



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



MONDAY, NOVEMBER 25, 2024 | 5:30 PM

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

Chair: Marissa Haro

Vice Chair: Catherine Cummins

Commissioners: Robin Bronze, Nita Edde-Mitchell, Vacant

Staff Liaison: LeeAnn McPhillips, Human Resources Director



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Personnel Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

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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 October 28, 2024 (report attached)

4. **HUMAN RESOURCES DIRECTOR'S REPORT**

5. **INFORMATIONAL ITEMS**

- 5.1. 2025 Meeting Schedule (report attached)
 - 5.2. Recruitment & Employment Status Report (report attached)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

- 7.1. **Job Description for Classification of Operations Services Supervisor - Wastewater in the Utilities Department**

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

1. Approve job description for Operations Services Supervisor – Wastewater

- 7.2. **Job Description for Operation Services Supervisor - Streets, Stormwater & Drainage & Trees in the Public Works Department**

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

2. Public
Comment
3. Possible
Action:

Approve job description for Operations Services Supervisor – Streets,
Stormwater & Drainage & Trees.

7.3. **Update Part-Time/Hourly Pay Rates to Comply with State of CA Minimum
Wage Effective January 1, 2025**

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

Approve updates to select Part-Time/Hourly pay rates to comply with the
State of California minimum wage requirement effective January 1, 2025

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 8.1. Job Description & Salary Range for Deputy Director of Community Development
- 8.2. Job Description, Salary Range, and Reclassification – Housing & Community
Development Coordinator
- 8.3. Job Descriptions for Senior Maintenance Worker – Wastewater and Senior
Maintenance Worker – Streets, Stormwater & Drainage, & Trees

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for
Monday, December 23, 2024, at 5:30 p.m.

MEETING SCHEDULE

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

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

City of Gilroy

PERSONNEL COMMISSION

MINUTES

October 28, 2024, 2024 Regular Meeting – DRAFT MINUTES

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

Members Present

Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

Robin Bronze

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Haro called the meeting of October 28, 2024, to order at 5:00 p.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell and Haro were present. Commissioner Bronze advised she would be absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on Friday, October 25, 2024, at 3:42 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 August 26, 2024 – on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the minutes for the August 26, 2024, meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – Human Resources Director McPhillips provided a brief update on the Human Resources Rules and Regulations Update Project.

V. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*
- B. *Annual Personnel Commission Presentation to City Council Scheduled for November 18, 2024; Commission discussed presentation, PowerPoint format, and agreed that Commissioner Edde-Mitchell would deliver the presentation on November 18, 2024. Commissioners Cummins and Haro indicated they would attend the Council meeting on November 18th. (This item was moved to the end of the meeting for discussion.)*

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

- A. *Job Description and Salary Range for the New Classification of Utilities Operations 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*

classification of Utilities Operations Manager was recommended for approval; motion passed on a 3-0 vote.

- B. *Job Description, Salary Range, and Reclassification to Re-Established Classification of Fire Marshal - Human Resources Director provided staff report noting one correction in the background section – Deputy Fire Marshal/Hazardous Materials ~~Inspector~~ should have been stated as Deputy Fire Marshal/Hazardous Materials **Supervisor**; Community Development Director Sharon Goei was present for any technical questions; questions were answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins, the job description, salary range, and reclassification of Jonathan Crick to the position of Fire Marshal was recommended for approval; motion passed on a 3-0 vote.*
- C. *Update Salary Range for Classification of City Clerk - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Haro, the salary range for the classification of City Clerk is recommended to be \$128,385 - \$176,334 annually; motion passed 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 - *the meeting adjourned at 6:11 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

2025 GILROY PERSONNEL COMMISSION MEETINGS
(4th Monday of Each Month at 5:30 p.m.)

Administrative Services Conference Room or Gilroy City Council Chambers
7351 Rosanna Street
Gilroy, California

Monday, January 27

Monday, February 24

Monday, March 24

Monday, April 28

Monday, May 19*

Monday, June 23

Monday, July 28

Monday, August 25

Monday, September 22

Monday, October 27

Monday, November 24

Monday, December 22

*May meeting moved up to May 19 (special meeting) as May 26 is a holiday and there is not a 5th Monday in May.

CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT

Recruitments Posted as of November 2024	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 11/22/24)
Police Officer – Lateral, Academy Graduate, Current Academy Cadet, Trainee	8/13/24	Continuous	4	Accepting & screening applications	49
Public Safety Communicator – Lateral and Trainee	7/1/24	Continuous	3	Accepting and screening applications	41
Detention Services Officer	9/28/24	Continuous	1	Accepting and screening applications	15
Environmental Engineer	10/22/24	11/25/24	1	Accepting applications	0
PT Assistant Fleet Technician	11/4/24	11/25/24	1	Accepting applications	15
Public Works Director	10/25/24	12/2/24	1	Koff & Associates assigned to complete executive search; accepting applications; pre-screening interviews being scheduled	15
Engineering Technician/Inspector II/III	11/5/24	12/9/24	1	Accepting applications	8
City Clerk	11/22/24		1	Accepting applications	0
Fire Engineer (Internal Promotion)	11/25/24	1/24/25	2	Accepting applications	0
Fire Chief	11/25/24	1/6/2025	1	Peckham & McKenney assigned to complete executive search; accepting applications	n/a
PT Recreation Specialist	n/a	n/a	2	Finalizing job posting	n/a

Recruitments in Process – November 2024	Status
Public Safety Communicator Trainee	1 candidate in final pre-hire steps; 1 candidate in background check
Police Officer (all levels)	2 Lateral candidates in background check; 2 Trainees in background check; screening applications

Recruitments in Process – November 2024	Status
PT Police Cadet	2 candidates in final pre-hire steps
Management Analyst – Public Works	1 candidate in final pre-hire steps
PT Maintenance Worker Assistant	1 candidate in background check
Community Engagement Coordinator (GPD)	1 candidate in background check
Equipment Mechanic	New hire to start work on November 25th
Community Services Officer	Screening applications (69 applications)
Community Coordinator	Screening applications
Fire Division Chief	Screening applications; planning final assessment center details

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

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
ANTONIO RODRIGUEZ	P/T MAINTENANCE WORKER ASSISTANT	10/28/2024
ANGEL PASCUAL	P/T MAINTENANCE WORKER ASSISTANT	10/28/2024
MARYLYNN FLORES CRUZ	COMMUNITY ENGAGEMENT COORDINATOR - ADMINISTRATION	11/1/2024
ZINNIA MENCHACA-NAVARRO	OFFICE ASSISTANT II	11/4/2024
VALERIE NEGRETE	SENIOR PLANNER	11/18/2024
DARREN COONER	POLICE SERGEANT (<i>PROMOTION</i>)	11/22/2024

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
DAVID BARENETT	P/T RELIEF FIRE DIVISION CHIEF	8/2/2024
CHRISTOPHER MADRID	RECREATION LEADER III	10/30/2024
MICHAEL MCMAHON	POLICE SERGEANT – <i>RETIRED</i>	11/22/2024



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description for Classification of Operations Services Supervisor - Wastewater in the Utilities Department

Meeting Date: November 25, 2024

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

RECOMMENDATION

1. Approve job description for Operations Services Supervisor – Wastewater

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). A recruitment for the Utilities Operations Manager will begin shortly. 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 Operations Services Supervisor for Wastewater 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 Operations Services Supervisor for Wastewater. This position will report to the Utilities Operations Manager and will supervise the team of wastewater maintenance employees and will perform technical work in support of the Wastewater Section. Once a supervisor is hired and a transition plan finalized, a group of Maintenance Workers will transition from the Public Works Department to the newly formed Wastewater Section. Employees in the current Water Section of Public Works will also transition to the Utilities Department under the supervision of an Operations Services Supervisor for the Water Section.

The city currently has three Operations Services Supervisor positions, one in each of the following sections: Parks & Landscape; Water; and Streets/Wastewater Trees. With the formation of the Utilities Department, a fourth supervisor position was added to be

focused on the wastewater function. The next staff report in the packet will cover the existing position that is changing due to the wastewater function moving to the Utilities Department.

All of the Operations Services Supervisors are on the following pay band under the AFSCME Supervisory Unit salary schedule: \$95,053 - \$133,746 annually. No changes to the salary range are being proposed. Employees in this classification are also eligible for certificate pay for possessing certain related technical certifications related to the position.

Staff met with the AFSCME, Local 101 labor group to discuss this new position and the proposed job description. The agreed upon changes have been incorporated into the attached job description.

