



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



MONDAY, OCTOBER 28, 2024 | 5:30 PM

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

Chair Marissa Haro

Vice Chair Catherine Cummins

Commissioners: Robin Bronze, Nita Edde-Mitchell

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.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **OPENING**

1.1 **Call Meeting to Order (Chairperson)**

1.2 **Roll Call**

1.2 **Report on Posting the Agenda (HR Director, LeeAnn McPhillips)**

2. **COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Public comment by members of the public on items NOT on the agenda, but within the subject matter jurisdiction of the Personnel Commission. Please limit your comments to three (3) minutes. (This portion of the meeting is reserved for person desiring to address the commission on matters not on the agenda. The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action is requested, the Commission may place the matter on a future agenda.)

3. **APPROVAL OF MINUTES**

3.1. Approval of Minutes for the Meeting of August 26, 2024 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

5.1. Recruitment & Employment Status Report (report attached).

5.2. Annual Personnel Commission Presentation to City Council Scheduled for November 18, 2024 – Review Draft Presentation

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Job Description and Salary Range for New Classification of Utilities Operations Manager**

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

2. Public
Comment

3. Possible
Action:

1. Approve Job Description for Utilities Operations Manager

2. Approve Salary Range for Utilities Operations Manager

7.2. **Job Description, Salary Range and Reclassification to Re-Established Classification of Fire Marshal**

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

2. Public
Comment

3. Possible
Action:

1. Approve Job Description for Classification of Fire Marshal
2. Approve Salary Range for Classification of Fire Marshal
3. Approve Reclassification of Jonathan Crick to Classification of Fire Marshal

7.3. **Update Salary Range for Classification of City Clerk**

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

Approve Revised Salary Range for the Classification of City Clerk.

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 8.1. Job Description & Salary Range for Deputy Community Development Director
- 8.2. Job Description, Salary Range, and Reclassification – Housing & Community Development Coordinator
- 8.3. Operations Services Supervisor – Wastewater and Operations Services Supervisor – Streets & Trees: Updated Job Descriptions
- 8.4. Senior Maintenance Worker – Wastewater and Senior Maintenance Worker – Streets & Trees: Updated Job Descriptions

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for Monday, November 25, 2024.

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

August 26, 2024, 2024 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Haro called the meeting of August 26, 2024, to order at 5:33 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell and Haro were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on Friday, August 22, 2024, at 4:40 p.m.

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

III. APPROVAL OF MINUTES

- A. *For the meeting dated April 22, 2024 – on a motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell, the minutes for the April 22, 2024, meeting were approved on 4-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – no report

V. INFORMATIONAL ITEMS

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

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

- A. *Job Description and Salary Range for the New Classification of Environmental Engineer - Human Resources Director provided staff report; Utilities Director Heath McMahon was present for any technical questions; questions were answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Bronze, the job description and salary range for the classification of Environmental Engineer was recommended for approval; motion passed on a 4-0 vote.*
- A. *Job Description and Salary Range for the New Classification of Utilities Business Manager - Human Resources Director provided staff report; Utilities Director Heath McMahon was present for any technical questions; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the job description and salary range for the new*

classification of Utilities Business Manager was recommended for approval; motion passed on a 4-0 vote.

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

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

IX. ADJOURNMENT - *the meeting adjourned at 5:53 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT

Recruitments Posted as of October 2024	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 10/25/24)
Police Officer – Lateral, Academy Graduate, Current Academy Cadet, Trainee	8/13/24	Continuous	4	Accepting & screening applications	40
Senior Civil Engineer – Public Works	7/31/24	Continuous	1	Accepting and screening applications; interviewing; department interviews 10/28/24	4
Recreation Leader II/III – Adaptive Program (Part-Time)	4/22/24	Open Until Filled	1	1 candidate in background check; continuing to accept applications	11
Public Safety Communicator – Lateral and Trainee	7/1/24	Continuous	3	Accepting and screening applications	29
Detention Services Officer	9/28/24	Continuous	1	Accepting and screening applications	9
Community Services Officer	9/28/24	Continuous	1	Accepting and screening applications	45
Environmental Engineer	10/22/24	11/25/24	1	Accepting applications	0
Utilities Business Manager	10/22/24	11/21/24	1	Accepting applications	1
Fire Division Chief	10/23/24	11/21/24	1	Accepting applications	0
Public Works Director	10/25/24	12/2/24	1	Koff & Associates assigned to complete executive search; accepting applications	0
Fire Chief	TBD	TBD	1	Peckham & McKenney assigned to complete executive search; position to be posted week of October 28th	n/a
Community Coordinator – Police Department – Youth Task Force	TBD	TBD	1	Finalizing job posting	n/a
Engineering Technician/Inspector II/III	TBD	TBD	1	Finalizing job posting	n/a

