's degree from an accredited college or university in a related field of study is preferred.
3. Must possess and maintain a Grade V Water Distribution Operator Certificate issued by the State of California at time of application.
4. Must possess and maintain a Grade I Water Treatment Operator Certificate issued by the State of California at time of application.
5. Subject to weekend work, work on holidays, varied shifts, and recall on a scheduled and/or emergency basis.
6. Must reside within 60 minutes normal driving time of the City Corporation Yard.
7. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Obtain and maintain a California Class A Driver License within one year from date of hire. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
8. Pass an employment background check to include a Department of Justice criminal record check.
9. Pass a post-offer medical examination, which includes a drug test.
10. Prefer non-tobacco user.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Reclassification to Position of Senior Management Analyst in Utilities Department

Meeting Date: September 22, 2025

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

RECOMMENDATION

Reclassification of Izabela Cirloganu to the classification of Senior Management Analyst for the Utilities Department.

BACKGROUND

The Utilities Department includes the mid-management level position of Utilities Business Manager. After a couple of recruitment efforts, the position remains unfilled. While there have been candidates for the position, the department has not been able to find the right person for the position for various reasons. Rather than make a third attempt at recruiting to fill the position, staff approached the Interim City Administrator about a different approach – underfilling the position at the Senior Management Analyst level, reclassifying an existing employee to the Senior Management Analyst position, and investing in our internal team.

A reclassification of Izabela Cirloganu to the position of Senior Management Analyst is a good solution that can meet the current needs of the Utilities Department. Currently, Ms. Cirloganu is performing work consistent with the existing Senior Management Analyst classification. This is, in part, due to the vacant Utility Business Manager position. She has demonstrated the knowledge, skills and abilities to perform work above her current classification of Management Analyst. Some examples of the higher-level, Senior Management Analyst work performed includes:

- Supervises one, full-time Management Assistant and will take on supervision of two, part-time Water Conservation staff as part of transition to the Senior Management Analyst position.

- Prepared the two-year budget (FY 26 and FY 27) for the Utilities Department requiring advanced level analysis to establish the Utilities Department budget as a separate department from the Public Works budget.
- Prepared two-year budget for South County Regional Wastewater Authority (SCRWA - Joint Powers Authority (JPA) for Morgan Hill & Gilroy) which required intense research and analysis in a short amount of time due to loss (unexpected death) of a long-term employee.
- Performed advanced-level research regarding funding sources for personnel to revise allocations for the recently adopted two-year budget based on work performed previously and planned for future fiscal years.
- Independently lead the Annex rehabilitation effort including creating and overseeing multiple construction contracts to create a home for the newly created Utilities Department, which had no place to house incoming Engineering and Administrative staff.
- Complex and difficult extraction and analysis of water and wastewater data from various systems and databases, including Geographic Information Systems (GIS), which included information on thousands of service lines dating back to the early 1900's as well as PFAS water quality testing results for submittal related to a class action lawsuit that resulting in the City receiving a \$500K payment.
- Coordinates funding for Community Development Department staff performing pre-treatment review and inspection covering both cities of Morgan Hill and Gilroy.

The complexity-level of the work being performed a majority of the time by Ms. Cirloganu, coupled with additional duties that will be assigned as a result of the unfilled Utility Business Manager position, warrant reclassification to the position of Senior Management Analyst. The long-term plan is to further train and develop Ms. Cirloganu in additional administrative and financial areas to include utility rate studies and financial forecasting for utilities with a goal of preparing her for a position such as Utilities Business Manager. This building our bench approach is preferred over potentially settling for a candidate who is not the best fit for the position should we recruit for a third time.

The job description of Senior Management Analyst is already in place and with this reclassification Ms. Cirloganu will be appropriately placed in the Senior Management Analyst salary range consistent with the Human Resources Rules and Regulations and compensation practices.

For reference, the salary range for the Senior Management Analyst is: \$108,800 - \$149,423 annually with excellent benefits. The Management Analyst salary range is: \$98,683 - \$135,541. The Management Analyst Trainee range is \$88,815 - \$121,987.