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

Attachments:

1. Draft Job Description for Operations Services Supervisor - Wastewater

**UTILITES DEPARTMENT
OPERATIONS DIVISION
WASTEWATER SECTION
OPERATIONS SERVICES SUPERVISOR**

GENERAL DUTIES: Under general supervision and direction, the Operations Services Supervisor leads and supervises the staff of the Wastewater Section and is responsible for all aspects of operation and maintenance of the City's sewer collection system and facilities; supervises, evaluates, and occasionally assists in the work of maintenance staff; responsible for review, evaluation, and problem solving of difficult and complex operation and maintenance challenges; reviews and evaluates operation and maintenance performance, implementation of regulatory or process changes, and assists the Utilities Operations Manager in the development and management of the department budget; demonstrates a thorough understanding of all applicable regulatory requirements, policies, procedures, and work methods associated with assigned duties; coordinates activities with other Departments and interacts with outside agencies, organizations, and the public; performs other related duties as required. This is a non-exempt position in the AFSCME, Local 101 Supervisory Unit.

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 the City's diversity, equity, and inclusion efforts.

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. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.

2. Reviews requests and complaints from City staff, Council and residents concerning the Wastewater Section; follows up to review status of actions taken, and responds to questions, complaints and emergency calls from the general public and takes appropriate courses of action.
3. Plan, organize, lead and monitor Wastewater Section activities, including inspecting, cleaning, maintaining, and repairing sanitary sewer lines and lift stations; An incumbent in this class exercises independent judgment and discretion; manages, controls and directs employees and contractors; and formulates policies for the effective use of assigned departmental personnel.
4. Conduct safety training and development programs for assigned personnel and maintain training records. Coordinates the selection, orientation, training, and evaluation programs for personnel; provides or coordinates staff training, identifies and resolves staff deficiencies, implements disciplinary procedures as needed. Determine priorities, methods, and sequences of work necessary to achieve objectives; assign personnel, material, and equipment in accordance with priorities and needs.
5. The employee drives to and from various work sites to meet with staff to monitor traffic control and safety conditions involving staff, contractors, and other agency representatives.
6. Inspect work in progress. Ensure compliance with standards; inform higher management level of work in progress, operating problems, and actual or potential delays.
7. 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.
8. 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.
9. 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.
10. Is responsible for the maintenance of safe working conditions, good housekeeping practices and the use of safe work practices by subordinates.
11. 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. Assist in the planning and design of major projects. Administer contracted construction and maintenance work for wastewater systems, which may also include appurtenant work for streets, sidewalks, curbs and gutters, traffic safety signage and striping, storm drainage facilities and pump stations.
12. Direct and participate in the maintenance of necessary records and prepares periodic activities reports.
13. May perform work, and/or cross train, in support of the Water Section as assigned.
14. Ensure that notification and reporting of sanitary sewer overflows (SSO) to the California Integrated Water Quality System (CIWQS) are accurate, complete, and timely. Review each SSO event thoroughly and evaluate causes.
15. Manage various permits and agreements.

16. Perform other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Advanced knowledge and skill in the operation and maintenance of wastewater collection systems, including operation of a variety of specialized equipment.
2. Must exhibit a high degree of interpersonal skills and emotional intelligence.
3. Sufficient skill to operate a personal computer and proficiency with MS Office programs such as Excel, Word, and Outlook.
4. Establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions.
5. Interact appropriately with staff, management, City officials, contractors, and others in the course of work.

KNOWLEDGE: Knowledge of:

1. Methods, equipment, materials, and techniques used in the repair, maintenance, and construction of sanitary sewer lines and lift stations.
2. 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.
3. State of California and U.S. Department of Transportation traffic control, and street and highway construction and maintenance, and be familiar with the Manual of Uniform Traffic Control Devices (MUTCD) and its implementation.
4. Principles of supervision and training.
5. Customer service techniques.
6. Report and letter writing.
7. Basic arithmetic, correct English usage, grammar, spelling, and punctuation.
8. Working knowledge of basic spreadsheets and computerized maintenance management systems and/or experience with a computerized database.
9. State Water Resources Control Board General Waste Discharge Requirements for Sanitary Sewer Systems including the Monitoring and Reporting Program.
10. California Integrated Water Quality System (CIWQS)
11. City's Sewer System Management Plan (SSMP)

ABILITIES: Ability to:

1. Effectively plan, organize, direct, and review the work of employees.
2. Acquire a thorough knowledge of all aspects of the City's wastewater system.
3. Prepare budget requests, construction and maintenance cost schedules and specifications for equipment and vehicles used by the Wastewater Section.
4. Read and interpret technical materials such as material and equipment specifications, plans, maintenance and repair manuals, and other materials related to the Wastewater Section work.
5. Communicate effectively, both verbally and in writing.
6. Operate a personal computer using word processing and spreadsheet software.
7. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.
8. As required, perform medium to heavy physical labor including lifting and carrying heavy objects.
9. Work out of doors for extended periods often under possible unfavorable weather conditions.
10. Use computerized maintenance management software (CMMS), field integration software, and geographic information systems (GIS) mapping to issues work orders, maintain and extract asset information, monitor and evaluate maintenance programs, department performance, and department goals and objectives.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:

1. Computer, keyboard, and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Camera
8. Handcart or dolly
9. Two-way radio
10. Safety goggles, gloves, hard-hat, shoes, ear plugs, first-aid kit, and safety vest
11. Aerosol cans, solvents, paint, thinners, pesticides, etc.
12. Hand tools, rakes, shovels, drills, sanders, etc.
13. Ladders
14. Soil compactor
15. Water pump
16. Welder
17. Auger
18. Power tools, drill, saw, concrete saw, chain saw, chop-saw, trench snapper, circular saw, etc.
19. Air compressor, jack hammer, clay spade
20. Traffic control barricades, cones, signs, and light bars

21. Automobile, truck, or van
22. Heavy equipment, loader, dump truck, Vactor truck, CCTV equipment, backhoe, forklift, water truck, 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 traffic control, sewer cleaning, etc.
3. Walking during traffic control, sewer cleaning, marking U.S.A. locates, etc.
4. Stooping, while picking up materials and equipment, setting up traffic control cones, etc.
5. Kneeling when repairing wastewater lines, etc.
6. Bending when painting, viewing sewer and storm drains, shoveling, repairing pipes, marking U.S.A. locates, etc.
7. Climbing, when working in and on heavy equipment or out in the field.
8. Twisting, when watching for traffic, using paint stencils, moving barricades/cones, shoveling debris or dirt, etc.
9. Pushing/pulling when raking asphalt, laying concrete, installing pipe, etc.
10. Lifting concrete sacks, barricades and cones, wastewater system covers, and other items weighing up to 50 pounds.
11. Carrying hand tools, rakes, shovels, cones, stencils, radios, and other field equipment, etc.
12. Dragging while moving manhole covers, 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 most of these physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

SENSORY DEMANDS:

Employees spend a significant amount of their time working outdoors. For safety reasons, employees are required to utilize all 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, calculator, etc.

1. Seeing, color vision is necessary when identifying color-coded signage and when painting and marking U.S.A. locates.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others.
3. Speaking, employee must be able to communicate with co-workers, customers, and the public.
4. Touching/feeling, employee must be able to differentiate between sharp or hot objects, to prevent injury or an unsafe condition when working in the field.
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, 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.

Field Conditions:

1. Outdoors: Typical field conditions, approximately 50% of the time.
2. Travel: Under varying conditions via automobile, 5-10% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, carpet, tile, wood, 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 pipelines and 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, paint, propane, gasoline, sewer gases, concrete dust, asphalt dust, pollen, 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 with heavy equipment must be aware of their surroundings to avoid injury to others or damage to unexposed electrical, irrigation, water, and gas lines. There is potential exposure to biological waste or bloodborne pathogens when working in the wastewater system.

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

ATMOSPHERIC CONDITIONS:

Minimal to high exposure to vapors occurs due to solvents, paints, vehicle exhaust, chemicals, propane, sewer gases and other materials.

Some exposure to vapors occurs 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. Graduation from high school or GED. A college degree, from an accredited college or university, in a related field of study is preferred.
2. Six (6) years of experience in sanitary sewer systems operation and maintenance, including two (2) years of senior/lead experience at a senior/lead worker level or higher.
3. Possess at time of application, and maintain until a Grade IV certification is obtained, a CWEA Collection System Maintenance Certification Grade III.
4. Possess at time of hire, or obtain within 12 months of appointment, and maintain a CWEA Collection System Maintenance Certification Grade IV.
5. Completion of training programs in the areas of employee supervision and evaluation is strongly preferred; completion of a supervisory or lead worker training academy strongly preferred.
6. Subject to weekend work, work on holidays, varied shifts, and recall on an emergency or as needed basis.
7. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Possess and maintain a valid California Class A Driver License. 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 including 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: Job Description for Operation Services Supervisor - Streets, Stormwater & Drainage & Trees in the Public Works Department

Meeting Date: November 25, 2024

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

RECOMMENDATION

Approve job description for Operations Services Supervisor – Streets, Stormwater & Drainage & Trees.