Recruitments in Process – October 2024	Status
Police Records Technician I	1 candidate in final pre-hire steps
Public Safety Communicator Trainee	2 candidates in background check
Office Assistant I – Utilities Department	New hire to begin work 11/4/24
Police Officer (all levels)	2 Lateral candidates in background check; 2 Trainees in background check; screening applications
PT Police Cadet	2 candidates in background check
Management Analyst – Public Works	1 candidate in background check
Management Analyst – City Administration	Scheduling department interviews
PT Maintenance Worker Assistants	2 new hires start work on 10/28/24
Senior Civil Engineer for Public Works	Department interviews 10/28/24
Community Engagement Coordinator (Administration and GPD)	Administration position candidate will begin work 11/1/24; PD candidate in background check
Equipment Mechanic	Final interview on 10/29/24
Senior Planner	Candidate in final pre-hires steps
Planner I	Candidate in background check

Hiring/Promotion/Separation Information (August 2024 – October 2024)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
BRETT SWAIN	SENIOR CIVIL ENGINEER – UTILITIES	8/26/2024
MADELINE CLARK	PUBLIC SAFETY COMMUNICATOR TRAINEE	8/26/2024
RYAN OSENTON	PROJECT MANAGER- ENGINEERING DIVISION	9/3/2024
HEATHER VLCEK	POLICE RECORDS TECHNICIAN I	9/3/2024
SEAN ROSE	PUBLIC SAFETY COMMUNICATOR	9/3/2024
BRIAN STELLING	FIRE DIVISION CHIEF (TEMPORARY/EXTRA HELP)	9/9/2024
MARK BEDOYA	POLICE OFFICER	9/13/2024
JAILENE ROACHA-FERNANDEZ	POLICE OFFICER	9/14/2024
DANIEL PADILLA	CITY ENGINEER	9/16/2024
GEORGINA SANCHEZ	REACTION LEADER III – SENIOR CENTER	9/16/2024
DAWSON WISLER	FIREFIGHTER/MEDIC	9/16/2024
MARK JOHNSON	ENVIRONMENTAL PROGRAM MANAGER	9/16/2024
JARED COOK	FIREFIGHTER/MEDIC	9/17/2024
JORDAN DANIELS	FIREFIGHTER/MEDIC	9/19/2024

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
JOSEPH SCANLON	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	9/23/2024
CHRISTOPHER GLUM	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	9/23/2024
JOSHUA CAMPO	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	9/23/2024
MICHAEL CHANCE	FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)	9/23/2024
SHAUN WRIGHT	ENGINEER I – PUBLIC WORKS	10/1/2024
CHRISTIAN OCHOA	ENGINEER I - UTILITIES	10/7/2024

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
KENNY GIL	RECREATION LEADER I – SUMMER HIRE	7/30/2024
LAYLA OSAKI	RECREATION LEADER I – SUMMER HIRE	8/9/2024
MADISON DUTRA	RECREATION LEADER I – SUMMER HIRE	8/16/2024
RAYMOND AKINO	PT MAINTENANCE WORKER ASSISTANT – RETIRED	8/17/2024
DIYA KULKARNI	RECREATION LEADER III – SUMMER HIRE	8/30/2024
DANIEL RODRIGUEZ GARCIA	RECREATION LEADER III – SUMMER HIRE	9/4/2024
AMELIE LINZY	RECREATION LEADER I – SUMMER HIRE	9/9/2024
EDWIN LOPEZ PEREZ	RECREATION LEADER II – SUMMER HIRE	9/10/2024
ALIANNA MENDOZA	RECREATION LEADER II – SUMMER HIRE	9/19/2024
ARMANDO GONZALEZ	ENGINEERING TECHNICIAN/INSPECTOR III	9/25/2024
HEBA EL-GUIBDY	PUBLIC WORKS DIRECTOR	10/7/2024
JEANNE LAMAS	RECREATION LEADER III – SENIOR CENTER	10/14/2024