With the reclassification of Ms. Cirloganu to Senior Management Analyst (underfill of vacant Utility Business Manager), staff will commence a recruitment to back Ms. Cirloganu's current Analyst position at either the Management Analyst or Management Analyst Trainee level.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description & Salary Range for New Position of Economic Development Director

Meeting Date: September 22, 2025

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

RECOMMENDATION

1. Approve job description for the new position of Economic Development Director.
2. Approve salary range for the new position of Economic Development Director.

BACKGROUND

As part of the FY 26 & 27 budget process, the City Council approved adding the new position of Economic Development Director. Economic Development is a top priority for the City Council and adding this executive-level position is intended to place a strong focus on this function for the purpose of long-term financial sustainability of the city and to add new jobs and businesses for Gilroy. Building revenue through economic development is crucial. This position will lead the City's economic development strategy and will partner with all city departments to achieve the Council's goals in this area. This position is a direct report to the City Administrator and will supervise the current Economic Development Manager.

Staff, to include the Interim City Administrator who has considerable experience in economic development, developed the attached draft job description. Following approval of the job description and salary range, staff will be working with an executive search firm on this important recruitment process.

The salary range proposed for this senior executive position is the range in place for all of Gilroy's department heads: \$204,675 - \$281,132 plus excellent benefits. Staff believes this range is competitive to recruit a talented Economic Development Director.

Attachments:

1. Draft job Description for Economic Development Director

ECONOMIC DEVELOPMENT DEPARTMENT ECONOMIC DEVELOPMENT DIRECTOR

GENERAL DUTIES: Under direct supervision of the City Administrator, organize and administer the operations of the Economic Development Department; plan, direct, manage, operate, and oversee the operations and activities of the economic development function. This hands-on director is charged with promoting, attracting, retaining, and supporting business development interests within the City. Interdepartmental coordination is vital. This director-level position provides economic development expertise and complex administrative support to the City Administrator. Will lead and coordinate city-wide economic development efforts as well as supervise and manage assigned staff. 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.

Attendance - Follows department/City policy in regards to punctuality and attendance.

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

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

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and 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. Serve as head of the Economic Development Department and technical advisor to the City Administrator and other department heads on economic development related matters.
2. Develop and direct the implementation of strategic plans, initiatives, goals, objectives, policies, procedures, and work standards for the Economic Development Department.
3. Develop and execute comprehensive marketing and communication strategies in cooperation with the City's Communication and Engagement team and economic development partners as appropriate to attract new business and investors.
4. Lead targeted business attraction efforts by promoting the community's assets, target industries, and quality of life.

5. Manage all promotional materials, including website content, social media campaigns, marketing presentations, and other online information and materials related to economic development. Coordinate and approve work performed by public relations or marketing firm. Coordinate and work with internal Communication & Engagement team as appropriate.
6. Represent the Gilroy organization at trade shows, conferences, and industry events to generate leads and build relationships with prospective businesses, developers, and brokers.
7. Demonstrates flexibility, initiative, and responsiveness to dynamic priorities and high-stakes opportunities.
8. Develop, implement, and maintain a Customer Relationship Management (CRM) system to track leads, project progress, and key performance metrics.
9. Coordinate the activities of the Economic Development Department with those of other departments and agencies.
10. Uses sound judgment to balance competing priorities and ensure consistent and inclusive communication.
11. Tracks key development applications and trends and ensures the City Administrator is appropriately briefed on City policies, programs, and fiscal matters.
12. Make regular presentation to Council on Economic Development matters.
13. Working closely with the City Administrator, serve as the primary negotiator for business attraction, expansion, and retention projects.
14. Assist businesses with navigating the public review and entitlement process coordinating with other city departments, such as planning, building, and public works and helping to resolve issues, complaints, or conflicts a business may have with city regulations or processes.
15. Within the boundaries approved by the City Administrator and City Council, develop, evaluate, and negotiate the terms of economic development incentives, such as tax abatements, fee reductions, or financing programs, to secure business opportunities and job creation.
16. Collaborate with City Administrator, Community Development Director, Finance Director, and legal counsel, financial advisors, and other experts to structure complex development deals.
17. Prepare and present comprehensive technical reports.
18. Build and maintain strong, effective working relationships with community stakeholders, including real estate professionals, property owners, and business organizations like the Chamber of Commerce.
19. Lead efforts to develop and leverage community-wide strategic public-private partnerships to support economic growth.
20. Act as a liaison with local, state, and federal economic development agencies to bring various programs and resources together.
21. Coordinate with other agency departments to create a consistent and coordinated review of projects, policies, and initiatives.
22. Cultivate and maintain positive relationships with the media to promote economic development success stories.
23. Keep abreast of legislative and market developments that may impact economic development programs, policies, and opportunities.

