



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



MONDAY, NOVEMBER 27, 2023 | 5:30 PM

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

Chair: Nita Edde-Mitchell

Vice Chair: Marissa Haro

Commissioners: Robin Bronze, Catherine Cummins, Vacant

Staff Liaison: LeeAnn McPhillips, Human Resources Director



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



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

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

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PUBLIC COMMENT GUIDELINES:

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

The agenda for this regular meeting is as follows:

1. **OPENING**

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

1.2 **Roll Call**

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

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

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

3. **APPROVAL OF MINUTES**

3.1. Approval of Minutes for the Meeting of August 28, 2023 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

5.1. 2024 Personnel Commission Meeting Schedule

5.2. Personnel Commission Annual Presentation to City Council December 4, 2023

5.3. Harassment & Discrimination Prevention Training for Managers/Supervisors and Employees

5.4. Training Related to Update of Human Resources Rules & Regulations Project

5.5. Recruitment and Employment Status Report

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **December Special Meeting Date**

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

2. Public Comment

3. Possible Action:

1. Select date for December Special Meeting

7.2. **Job Description and Salary Range for New Classification of Community Engagement Coordinator**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:
 1. Review and approve recommended job description for Community Engagement Coordinator.
 2. Review and approve recommended salary range for Community Engagement Coordinator

7.3. **Job Description and Salary Range for New Classification of Environmental Programs Coordinator**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:
 1. Review and approve recommended job description for Environmental Programs Coordinator.
 2. Review and approve recommended salary range for Environmental Programs Coordinator.

7.4. **Job Description and Salary Range for New Classification of Supervising Code Enforcement Officer**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:
 1. Review and approve recommended job description for Supervising Code Enforcement Officer.
 2. Review and approve recommended salary range for Supervising Code Enforcement Officer.

7.5. **Updates to Job Description for Fire Engineer**

1. Staff Report: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager
2. Public Comment
3. Possible Action:
 1. Review and approve recommended updates to Fire Engineer job

description.

7.6. **Update Select Hourly Rate Ranges for Part-Time/Temporary/Seasonal Positions to Comply with January 1, 2024 Minimum Wage Requirement**

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

2. Public
Comment

3. Possible
Action:

1. Staff recommends that the Personnel Commission take the following actions:

Implement the following hourly rate changes for the hourly classifications listed below effective January 1, 2024:

a. Recreation Leader I – \$16.00 per hour

b. Intern – Bachelor's – \$16.00 – \$18.11 per hour

c. High School Work Experience Student Worker – \$16.00 per hour

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

8.1. Job Description and Hourly Rate Range for Part-Time Police Cadet Position

8.2. Updates to Sworn Police Job Description Series

8.3. Job Descriptions and Salary Ranges for New Utility Department Positions (Utility Business Manager, Environmental Engineer I/II)

8.4. Update to Fire Captain Job Description

9. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for January 22, 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 28, 2023 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Edde-Mitchell called the meeting of August 28, 2023 to order at 5:41 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 August 25, 2023 at 7:35 a.m.

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

III. APPROVAL OF MINUTES

- A. *For the special meeting dated June 26, 2023 – on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the minutes for the June 26, 2023 meeting were approved on 4-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – Human Resources Director McPhillips provided an update on the following item:

- *Human Resources Director McPhillips reported on the upcoming Employee Recognition and Service Awards BBQ being organized by the Employee Appreciation Committee to be held on September 27, 2023.*
- *Human Resources Director McPhillips reported on the Employee Health & Wellness Fair Event that is tied to the health benefits open enrollment cycle. This event for employees is scheduled for October 11, 2023.*

V. INFORMATIONAL ITEMS

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

VI. NEW BUSINESS

- A. *Updates to the Public Works Director Job Description – Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Bronze, seconded by Commissioner Haro, the updated job description for the classification of Public Works Director was recommended for approval; motion passed on a 4-0 vote.*

- B. *New Job Description and Salary Range for Utilities Director - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the job description and salary range for the classification of Utilities Director was recommended for approval; motion passed on a 4-0 vote.*
- C. *Updates to the Network Administrator Job Description - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Cummins, the updated job description for the classification of Network Administrator was recommended for approval; motion passed on a 4-0 vote.*
- D. *Updates to the City Engineer/Transportation Engineer Job Description - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, the updated job description for the classification of City Engineer/Traffic Engineer was recommended for approval; motion passed on a 4-0 vote.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS

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

VIII. ADJOURNMENT - *the meeting adjourned at 6.11 p.m. on motion from Commissioner Cummins, seconded by Commissioner Haro; motion passed 4-0. The next regular meeting was noted as scheduled for September 25, 2023 at 5:30 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

2024 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 22

Monday, February 26

Monday, March 25

Monday, April 22

Monday, May 20*

Monday, June 24

Monday, July 22

Monday, August 26

Monday, September 23

Monday, October 28

Monday, November 25

Monday, December 23

*May meeting moved up to May 20 (special meeting) as May 27 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 2023	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 11/24/23
Police Officer – Lateral, Academy Graduate, Current Academy Cadet	9/28/23	Continuous	3 total (can hire at any level)	Accepting & screening applications	5
Police Officer Trainee	9/28/23	Continuous	3 total (can hire at any level; 2 candidates in background check)	Accepting & screening applications	12
Public Safety Communicator – Lateral	5/30/22	Continuous	4 (can hire at any level; 1 to interview process)	Accepting & screening applications	14
Public Safety Communicator Trainee	1/25/23	Continuous	4 (can hire at any level; 2 in background)	Accepting & screening applications; screening	40
Hazardous Materials Inspector I/II	10/16/23	Open Until Filled	1	Accepting applications; screening	16
PT Recreation Leader II/III (Adaptive)	9/12/23	Open Until Filled	1	Accepting applications; screening	5
Firefighter Trainee (Licensed Paramedic)	11/18/23	Continuous	1 plus 2 new positions 7/1/24	Accepting applications	0
Fire Captain (Promotional)	10/27/23	1/5/24	1	Accepting applications	1
Management Analyst (Admin/Grants and PW)	TBD	TBD	2	Job flyer under review	n/a

Recruitments in Process – November, 2023	Status
Police Officer (All Levels)	1 Police Officer Trainee in final pre-hire steps; 1 Police Officer (Lateral) in background review; 1 Police Officer Trainee in background check.
Public Safety Communicator – Lateral	1 part-time per diem in background check
Public Safety Communicator Trainee	1 candidate to department interview
Community Services Officer	3 candidates in background check
PT Property & Evidence Technician	1 candidate in final pre-hire steps
Police Records Technician I	1 candidate in background check

Recruitments in Process – November, 2023	Status
Detention Services Officer	1 candidate in background check
Network Administrator	3 candidates to second round interview/practical process
Accounting Assistant I	11 candidates to interview process
PT Office Assistant I	1 candidate in final pre-hire steps
Engineering Technician/Inspector I	1 candidate provided job offer to start 12/1/23
Utilities Director/Public Works Director	Interviews scheduled for 12/8/23
City Engineer/Transportation Engineer	Working to schedule interview process
Housing & Community Services Manager	1 candidate in background check
Hazardous Materials Inspector I/II	Screening applications
PT Recreation Leader II/III (Adaptive)	Accepting and screening applications

Hiring/Promotion/Separation Information (November 2023)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
ALEXA SOLIS CORREA	RECREATION LEADER I	9/18/2023
BRITTANY RHOADES	PUBLIC SAFETY COMMUNICATOR – TRAINEE	9/18/2023
JOSE PONCE RANGEL	FIREFIGHTER (LICENSED PARAMEDIC) (UPGRADE FROM TRAINEE)	9/20/2023
CATHERINE CANSECO	RECREATION LEADER I	9/28/2023
MERYSU JIMENEZ	RECREATION LEADER I	9/28/2023
JESSICA GAETA	OFFICE ASSISTANT I – RECREATION (UPGRADE FROM PART-TIME OFFICE ASSISTANT)	10/2/2023
ANGELICA HARRIS	HUMAN RESOURCES ANALYST	10/10/2023
PAOLA CANUTO CARBAJAL	RECREATION LEADER I	10/16/2023
KATTY ALVAREZ	FINANCIAL ANALYST	11/1/2023
VICTORIA VALENCIA	ECONOMIC DEVELOPMENT MANAGER	11/6/2023
MARIAH MAGANDA	OFFICE ASSISTANT I – COMMUNITY DEVELOPMENT	11/8/2023
MARIO RODRIGUEZ SALINAS	POLICE OFFICER (UPGRADE FROM DETENTION SERVICES OFFICER)	11/9/2023
JUSTIN GALLEGOS	PT RECREATION SPECIALIST	11/21/2023
BRYAN HERNANDEZ	PT RECREATION SPECIALIST (UPGRADE FROM PT RECREATION LEADER)	11/21/2023
DIANA HEREDIA	PT HUMAN RESOURCES & RISK MANAGEMENT OFFICE ASSISTANT	11/27/2023
KATHERINE POVIO	PUBLIC SAFETY COMMUNICATOR (LATERAL)	11/27/2023