City of Gilroy

Personnel Commission

STAFF REPORT

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

Meeting Date: October 28, 2024

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

RECOMMENDATION

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

BACKGROUND

During the FY 24 & 25 budget process, the new Utilities Department was established by City Council approval. The Council supported filling several key positions to lead and staff the department. A few positions in the new department have already been filled (Utilities Director, Management Analyst, Senior Civil Engineer, Engineer, and Office Assistant) and a couple positions are currently out for recruitment (Utilities Business Manager and Environmental Engineer). The Utilities Director has been working with Human Resources to develop job descriptions for the other positions that need to be filled. The position of Utilities Operations Manager is one of the new positions that needed to have a job description and salary range established before a recruitment could occur.

Attached is a draft job description for the position of Utilities Operations Manager. This position will be a direct report to the Utilities Director and will manage the team of field personnel maintaining the water and wastewater systems throughout the community. The current team of Water Operations personnel that are currently a part of the Public Works Operations Division will be moving over to the Utilities Department in early 2025. The Operations Services Supervisor for the Water Section along with 12 Water Section Maintenance Workers (2 Senior MW and 10 MW I/II) will work under the oversight of the Utilities Operations Manager. In addition, a new Operations Services Supervisor for Wastewater will be added to the team once a new job description is developed, and the position is filled. A team of wastewater maintenance personnel that are currently working in the Public Works Operations Division will also shift over to the Utilities Department after

the Utilities Operations Manager and Operations Services Supervisor for Wastewater positions are filled.

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

Given the review of both market data and internal equity, the salary range recommended for this position is \$134,803 - \$185,164 plus excellent benefits. This salary range aligns with the Planning Manager, Economic Development Manager, Environmental Programs Manager, Housing & Community Services Manager, and Information Technology Manager mid-management job classifications. We believe this range will attract qualified candidates to this exciting and challenging new position.

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

Attachments:

1. Draft Job Description - Utilities Operations Manager

**UTILITIES DEPARTMENT
OPERATIONS DIVISION
UTILITIES OPERATIONS MANAGER**

GENERAL DUTIES: Under direct supervision of the Utilities Director, administer, plan, and direct the varied operations of the water distribution and wastewater collection systems, including their operation, maintenance, and repair to ensure public health, safety, and welfare. Is responsible for establishing and maintaining safe work practices and ensure compliance with all safety, environmental, and OSHA related laws and regulations. Provide leadership, training, and mentoring to ensure that each operational section is meeting established goals, objectives, work plans, and deadlines. This is an exempt, mid-management level position that must exercise competent discretion and judgment in the performance of duties and interactions with others.

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 identification differences of others, and avoids derogatory statements regarding these differences. Supports organizational diversity, equity, and inclusion.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provide management and supervision of the various operational sections within the Utilities Department, including Wastewater Collection, Water, and Recycled Water.
2. Develop and implement divisional goals, objectives, work plans, reports, policies, and standard operating procedures (SOP).
3. Direct, oversee, and participate in the development of the Operations Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.

4. With support from section supervisors, prepare the Operations Division budget; assist in budget implementation; participate in forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved Operations Division budget.
5. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Operations Division.
6. Conduct staff meetings and field inspections to include periodic field safety inspections.
7. Develop and implement a safety and emergency response program for field operations; ensure that any required operational changes are communicated to technical staff, EOC staff, and higher-level management.
8. Prepare a variety of reports, forms, correspondence, and related documentation on division operations; ensure all mandated forms and reports are properly completed and filed in a timely manner.
9. Prepare specifications and make recommendations for new equipment and supplies; recommend the purchase of new equipment and supplies as necessary; prepare and manage contracts.
10. Build and maintain positive working relationships with co-workers, other city employees, and the public using principles of good customer service. Hold the operations team accountable for positive working relationships and good customer service.
11. Represent the division and department with outside agencies and organizations, participate in outside community and professional groups and committees; provide technical assistance as necessary.
12. Attend and participate in Board, Commission, and City Council meetings as assigned.
13. Based on approved spending authority, determine need for supplies, contractual services and equipment, and follow the appropriate purchasing procedures.
14. Provide for and administer the necessary equipment management program and inventory control for the Operations Division.
15. Provide for the proper maintenance of Division records, and insure the preparation and submittal of reports and information necessary for the management of the Operations Division.
16. Provide for the necessary preparation, administration, management and supervision of contract work for the Operations Division.
17. Regularly work with various City Departments, agencies, community groups, and the general public.
18. Provide and obtain support in the delivery of services necessary to the mission of the Department and the Operations Division.
19. Coordinate and manage the bidding process for maintenance, repair, and emergency repair purchases.
20. Provide technical assistance to the Director, contractors, and others applicable to the Department and Operations Division.
21. Provide for and participate in training programs for Operations Division personnel.