24. Direct the departmental budget to include preparing division budgets, projecting revenues and monitoring revenues and expenditures. Research, analyze, and make recommendations for cost effective departmental operations to include developing, administering, and evaluating departmental programs and services; addressing process issues; and implementing required changes.
25. Develop, analyze, and make recommendations on the formulation of policy, procedures, staffing and organizational requirements for the department.
26. Select, train, and evaluate departmental personnel.
27. May serve in a key role in the City's Emergency Operations Center (EOC).
28. Perform related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Excellent interpersonal skills.
2. Strong negotiation skills.
3. Supervisory skills.
4. Oral and written communication skills.
5. Customer service techniques.
6. Organizational and project management skills.
7. Presentation skills.
8. Planning, organizing, executing, controlling, and evaluating activities.
9. Preparing clear and concise administrative and financial reports and presentations.
10. Possess personal computer operation skills.

KNOWLEDGE: Knowledge of:

1. Operations, services, and activities of a comprehensive economic development program.
2. Advanced principles and practices of program development and administration.
3. Modern and complex principles and practices of urban economics, including public and private project financing.
4. Land use planning and development principles and applicable responsibilities in the development.
5. Methods and practices of real estate marketing and negotiations.
6. Marketing and promotion principles and practices.
7. Trends and current developments in city government related to economic development.
8. Legal and administrative rules and regulations that apply to operation of city government and economic development.

9. Principles and practices of public administration, personnel management, and budget administration in a local government setting.
10. Municipal ordinances, City policies and City charter.
11. Demographic composition of the City.
12. Application and utilization of computer systems.

ABILITIES: Ability to:

1. Manage and direct a comprehensive economic development program.
2. Develop complex programs and policies.
3. Negotiate complex agreements.
4. Identify and respond to community and organizational issues.
5. Effectively navigate politically sensitive issues.
6. Analyze complex problems, evaluate alternatives, and make creative recommendations.
7. Prepare and present ideas and recommendations effectively, orally and in writing.
8. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups and the general public.
9. Exercise sound independent judgment within general policy guidelines.
10. Select, train, evaluate, and supervise department personnel.
11. Conduct and participate in related training programs.
12. Research and report on complex problems and practices.
13. Meet the public to discuss problems and complaints tactfully, courteously, and effectively.
14. Analyze the effectiveness of and make recommendations for changes in procedures, policies, and organization structures.
15. Formulate and enforce departmental rules, policies, and procedures, and maintain effective discipline.
16. Formulate and administer the annual departmental budget.
17. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial, gender, and religious groups in the community.
18. Conduct regular staff meetings and maintain open communication with staff.
19. Implement and maintain customer service techniques.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Multi-Function machine (copy, scan, fax)
5. Calculator and/or 10-key adding machine
6. Facsimile machine
7. Dictation/transcription equipment
8. Two-way radio
9. Microfiche reader
10. Polaroid or digital camera
11. Automobile
12. Specialized computer software
13. Presentation equipment, i.e., microphones, easels, overhead projectors, tape recorder, etc.
14. Television and VCR equipment

PHYSICAL DEMANDS:

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

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

SENSORY DEMANDS:

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

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

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

1. Indoors: Typical office conditions, over 70% 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, faxes, radios, Multi-Function machines, and printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions less than 30% of the time.
2. Flooring: Asphalt, grass, dirt, and uneven surfaces at the construction site.
3. Noise Level: Varying low to high equipment noise at construction sites.
4. Lighting: Normal outdoor conditions, and also exposure to extreme weather conditions.
5. Ventilation: Heating and air conditioning provide by vehicle and outdoor equipment.
6. Dust: Normal, outdoor levels to high outdoor levels associated with construction activities.