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). A recruitment for the Utilities Operations Manager will begin shortly. The Utilities Director has been working with Human Resources to develop job descriptions for the other positions that need to be filled. One of those position is the Operations Services Supervisor for the Wastewater Section. With the creation of this new position, the existing Operations Services Supervisor assigned to the Streets/Wastewater/Trees Section needs to be revised given that the wastewater function is moving over to the Utilities Department.

As a result of the above referenced change, attached is a draft job description for the position of Operations Services Supervisor for Streets/Stormwater & Drainage, and Trees Section. This position will continue to report to the Deputy Director of Public Works - Operations and will supervise the team of maintenance employees assigned to perform street, stormwater and drainage, and tree maintenance duties and will perform technical work in support of the Streets/Stormwater and Drainage/Trees Section. This job description will be assigned to the existing supervisor who already supervises these functions, but without wastewater since that function is moving to the Utilities Department.

All of the Operations Services Supervisors are on the following pay band under the AFSCME Supervisory Unit salary schedule: \$95,053 - \$133,746 annually. No changes to the salary range are being proposed. Employees in this classification are also eligible for certificate pay for possessing certain related technical certifications related to the position.

Staff met with the AFSCME, Local 101 labor group to discuss this new position and the proposed job description. The agreed upon changes have been incorporated into the attached job description.

Attachments:

1. Draft Job Description for Operations Services Supervisor - Streets, Stormwater & Drainage & Trees

**PUBLIC WORKS DEPARTMENT
OPERATIONS DIVISION
STREET/STORMWATER & DRAINAGE/TREE SECTION
OPERATIONS SERVICES SUPERVISOR**

GENERAL DUTIES: Under general supervision and direction, the Operations Services Supervisor leads and supervises the staff of the Street/Stormwater & Drainage/Tree Section and is responsible for all aspects of operation and maintenance of the City's street/stormwater & drainage/tree functions and programs; work includes: repair and maintenance of streets, sidewalks, traffic and wayfinding signs and markings, street sweeping, graffiti abatement, maintenance of stormwater/drainage systems, including inventory, maintenance, and replacement and flood control and street trees; work also includes the operation of related equipment and tools; supervises, evaluates, and occasionally assists in the work of maintenance staff; responsible for review, evaluation, and problem solving of difficult and complex operation and maintenance challenges; reviews and evaluates operation and maintenance performance, implementation of regulatory or process changes, and assists the Deputy Director of Public Works - Operations in the development and management of the department budget; demonstrates a thorough understanding of all applicable regulatory requirements, policies, procedures, and work methods associated with assigned duties; coordinates activities with other departments and interacts with outside agencies, organizations, and the public; performs other related duties as required. The City of Gilroy supports cross-training in other field operation areas, therefore, may perform work in support of the Parks & Landscape Section as assigned. This is a non-exempt position in the AFSCME, Local 101 Supervisory Unit.

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 the City's diversity, equity, and inclusion efforts.

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. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
2. Reviews requests and complaints from City staff, Council and residents concerning street, street sweeping, graffiti, shopping cart, neighborhood clean-up, flooding, damage and other service requests for the Streets Section; follows up to review status of actions taken, and responds to questions, complaints and emergency calls from the general public and takes appropriate courses of action.
3. Plan, organize, lead and monitor Street, Stormwater/Drainage, and Tree Section activities, including inspecting, cleaning, maintaining, and repairing stormwater/drainage lines; maintaining and making improvements to streets, curbs, gutters, sidewalks, and drainage facilities; painting traffic control lines, street symbols, and curb markings; installing and maintaining street signs; street sweeping, graffiti removal, trash removal, and leaf pick-up; planting, caring for, and maintaining publicly-owned trees.
4. Conduct safety training and development programs for assigned personnel and maintain training records.
5. Coordinates the selection, orientation, training, and evaluation programs for assigned personnel; provide or coordinate staff training, identifies and resolves training deficiencies as needed.
6. Determine priorities, methods, and sequences of work necessary to achieve objectives; assign personnel, material, and equipment in accordance with priorities and needs.
7. Drive to and from various work sites to meet with staff to monitor traffic control and safety conditions involving staff, contractors, and other agency representatives.
8. Assists in the development and implementation of the annual street slurry seal and sidewalk replacement projects.
9. Coordinates special projects related to neighborhood cleanup and improvement projects, traffic calming, street sweeping expansion needs, and special events.
10. Inspect work in progress; ensure compliance with standards; inform manager and/or director 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 the maintenance of safe working conditions, good housekeeping practices and the use of safe work practices by employees under their supervision.