22. Formulate policies and procedures, including the code of safe practices related to Utilities Operations functions, and oversee development of programs.
23. Respond to citizen complaints and requests for service.
24. Ensure compliance with applicable local, state, county, and federal codes, laws and regulations.
25. Perform productivity analyses of operations and make appropriate recommendations for obtaining most effective delivery.
26. Prepare clear, accurate, concise and competent reports, correspondence, and other written materials.
27. Oversee maintenance of utility infrastructure; inventory assets and include in GIS and computer maintenance management system (CMMS) to be used for preventative, corrective, and predictive maintenance activities.
28. Develop service levels for maintaining assets to include description of work, frequency work should be performed, performance expectations, and standard operating procedures (SOP).
29. Develop work calendars and schedules in CMMS
30. Perform related work as required.

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

1. Application and utilization of computer systems and software such as the Microsoft Office Suite, financial management systems, and maintenance management systems.
2. Possess significant customer service, organizational and personnel management skills necessary to manage a complex and diversified group of operations.
3. Possess significant public relation skills necessary for regular contacts with the outside agencies, community organizations, commissions and citizens that will promote and positively represent the City and the Department.
4. Organize and direct activities associated with the operation, maintenance, installation and repair of utilities infrastructure.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.
6. Interpret and apply city and department policies, procedures, rules and regulations.
7. Research, interpret and apply federal, state, and other regulatory agency policies, procedures, rules and regulations applicable to utilities operations.
8. Ensure division compliance with operational and mandated regulatory requirements.
9. Interpret and understand construction plans and basic engineering principles as they relate to public works operations.
10. Use of safety equipment.
11. Effective staff report writing.

12. Customer service techniques.
13. Effective presentation delivery.
14. Managing and supervising personnel.
15. Effective project management.

KNOWLEDGE: Knowledge of:

1. Supervisory principles and practices including employee selection, evaluation, motivation, accountability, and discipline.
2. Public bidding and purchasing process.
3. Principles and practices of utilities operations management including wastewater collection and water.
4. Principles and practices of public agency contract administration.
5. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to public utilities.
6. Project management and contract administration principles and techniques.
7. Record keeping principles and practices applicable to a public utility.
8. English usage, spelling, vocabulary, grammar and punctuation.
9. Current trends and developments affecting utility operations and maintenance.
10. Utilities construction materials and equipment.
11. Budgeting and scheduling principals, practices and techniques.
12. Safe work practices and regulations related to the work of the Operations Division.
13. Computer applications including word processing, spreadsheet, database, presentation, e-mail and calendaring.
14. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and city staff.
15. Equipment, materials, services necessary for proper care and management of department facilities and programs administered by the Operations Division.
16. Materials, methods, tools and equipment used in wastewater collection and water system maintenance and repair.
17. Safe operations of motor vehicles and equipment and drivers licensing and other Department of Transportation requirements.
18. Preventive maintenance procedures.

ABILITIES: Ability to:

1. Plan, organize, and direct a complex and diverse organizational structure in a cost-effective manner.
2. Identify and justify the budgetary resources necessary to provide the services to maintain public works operations.
3. Establish and maintain the necessary record keeping systems for the Operations Division.