HAZARDS:

Mechanical, electrical, and chemical exposure is low to high, depending on the construction site or business being inspected. When working around heavy equipment or power tools, care must be taken to avoid unsafe conditions. In addition, employee may be exposed to biological waste products and bodily fluids when working at the construction site. There is potential exposure to bees, insects, snakes, rodents, birds, and other animals when performing routine inspections and/or viewing development sites. Employee may be present when radiological testing equipment is used during the completion of groundwork. Lastly, when utilizing a vehicle, there is some exposure to mechanical hazards.

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

ATMOSPHERIC CONDITIONS:

Minimal to high exposure to fumes and gases may occur when performing a site inspection or conducting enforcement activities. Solvents, cleaners, decomposed by products from construction site waste, gasoline, hydraulic fluid, vehicle exhaust, propane, and pesticides are common in the field. In addition, there is exposure to high levels of heat when contractors lay asphalt. During emergency spill situations, employees refer all hazardous waste situations to the Fire Department or Hazardous Materials team.

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

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with a major in Economics, Marketing, Business Administration, Urban Planning, Public Administration, or related field of study. A Master's degree from an accredited college or university in Business Administration (MBA), Public Administration (MPA), or a related field of study is highly desirable.
2. A combination of experience equivalent to ten (10) years of increasingly responsible and related professional-level, full time, paid experience in local government economic development, redevelopment, community development, or closely related field including at least five (5) years at a management level (i.e. Director, Assistant Director, Deputy Director, or Manager) that has included management/supervisory, operational and administrative responsibilities.
3. Certification in Economic Development, such as Accredited California Economic Developer (ACE), Certified Economic Developer (CEcD/International Economic Development Council), and/or Executive Certificate in Economic Development (Harvard Kennedy School) highly desired.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Strong computer/technology skills required.
6. Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.
7. Pass a detailed employment background check, including a Department of Justice criminal record check.
8. May be required to pass a post-offer medical examination, which includes a drug test.
9. Prefer non-tobacco user.
10. Bilingual English/Spanish desired, but not required.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Job Description for Human Resources Technician I

Meeting Date: September 22, 2025

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

RECOMMENDATION

Approve updates to the job description for Human Resources Technician I.

BACKGROUND

The Management Assistant assigned to Human Resources and Risk Management, Denise King, has announced her retirement for September 30, 2025. As a result of this retirement, a recruitment to fill the vacant position in the Human Resources & Risk Management will be needed. Staff has evaluated the position and feels that filling the position under the classification of Human Resources Technician I will better meet the needs of the work group. The Human Resources Technician I and Management Assistant are on the same salary range so the Interim City Administrator supports filling the position with the classification that best aligns with the work, and which will net a strong candidate to perform the work. Filling the vacancy with a Human Resources Technician I will focus on candidates who have some human resources training and a desire to specifically work in the human resources and risk management area. The Management Assistant classification is a more general classification not specifically focused on the human resources and risk management function.

After making the decision to focus on the Human Resources Technician I classification, staff evaluated the job description to ensure it was current. Some changes to the description are proposed in the attached draft to best reflect the work performed by the position. There is currently a second Human Resources Technician in the department, so the work noted in the description is shared across the two Technician positions included in the budget. Changes to the position description are included in track changes format – the red underlined text shows the areas to be added to the description while the blue strikeout text reflects wording that will be removed.

This is a confidential unrepresented position that supports the human resources and risk management function. The position can also be staffed at the Human Resources Technician II level as a flex staffed position. Since the immediate vacancy will be at the Human Resources Technician, I level due to funding budgeted, the incumbent will be able to grow and upgrade to the II level in the future. Staff will return at a future meeting with updates to the II level position as there was not sufficient staff time to complete those updates in time for this meeting.