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. Direct and participate in the maintenance of necessary records and prepares periodic activities reports.
17. May perform work, and/or cross train, in support of the Parks & Landscape Section as assigned.
18. May supervise the urban runoff pollution prevention program activities or assist the Environmental Programs Manager as assigned.
19. Manage various permits and agreements related to the work.
20. Perform other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Advanced knowledge and skill in the operation and maintenance of street/stormwater & drainage/tree systems, including operation of a variety of specialized equipment.
2. Must exhibit a high degree of interpersonal skills and emotional intelligence.
3. Sufficient skill to operate a personal computer and proficiency with MS Office programs such as Excel, Word, and Outlook.
4. Establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions.
5. Interact appropriately with staff, management, City officials, contractors, and others in the course of work.

KNOWLEDGE: Knowledge of:

1. Methods, equipment, materials, and techniques used in the repair, maintenance, and construction of street, stormwater & drainage, and tree infrastructure including, but not limited to, streets, curbs, gutters, sidewalks, stormwater and drainage facilities, and different species of publicly owned trees.
2. 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.
3. State of California and U.S. Department of Transportation traffic control, and street and highway construction and maintenance, and be familiar with the Manual of Uniform Traffic Control Devices (MUTCD) and its implementation.
4. Principles of supervision and training.
5. Customer service techniques.
6. Report and letter writing.

7. Basic arithmetic, correct English usage, grammar, spelling, and punctuation.
8. Working knowledge of basic spreadsheets and computerized maintenance management systems and/or experience with a computerized database.

ABILITIES: Ability to:

1. Effectively plan, organize, direct, and review the work of employees.
2. Acquire a thorough knowledge of all aspects of the City's streets, stormwater/drainage system, and publicly owned trees.
3. Prepare budget requests, construction and maintenance cost schedules and specifications for equipment and vehicles used by the Street/Stormwater & Drainage/Tree Section.
4. Read and interpret technical materials such as material and equipment specifications, plans, maintenance and repair manuals, and other materials related to the Street/Stormwater & Drainage/Tree Section work.
5. Communicate effectively, both verbally and in writing.
6. Operate a personal computer using word processing and spreadsheet software.
7. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public.
8. As required, perform medium to heavy physical labor including lifting and carrying heavy objects.
9. Work out of doors for extended periods often under possible unfavorable weather conditions.
10. Use computerized maintenance management software (CMMS), field integration software, and geographic information systems (GIS) mapping to issues work orders, maintain and extract asset information, monitor and evaluate maintenance programs, department performance, and department goals and objectives.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:

1. Computer, keyboard, and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier or multi-function machine (copy, scan, fax)
5. Calculator
6. Camera
7. Handcart or dolly
8. Two-way radio
9. Safety goggles, gloves, hard-hat, shoes, ear plugs, first-aid kit, and safety vest
10. Aerosol cans, solvents, paint, thinners, pesticides, etc.
11. Hand tools, rakes, shovels, drills, sanders, etc.
12. Ladders

13. Soil compactor
14. Water pump
15. Welder
16. Auger
17. Power tools, drill, saw, concrete saw, chain saw, chop-saw, trench snapper, circular saw, etc.
18. Air compressor, jack hammer, clay spade
19. Traffic control barricades, cones, signs, and light bars
20. Automobile, truck, or van
21. Heavy equipment, loader, dump truck, Vactor truck, tractor mower, roller, backhoe, asphalt spreader, sweeper, forklift, water truck, etc.
22. Paint truck and portable sprayer
23. Oiler, crack seal machine