4. Supervise and evaluate performance of supervisory employees and other direct reports.
5. Evaluate operational and policy needs of the Operations Division and effectively implement the necessary changes.
6. Analyze complex problems, evaluate alternatives and make creative recommendations.
7. Exercise sound independent judgment within general policy guidelines.
8. Plan, conduct, and evaluate training programs.
9. Establish and maintain effective working relationships with management, subordinates, co-workers, outside agencies, community groups, and the public.
10. Interpret, prepare, amend and manage contracts related to utility operations.
11. Manage a variety of projects related to utility operations within established specification and timelines.
12. Read and interpret financial reports in the monitoring of expenses, revenue, and budget.
13. Effectively present information to other employees, managers, regulatory agencies, community groups, boards, commissions, and/or city council.
14. Effectively prepare and present written reports, including staff reports and other technical reports, and presentations.
15. Communicate clearly and concisely, both orally and in writing.

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. Multi-Function machine
4. Telephone
5. Copier
6. Calculator
7. Facsimile machine
8. Specialized computer software.
9. Cell phone
10. Two-way radio
11. Automobile
12. Presentation equipment, microphones, easels, overhead projectors, tape recorder, etc.
13. Television and other related technology equipment.

PHYSICAL DEMANDS:

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

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Standing, during presentations and training seminars.
3. Walking
4. Stooping

5. Kneeling
6. Bending
7. Twisting
8. Pushing/Pulling
9. Lifting, up to 25 pounds
10. Driving
11. 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:

Under typical office and field conditions, employees utilize these senses while using a computer, printer, multi-function machines, telephone, cell phone, fax machine, copier, calculator, television, microphone, easel, overhead projector, recorder, automobile, etc.

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, multi-function machines, air conditioning, radios, and printers.
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. May be exposed to fumes from vehicles, heavy equipment and materials used on site.

Field Conditions:

1. Outdoors: Typical conditions, traveling to meetings, or attending training sessions, 10-40% of the time. Travel: Under varying conditions via automobile, up to 25% of the time.
2. Flooring: Carpet, tile, linoleum, uneven surfaces, etc.
3. Noise Level: May be exposed to high levels of noise when inspecting field operations.
4. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
5. Ventilation: Heating and air conditioning provided by a vehicle.
6. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc. May be exposed to fumes from heavy equipment used by staff in the field.

HAZARDS:

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, multi-function machines, printer, copier, calculator, adding machine, fax machine, television, microphone, easel, overhead projector, recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

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

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A Bachelor's degree from an accredited college or university in civil engineering, construction management, environmental sciences, public administration, business administration or a related field of study; **and**

Three (3) years of water systems experience, including at least one (1) year in a supervisory capacity for operations and maintenance; **and**

Must possess and maintain a CA Drinking Water Distribution Grade D2 certification or obtain and maintain within 12 months of employment.

Or

Seven (7) years of operations and maintenance of water systems experience, including at least two (2) years in a supervisory capacity; **and**

Possess at least 60 semester college units from an accredited college or university (related coursework preferred); **and**

Possess and maintain a CA Drinking Water Distribution Grade D5 certification issued by the State of CA Water Resources Control Board.

2. Possess and maintain a California Water Environmental Association (CWEA) Collection System Maintenance certification Grade I, or obtain and maintain within 12 months of employment
3. Possess and maintain a CA Water Treatment certification T1, or obtain and maintain within 12 months of employment.
4. Possession of a Professional Engineering (PE) license desired, but not required.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a background check for employment including a Department of Justice criminal record check.
8. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description, Salary Range and Reclassification to Re-Established Classification of Fire Marshal

Meeting Date: October 28, 2024

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

RECOMMENDATION

1. Approve Job Description for Classification of Fire Marshal
2. Approve Salary Range for Classification of Fire Marshal
3. Approve Reclassification of Jonathan Crick to Classification of Fire Marshal

BACKGROUND

Staff is presenting a change to an existing, filled position within the Community Development Department, Fire Prevention, Hazardous Materials, Pretreatment Division. Currently, the classification of Deputy Fire Marshal/Hazardous Materials Supervisor in the Community Development Department supervises the team within the Fire Prevention, Hazardous Materials, Pretreatment Division. In 2020, the position of Fire Marshal was the manager of this Division, and the Hazardous Materials Supervisor did not exist. In 2020, the position of Fire Marshal become vacant, and the staffing reductions necessitated by Covid resulted in the position being eliminated in part because it was vacant. Later, the Deputy Fire Marshal position was expanded to include the Hazardous Materials Supervisor role overseeing the City's small team of Hazardous Materials Inspectors. The Community Development Director and Fire Chief provided leadership oversight of the fire prevention and hazardous materials functions. However, over the last couple years, the employee in the Deputy Fire Marshal/Hazardous Materials Inspector position began to assume duties at the Fire Marshal level. Work at this level was necessary and because the Fire Marshal position had been eliminated the Deputy Fire Marshal/Hazardous Materials Supervisor position was the natural position to absorb the duties. Staff has determined that this higher-level work is not ending necessitating a need for the employee to continue performing Fire Marshal level duties.