No changes to the salary range for the Human Resources Technician I position are proposed. Staff expects a significant response when the position is posted. The current salary range is: \$76,364 - \$107,451 plus excellent benefits.

Folloiwng approval of the revised job description, staff will begin the recruitment process to fill the position.

Attachments:

1. Draft Updated Job Description for Human Resources Technician I

ADMINISTRATIVE SERVICES DEPARTMENT
HUMAN RESOURCES & RISK MANAGEMENT DIVISION ~~EPARTMENT~~
HUMAN RESOURCES TECHNICIAN I

GENERAL DUTIES: Under general direction of the Administrative Services & Human Resources Director/Risk Manager, provide a wide variety of paraprofessional and technical duties related to human resources and/or risk management operations. This is a generalist position and as such, projects and tasks may be assigned in some or all functional areas of Hhuman Resources and/or risk management. The Human Resources Technician I is the entry level position at the para-professional level with advancement to the Human Resources Technician II level once experience and specified training have been obtained. This position will provide salary and benefits support, ~~data~~data, and information for labor negotiations and, therefore, is designated as a confidential, non-exempt, unrepresented job classification.

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instruction 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-identitysexual 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-identitysexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assist employees and the public by providing information regarding human resources and/or risk management ~~benefit programs~~, including, but not limited to, recruitment processes, liability claims, workers compensation, classification and compensation, employee onboarding, employee programs and events, employee safety programs, employee performance evaluations and merit increases, and personnel policies and procedures, in a courteous and professional manner to both internal and external customers as appropriate.

- ~~2. Utilizing the Human Capital Management system, enter employee data, create personnel actions for new hires, separations, and other employee changes for full-time and/or part-time/temporary/seasonal employees, and enter employee information into various employee benefit portals. Accuracy and attention to detail are vital to ensuring correct employee transactions and enrollments. Organize and conduct new employee orientations for regular full-time, part-time and temporary employees by explaining conditions of employment including benefit pay plans, salary schedules, City organization, various policies, Human Resources Rules and Regulations and other related information.~~
3. Track and prepare reports for employee performance evaluations; track probation periods; process related personnel actions; and provide monthly evaluation reports to department heads.
4. Using the Enterprise Resource Planning (ERP) system, process payments/invoices related to assigned program areas in a timely manner using correct account numbers and following purchasing processes; reconcile accounts as assigned.
5. Reconcile and enter accurate information for department purchasing cards following established procedures.
6. Run reports from the ERP system related to payments and/or various aspects of the Human Capital Management system.
7. Organize, coordinate, and maintain records and files (paper and electronic) related to assigned program areas to include providing support for records retention practices.
- ~~3.8.~~Assist with updating documents used for the annual open enrollment process for employee health benefits, including the City's cafeteria program and assist with coordination of the annual Employee Health and Wellness Fair.
9. Receive and create files for new workers compensation and/or general liability claims; timely provide claim to claims examiner, third-party administrator, and/or director; provide claim information to risk pool, third party-administrator, employee, or claimant as appropriate; gather and prepare information for outside agencies related to risk management programs.
10. Coordinate and participate in periodic claim review meetings for general liability and/or workers compensation claims with assigned claim examiner; maintain current claim tracking charts; process claim related information as assigned.
11. Coordinate the agenda packet, minutes, and follow-up action items related to the city-wide employee safety committee and/or accident review board.
12. Provide technical and/or administrative support for the work of the Personnel Commission.
13. Regularly obtain and provide updates for Department of Justice criminal records check information for employees and/or volunteers as assigned; completed required training for DOJ program access.
14. Create and/or update forms and documents used for human resources and/or risk management to include creation of fillable forms using Adobe or other forms software.