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 traffic control, stormwater/drainage cleaning, etc.
3. Walking during traffic control, stormwater/drainage cleaning, marking U.S.A. locates, etc.
4. Stooping, while picking up materials and equipment, setting up traffic control cones, etc.
5. Kneeling when repairing wastewater lines, etc.
6. Bending when painting, viewing stormwater and drainage lines or drain inlets, raking asphalt, shoveling, repairing pipes, marking U.S.A. locates, etc.
7. Climbing, when working in and on heavy equipment or out in the field.
8. Twisting, when watching for traffic, using paint stencils, moving barricades/cones, shoveling debris or dirt, etc.
9. Pushing/pulling when raking asphalt, laying concrete, installing pipe, etc.
10. Lifting concrete sacks, barricades and cones, stormwater and drainage lids, and other items weighing up to 50 pounds.
11. Carrying hand tools, rakes, shovels, cones, stencils, radios and other field equipment, etc.
12. Dragging while moving manhole covers, 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 most of these physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

SENSORY DEMANDS:

Employees spend a significant amount of their time working outdoors. For safety reasons, employees are required to utilize all 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, multi-function machine (copy/scan/fax), calculator, etc.

1. Seeing, color vision is necessary when identifying color-coded signage and when painting and marking U.S.A. locates.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others.

3. Speaking, employee must be able to communicate with co-workers, customers, and the public.
4. Touching/feeling, employee must be able to differentiate between sharp or hot objects, to prevent injury or an unsafe condition when working in the field.
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 25% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, concrete, etc.
3. Noise Level: Conducive to office settings with phones, copiers, 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.

Field Conditions:

1. Outdoors: Typical field conditions, approximately 75% of the time.
2. Travel: Under varying conditions via automobile, 5-10% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, carpet, tile, wood, 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 pipelines and 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, paint, propane, gasoline, stormwater/drainage gases, concrete dust, asphalt dust, pollen, 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 with heavy equipment must be aware of their surroundings to avoid injury to others or damage to unexposed electrical, irrigation, water, and gas lines. There is potential exposure to biological waste or bloodborne pathogens when working in the stormwater/drainage system.

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

ATMOSPHERIC CONDITIONS:

Minimal to high exposure to vapors occurs due to solvents, paints, vehicle exhaust, chemicals, propane, sewer gases and other materials.

Some exposure to vapors occurs due to the close proximity of the parking lot area. Typical office exposure may result from use of copiers/multi-function machines, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from high school or GED. A college degree, from an accredited college or university, in a related field of study is preferred.
2. Six (6) years of experience in any combination of street, stormwater & drainage, and/or tree/forestry system operation and maintenance, including two (2) years of senior/lead experience at a senior/lead worker level or higher.
3. Possess at time of hire, or obtain within 12 months of appointment, and maintain one of the following:
 - a. A State of California Qualified Applicator Certificate or License
 - b. A State of California Pest Control Advisor License
 - c. Twelve (12) college semester units from an accredited college or university OR twelve (12) continuing education units (CEUs), OR 120 hours of documented training in a combination of street, sidewalk, storm drain, curb, gutter, street painting, traffic control, and/or street signs.
4. Completion of training programs in the areas of employee supervision and evaluation is strongly preferred; completion of a supervisory or lead worker training academy strongly preferred.
5. Subject to weekend work, work on holidays, varied shifts, and recall on an emergency or as needed basis.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). Possess and maintain a valid California Class A Driver License. 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.
7. Pass an employment background check including a Department of Justice criminal record check.
8. Pass a post-offer medical examination, which includes a drug test.
9. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Update Part-Time/Hourly Pay Rates to Comply with State of CA Minimum Wage Effective January 1, 2025

Meeting Date: November 25, 2024

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

RECOMMENDATION

Approve updates to select Part-Time/Hourly pay rates to comply with the State of California minimum wage requirement effective January 1, 2025

BACKGROUND

Effective January 1, 2025, the State of California minimum wage will increase to \$16.50 per hour. The City of Gilroy has four hourly/part-time/temporary/seasonal positions that are currently slightly below this required amount. Therefore, effective January 1, 2025, the following amendments to the Part-Time/Temporary/Seasonal/Hourly Salary Schedule are needed:

Job Classification	Current Hourly Rate	Change Needed 1/1/25 for Compliance with State of CA Minimum Wage Regulation
Recreation Leader I	\$16.48	\$16.50
Student Worker	\$16.48	\$16.50
Police Cadet (High School Student)	\$16.48 - \$17.51	\$16.50 - \$17.51
Bachelor's Intern	\$16.48 - \$18.65	\$16.50 - \$18.65

Given that the adjustment is a very small amount, there is no impact to the overall salary schedule or any other classifications that need to be adjusted.