As a result of the above, staff reviewed the Fire Marshal job description that was in place in 2020. Given that a few years had passed, the job description needed to be revamped to reflect current work systems, duties, and requirements. Staff, to include the current incumbent, updated the job description to reflect the actual duties being performed. A copy of the final job description is attached for review. The Gilroy Management Association labor group also reviewed the new Fire Marshal job description and provided some suggestions which have been incorporated. The Fire Marshal position description reflects the higher-level duties performed at the mid-management level and continues to include supervision and oversight of the hazardous materials and pre-treatment functions/employees within the division. It is appropriate at this time, to reclassify Jonathan Crick, the current Deputy Fire Marshal/Hazardous Materials Supervisor to the position of Fire Marshal. Jonathan Crick meets all of the requirements of the Fire Marshal position. The Deputy Fire Marshal/Hazardous Materials Supervisor job description will be inactivated as this classification is no longer needed with the Fire Marshal position supervising and managing the Fire Prevention, Hazardous Materials, and Pre-Treatment Division in the Community Development Department. This change will lower the need for the Fire Chief to be involved in the day-to-day fire prevention work as this work will be managed by the Fire Marshal. The Fire Chief will continue be responsible for the final interpretation and application of the Fire Code.

The mid-management salary range for the Fire Marshal classification needs to be re-established at this time. Staff evaluated the prior placement of the salary on the Gilroy Management Association salary tables as well as internal equity with other mid-management positions within the Community Development Department and City-wide. As a result of this review, the mid-management salary range of \$134,803 - \$185,164 is recommended for the Fire Marshal position. This range is also assigned to Gilroy's mid-management positions of Planning Manager, Economic Development Manager, Environmental Programs Manager, Housing & Community Services Manager, and Information Technology Manager. These positions have similar roles and responsibilities within the department and city. The Gilroy Management Association evaluated the salary range placement and supports the above noted range recommendation. As part of the reclassification process, Jonathan Crick will be appropriately placed within the Fire Marshal salary range based on his current compensation and consistent with city policy.

Attachments:

1. Draft Job Description for Classification of Fire Marshal

**COMMUNITY DEVELOPMENT DEPARTMENT
FIRE PREVENTION, HAZARDOUS MATERIALS, AND PRETREATMENT DIVISION
FIRE MARSHAL (NON-SAFETY)**

GENERAL DUTIES: Under general supervision of the Director of Community Development, oversee and direct the operations of the Fire Prevention Division, which includes Fire Prevention, CUPA/Hazardous Materials, and Industrial Wastewater/Pretreatment activities. The Fire Marshal is an employee of the Community Development Department, reporting directly to the Community Development Director and supporting the Fire Chief. This is an exempt, mid-management level position that must exercise competent discretion and judgment in the performance of duties and interactions with others.

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. Supports organizational diversity, equity, and inclusion.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Remain current with Federal and State laws and regulations and enforce Federal, State law/regulations, and local codes/ordinances in a uniform and systematic manner.
2. Direct and supervise fire prevention, hazardous materials and pretreatment plan checking, inspections, and other operations, as assigned.
3. Inspect commercial, industrial and certain residential buildings in various stages of progress against plans or specifications to ascertain code compliance with applicable fire prevention, hazardous materials and pretreatment requirements.