15. Track employee certificate pay and/or drivers licenses expiration dates; coordinate with employee for updates and appointments; process transactions related to licenses and/or certificate pay.
16. Track employee service dates for service awards/employee recognition; track and order inventory of supplies needed for service award recognition.
17. Provide general information and tracking related to certain employees leaves to include union time off and/or catastrophic donation of leaves.
18. Provide timely benefit notices to separating employees related to COBRA benefits and/or retirement.
- ~~4.~~ 19. Assist with the ~~Coordinate the~~ development and provision of annual employee benefits statements and benefit summary documents to ensure that employee's have accurate information regarding benefit enrollment and cost.
- ~~5. Coordinate projects related to the City's HRIS system to improve the efficiency and flow within the Human Resources Department and with other departments.~~
- ~~6.~~ 20. Coordinate projects to further a paperless office concept to improve the efficiency and storage of records within human resources and risk management. ~~the Human Resources Department.~~
- ~~7.~~ 21. Provide administrative and/or set-up support for ~~etor~~ recruitment and selection processes, including, but not limited to interview and/or testing processes as assigned.
- ~~8. Process new workers compensation claims and monitor status of existing claims. Ensure timely and accurate communication and coordination between employee, manager/supervisor, City TPA, and health provider(s). Coordinate and participate in quarterly file review meetings with City TPA and HR Director. Calculate workers compensation salary type benefits due to employees each pay period. Reconcile these benefits with City TPA to ensure accurate reporting.~~
- ~~9. Provide technical support to the City Safety Committee including the coordination of safety training, preparing meeting agendas and minutes, and following up on items being tracked by the committee. Provide staff support to the City wide Safety Committee which includes taking minutes, preparing meeting agendas, monitoring attendance, reviewing and editing reports and programs, coordinating with outside safety consultant, scheduling and coordinating training, and other related projects and tasks.~~
- ~~10. Assist with and coordinate employee medical, dental and vision insurance plans; respond to employee questions and complaints and attempt to mediate and resolve benefit problems in a timely manner.~~
- ~~11. Coordinate and monitor COBRA program; provide all required forms in a timely manner; follow up on paperwork and issues as needed; collect required payments from participants; notify participants of changes; and create forms and tracking systems as needed.~~
- ~~12. Coordinate the City's CalPERS retirement program including employee enrollments, separations,~~

- ~~retirement applications, educational information for employees, and other related retirement program information.~~
- ~~13. Coordinate the City's deferred compensation programs; provide support to the City's deferred compensation committee.~~
- ~~14. Process, create, follow up and track a variety of documents and forms related to assigned human resources functions.~~
- ~~15. Accurately explain, process, and track FMLA, CFRA, PDL, and IL leave time and provide reports or other related information as needed to ensure compliance with the regulations and City policies.~~
- ~~16.~~ 22. Interpret rules, regulations, contracts, policies, procedures, and apply them in the performance of assigned job responsibilities.
- ~~17.~~ 23. Prepare quarterly report data and information for review and submittal.
- ~~18.~~ 24. Coordinate and/or assist in the coordination of group life, accidental death and dismemberment, and long-term disability programs, including researching and responding to claims.
- ~~19. Review benefit bills and invoices to ensure contract compliance and accuracy; monitor employee benefit costs and provide information needed for labor negotiations; make recommendations regarding plan design and cost containment, process bills for payment in a timely manner, and reconcile billing to employee enrollment data to ensure that billing and City HRIS data is accurate.~~
- ~~20. Process employee transactions using the HRIS and various benefit web databases.~~
- ~~21. Monitor budgets and prepare requests for payments, credit card purchases, and purchase orders for assigned work areas.~~
- ~~22.~~ 25. Gather information and/or data ~~Conduct salary surveys and benefits surveys~~ as needed for informational purposes and/or for labor negotiations.
- ~~23.~~ 26. Provide updated information to outside groups such as Bay Area Employee Relations Service and HEDA to ensure that accurate information is provided and available Update and maintain current data and information on the human resources and risk management related pages of the ~~on the~~ City's website.
- ~~24.~~ 27. Establish and maintain a variety of files and official records, most being confidential in nature.
- ~~25. Utilize the HRIS system to run standard and specialized reports as needed by human resources staff and management team.~~
- ~~26. Assist with the more technical and complex aspects of the recruitment and selection process, including background checks of candidates for employment and project coordination such as on-line application implementation and flow.~~
- ~~27. Track and report on various recruitment related data such as advertising sources and other data that~~