4. Discuss compliance problems with owners, contractors, and other responsible parties; may issue citations for violations of code provisions.
5. Investigate complaints and disputes; respond in writing regarding complaint investigations and perform and coordinate code enforcement activities with other departments, divisions, and sections.
6. Issue stop-work orders in situations of deliberate or negligent non-compliance. Maintain records of inspections made and actions taken.
7. Provide code interpretations as required and recommend the adoption and amendments of codes, ordinances, and regulations.
8. Participate in pre-construction meetings.
9. Develop and direct the implementation of division goals, objectives, policies, procedures, and programs.
10. Submit accurate, concise and complete reports, on schedule, with appropriate recommendations.
11. Skillfully represent the interest of the city when working with the media and making presentations to the public.
12. Coordinate fire code related appeals with the Secretary to the Building/Fire Board of Appeals.
13. Propose the division budget and is responsible for the day-to-day administration of the budget.
14. Supervise division staff and conducts accurate appraisals of employee performance. Ensure that employee performance appraisals are submitted on time.
15. Provide training and support to division staff and is available to staff for guidance.
16. Attend meetings, workshops, seminars, and other similar activities. Make presentations to City Council as required.
17. Understand and comply with the policies of the City Council, City Administrator, and Department Head.
18. Provide staff with support in decision-making and provide direction to technical staff. Maintain effective communications with staff through regularly scheduled meetings.
19. Delegate meaningful responsibility and authority.
20. Accept and complete special assignments and projects as may be assigned.
21. Coordinate efforts with other divisions and departments.
22. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Management and supervisory techniques and applications in line with City policy and philosophy.
2. Application and utilization of computer systems and software such as the Microsoft Office Suite, financial management systems, and land management systems.
3. Possess significant public relation skills necessary for regular contacts with the outside agencies, community organizations, commissions and citizens that will promote and positively represent the City and the Department.
4. Organize and direct activities associated with the work of the Division.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.
6. Interpret and apply city and department policies, procedures, rules and regulations.
7. Research, interpret and apply federal, state, and other regulatory agency policies, procedures, rules and regulations applicable to utilities operations.
8. Ensure division compliance with operational and mandated regulatory requirements.
9. Possess significant customer service, organizational and personnel management skills necessary to manage Division personnel and work.
10. Budget preparation.
11. Write correspondence and reports clearly and concisely.

KNOWLEDGE: Knowledge of:

1. Supervisory principles and practices including employee selection, evaluation, motivation, accountability, and discipline.
2. Legal aspects of administration and code enforcement.
3. Record keeping principles and practices applicable functions.
4. Safe work practices and regulations related to the work of the Division.
5. Computer applications including word processing, spreadsheet, database, presentation, e-mail and calendaring.
6. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and city staff.
7. Budgeting principles, practices and techniques.
8. Correct English usage, grammar, spelling and punctuation.
9. Applicable laws, regulations, codes and ordinances.

ABILITIES: Ability to:

1. Organize and administer a Fire Prevention, CUPA/Hazardous Materials, and Pretreatment division.

2. Supervise and evaluate assigned employees.
3. Understand, read, and interpret plans and specifications.
4. Communicate effectively both orally and in writing.
5. Evaluate operational and policy needs of the Operations Division and effectively implement the necessary changes.
6. Analyze complex problems, evaluate alternatives and make creative recommendations.
7. Exercise sound independent judgment within general policy guidelines.
8. Plan, conduct, and evaluate training programs.
9. Establish and maintain effective working relationships with management, subordinates, co-workers, outside agencies, community groups, and the public.
10. Effectively present information to other employees, managers, regulatory agencies, community groups, boards, commissions, and/or city council.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Personal computer
2. Laser printer
3. Telephone
4. Fax machine
5. Copier
6. Calculator
7. Microfiche reader
8. Lettering machine
9. Two-way radio
10. Specialized computer software
11. Various detectors/instruments
12. Inspection car
13. Car radio
14. Hand-pack radios
15. Keys to a variety of City locks
16. Report forms, pencils and pens
17. Citation books
18. Mobile electronic devices
19. Gasoline pumps
20. Chemical reagents

PHYSICAL DEMANDS:

When working in the office or in the field, employee will perform the following physical activities including the handling of two-way radios, files, books, binders and boxes of work-related materials.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings, workshops or seminars.
2. Standing, for prolonged periods of time while working in the field, providing training or making presentations to the Council or public.

3. Walking, while conducting inspections or investigating complaints.
4. Bending/stooping during inspections.
5. Kneeling/squatting, during inspections.
6. Climbing
7. Twisting/turning during inspections or when giving presentations.
8. Reaching, when performing various office activities or during inspections or conducting investigations.
9. Lifting/carrying, up to 25 pounds.
10. Driving.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, fax machine, copier, camera, microphone, radio, mobile device, gasoline pumps, automobile, etc.