~~will provide support for recruitment related decisions.~~

28. May coordinate projects or special events and/or participate on employee committees.

~~29. May serve as a trainer on the City's internal computer training team.~~

~~30. Provide staff support to the City-wide Safety Committee which includes taking minutes, preparing meeting agendas, monitoring attendance, reviewing and editing reports and programs, coordinating with outside safety consultant, scheduling and coordinating training, and other related projects and tasks.~~

29. Provide technical and/or administrative support to director and/or analysts as needed.

~~31.~~30. Participate in training and enrichment programs and provide training to internal team members on topics as assigned.

~~32.~~31. Perform work with a record of regular attendance and punctuality.

~~33.~~32. Perform related tasks and projects as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Prepare clear, accurate, and concise reports, correspondence, ~~procedures~~procedures, and other written materials.
2. Compile, summarize and maintain accurate records and files.
3. Make accurate arithmetic, statistical, and budgetary calculations.
4. Use initiative, independent judgment and problem solving within established guidelines.
5. Organize work, set priorities, and meet critical deadlines.
6. Establish and maintain effective working relationships with those contacted in the course of work.
7. Use creative and innovative methods in assignments and problem resolution.
8. Work as a member of a team adding to team cohesiveness and harmony.
9. Use a computer, computer software related to the job, and other modern office machines and equipment.
10. Proofreading own work and the work of others for accuracy prior to processing.
- 9.11. Is welcoming, approachable, and helpful to internal and external customers and teammates and brings a positive attitude and approach to the workplace.

KNOWLEDGE: Knowledge of:

1. Principles and practices of local government organization and administration, including human resources and risk management functions.

2. Benefits administration, public sector benefit programs, and technical processes and regulations related to employee benefits.
- ~~3. Public Employees' Retirement Systems (PERS) plans, laws and regulations.~~
- ~~4. COBRA laws, regulations, and administration.~~
- ~~5.~~3. Basic workers' compensation, general liability, and other risk management regulations and processes.
- ~~6.~~4. Basic recruitment and selection laws, rules, policies, and processes.
- ~~7.~~5. Employee leave laws, including, but not limited to FMLA, CFRA, industrial leave, disability leave, sick leave, etc.
- ~~8.~~6. Proper English usage, spelling, grammar, and punctuation.
- ~~9.~~7. Rules, regulations, laws and practices on privacy, confidentiality and disclosure as applied to personnel records including but not limited to subpoenas for records, HIPPA, CMIA, medical record confidentiality, employment verification, and destruction of records.

ABILITIES: Ability to:

1. Deal successfully with a variety of individuals from various socio-economic, ~~ethnic~~ethnic, and cultural backgrounds, including representing the City successfully in meetings with representatives of other agencies.
2. Accurately and thoroughly complete assignments and projects under the pressure of deadlines while effectively handling several assignments at once.
3. Work independently with minimal supervision.
4. Maintain confidentiality and handle sensitive personnel information appropriately.
5. Provide excellent customer service.
6. Research and ~~interpret~~ data and information and make recommendations.
7. Write correspondence and reports clearly and concisely and using an appropriate customer service approach.
8. Learn and correctly apply the City's rules, policies, practices, regulations, and MOU's.
- ~~9. Research and analyze data.~~
- ~~10.~~9. Present information clearly in a one-on-one or ~~large~~ group setting.
- ~~11.~~10. Recognize program needs and develop strategies and solutions to implement more efficient systems and procedures.
- ~~12.~~11. Read, analyze, and interpret information such as rules, laws, and procedures and effectively apply them in a work situation.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, ~~keyboard~~keyboard, and monitor