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

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

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections, or investigations, less than 50% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, gravel, mud, tile, linoleum, uneven surfaces, etc.
4. Lighting: Normal outdoor conditions.
5. Ventilation: Heating and air conditions provided by a vehicle or plane.
6. Dust or Fumes: Normal to high levels associated with dust, pollen, vehicle exhaust and inspection activities.

HAZARDS:

During a site visit or inspection, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle or working near hazardous/moving equipment and potential hazards from exposure to toxic/poisonous substances.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, microphone, fax machine, etc.

ATMOSPHERIC CONDITIONS:

Minimal to low exposure to fumes occurs in the field when visiting or inspecting construction sites or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's Degree from an Accredited College with major course work in Fire Protection, Hazardous Materials, Chemistry, Environmental Health, or other related field of study, **and**
Three (3) years of related experience including one (1) year in a supervisory or management position in one or more of the following areas: Fire Prevention, CUPA/Hazardous Materials, Pretreatment.

OR

2. Associate's degree from an accredited college with major course work in Fire Protection, Hazardous Materials, Chemistry, Environmental Health, or other similar degree, **and**
Five (5) years of related experience including two (2) years in a supervisory or management position in one or more of the following areas: Fire Prevention, CUPA/Hazardous Materials, Pretreatment, **and**

A Hazardous Materials Management Certificate **or** a combination of approved certifications from the California Water Environment Association (CWEA), California State Fire Marshal Fire Prevention tract series, and/or the International Code Council (ICC) or other nationally or industry recognized certifications related to fire prevention, hazardous materials management, and industrial wastewater control.

3. Experienced in multi-program, multi-project management.
4. Strong interpersonal and communication skills.
5. Inclusive and participatory management style.
6. The capacity to make incisive, effective and fiscally responsible decisions.
7. Possess and maintain a valid Class C California Driver License and a safe driving record necessary to operate assigned vehicle(s).
8. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses, attending seminars, workshops and participating in an individual study program.
9. Pass a post-offer medical examination, which includes a drug test.
10. Pass an employment background check to include a Department of Justice criminal record check.
11. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Update Salary Range for Classification of City Clerk
Meeting Date: October 28, 2024
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Approve Revised Salary Range for the Classification of City Clerk.

BACKGROUND

The classification of City Clerk is currently vacant. The position is being covered with temporary personnel on a part-time basis. A recruitment was conducted, but did not result in a qualified candidate for the position. Many candidates did not understand the technical nature of the position involving responsibility for election coordination, managing the public records of the city and responding to public records requests, coordinating council meetings and the actions of the council in the form of ordinances and resolutions, coordinating Fair Political Practices Commissions notifications, coordinating activities related to city boards and commissions, and coordinating the City Council agenda packet process. The job title of City Clerk can be misunderstood as a general clerical support position when in fact the position involves much more. As such, it was determined that a working title of Council Services and Records & Elections Manager would be added to the job posting to help candidates recognize the level and nature of the position.

Further, staff conducted a salary survey to evaluate if the salary range for the position should be adjusted prior to commencing a new recruitment. The salary survey data supports increasing the salary range for the position about 13.5%. Staff looked at the salary data for twelve comparable agencies in making this determination. After analyzing the data, the average top of range salary landed @ \$176,789 as compared to Gilroy's current top of range at \$156,454. As such, the mid-management salary range of \$128,385 - \$176,334 is recommended at this time. This is the same range assigned to the mid-management positions of Communications & Engagement Manager, Program Administrator, Finance Manager, and Utilities Business Manager. These internal positions are similar level mid-management positions that have technical responsibilities at a high level as well as coordinating and overseeing the work of others.

The above salary range change recommendation was reviewed with the City Administrator, and he supported moving forward with an increase to the salary range before commencing a new recruitment process. Therefore, at this time, staff is recommending that the salary range for the City Clerk (Council Services and Records & Elections Manager) be increased to \$128,385 - \$176,334 from the current range of \$113,190 - \$155,454. Staff believes that placement on this range coupled with the benefits package will allow for a more competitive and successful recruitment to fill this position. With approval of the salary range change by the Personnel Commission, a new recruitment will be posted for applications.