2. LaserJet or ink jet printer
3. Telephone or headset
4. Copier Multi-Function Machine (copy/scan/fax)
5. Calculator
- ~~6.~~ ~~10-key adding machine~~
- ~~7.~~ ~~Faexsimile machine~~
- ~~8.~~ ~~6.~~ Postage meter and scale
- ~~9.~~ ~~Lettering machine~~
- ~~10.~~ ~~Binding machine~~
- ~~11.~~ ~~Microfiche reader~~
- ~~12.~~ ~~7.~~ Digital camera
- ~~13.~~ ~~8.~~ Paper shredder
- ~~14.~~ ~~9.~~ Paper cutter
- ~~15.~~ ~~10.~~ Computer scanner
- ~~16.~~ ~~11.~~ Specialized computer software
- ~~17.~~ ~~12.~~ Automobile
13. Handcart
14. Laminating equipment
- ~~18.~~ 15. Other general office supplies and equipment

PHYSICAL DEMANDS:

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

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling, boxes of files or ~~training~~ materials, up to 100 lbs. with a hand cart
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, telephone, ~~fax machine, copier, adding machine~~ Multi-Function Machine (copy/scan/fax), postage meter, paper shredder, paper cutter, camera, radio, or automobile. When working and traveling in the field, all senses are used.

1. Seeing
2. Speaking
3. Hearing

4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 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, faxes, ~~radios~~ radios, and computer 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, ink pens, ~~copiers~~ Multi-Function Machines (copy/scan/fax), or other office-related equipment.

Field Conditions:

1. Outdoors: Typical outdoor conditions during travel to training, special events, or recruitment testing, less than 5% of the time.
2. Travel: Varying conditions in an automobile, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, and uneven surfaces while documenting claim information or when attending recruitment testing functions.
4. Noise Level: Varying low to high equipment noise during special events or at recruitment testing sites.
5. Lighting: Normal outdoor conditions, ~~and also~~ and some exposure to extreme hot, ~~cold~~ cold, and rainy weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle and outdoor equipment.
7. Dust: Normal, outdoor levels to high outdoor levels associated with special events or recruitment activities.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, Multi-Function Machine (copy/scan/fax) ~~copier, adding machine, fax machine~~, radio, laminating equipment, paper shredder, or paper cutter. When working or traveling in the field, there is some exposure to mechanical hazards, especially when utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office or field environment. Typical office related-exposure may result from use of Multi-Function Machines (copy/scan/fax) ~~copiers~~, dry erase pens, liquid paper tape, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Education and experience equivalent to Aa high school diploma or equivalent GED and -

Three years of related human resources and/or risk management experience in a city or county municipal agency or with another similar organization/firm performing relevant technical, paraprofessional, and support activities. ~~Specific knowledge in the area of benefits administration, including CalPERS, and/or recruitment and selection processes is highly desired.~~

Examples of alternate ways to meet the above requirements, include, but are not limited to:

~~2.~~

- a. Possession of an Associate's degree in business administration, public administration, or other related field of study from an accredited college or university is highly desirable, and such education may be substituted for up to two years of the required work experience, with 30 semester units equating to one year of the required work experience.
- b. Possession of a Bachelor's degree in business administration, public administration, or other related field of study from an accredited college or university is highly desirable, and when paired with a college-level internship of no less than three months in public sector human resources and/or risk management is qualifying.
- c. Equivalency and evaluation of education and work experience is at the sole discretion of the City of Gilroy.

~~3.~~

- ~~4.~~ 2. Computer keyboarding proficiency, with speed and accuracy, including experience using MS Office required. Strong skills in Word, Excel, and Outlook, and Adobe required. Experience with the use of an ERP – Human Capital Management System HRIS and report writing systems is highly desired.

- ~~3.~~ 3. Possess and maintain a valid California Class C Driver License and a safe driving record necessary to operate assigned vehicles.

- ~~5.~~ 4. Willingness to attend related training programs to acquire and maintain skills, knowledge, and abilities related to the work.

- ~~6.~~ 5. Pass an employment background check, including a Department of Justice criminal record check, for employment.

- ~~7.~~ 6. May be required to P pass a post-offer medical examination, which includes a drug test for employment.

- ~~8.~~ 7. Prefer non-tobacco user.

- ~~9.~~ 8. Bilingual (English/Spanish) skills desired, but not required.