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
JUAN GUEVARA	POLICE OFFICER	8/31/2023
BRENDAN MCDONAGH	FIREFIGHTER (60 UNITS)	9/11/2023
VERONICA NAJERA RUIZ	POLICE RECORDS TECHNICIAN I	9/19/2023
NEIL GARRETT	DETENTION SERVICES OFFICER	9/20/2023
HEIDI BATES	PUBLIC SAFETY COMMUNICATOR – TRAINEE	9/28/2023



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: December Special Meeting Date
Meeting Date: November 27, 2023
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Select date for December Special Meeting

BACKGROUND

Earlier this year, the Personnel Commission amended its bylaws to change the regular meeting schedule from the second Monday of each month to the fourth Monday of each month. It is also noted that if the regular meeting date falls on a holiday that the meeting will be moved to the following Monday. In this instance, the fourth Monday of December falls on December 25th which is a holiday and City offices are closed. There is not a following Monday in December, therefore, an alternate date needs to be identified so there is a December meeting date on the calendar. Staff proposes that a special meeting be scheduled for Monday, December 18, 2023, as an alternative. If there are items to be heard, then the meeting will take place as scheduled. If there are no items to be heard, then the meeting can be canceled.

If Monday, December 18, 2023, is not a good date for the Commission, an alternate date can be identified for a potential special meeting of the Personnel Commission.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for New Classification of Community Engagement Coordinator

Meeting Date: November 27, 2023

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

RECOMMENDATION

1. Review and approve recommended job description for Community Engagement Coordinator.
2. Review and approve recommended salary range for Community Engagement Coordinator

BACKGROUND

During the recent budget process, the City Council approved the position of Community Engagement Coordinator being added to both the Administration Department and the Police Department. A placeholder for these two positions were included in the budget adopted by Council.

Over the last few months, staff worked to develop a job classification to express the duties and responsibilities of this position. While the work assignments may be different depending upon department assigned, the core work is similar for both positions. Working with the managers in each department, the attached job description was developed. Community outreach and engagement work has increased in both the police department and city-wide. The police department work is significant and warrants a dedicated position as there are numerous community events that require a lot of coordination and planning. In addition, the department has increased the use of social media, department website, and community-based programs and academies which this new position will support. In Administration, we currently have one full-time Communication and Engagement Manager supported by a part-time Communication Assistant. The part-time Communication Assistant position will be replaced by this full-time Community Engagement Coordinator. This full-time position in Administration will assist the Communication and Engagement Manager perform outreach and engagement work on a city-wide basis. An increased use of social media and other communication platforms as

well as the need to promote various city and community activities has led to needing additional support.

As noted above, the job description for this new position is attached. The Police Chief and Communications & Engagement Manager have both reviewed the draft description and provided input.

After evaluating other similar positions with comparable agencies as well as evaluating our internal equity, staff is recommending the salary range of \$71,247 – \$95,478 plus an excellent benefits package for this position. This salary range is the same range assigned to the Recreation Coordinator and Community Coordinator positions. This professional level, non-exempt position will fall within the AFSCME, Local 101 labor group, therefore, this position description and salary range was shared with the AFSCME group. To date, no specific feedback or changes has been received.

Following approval of the job description and salary range, staff will be initiating a recruitment process to fill the two positions.

Attachments:

1. Draft job Description for Community Engagement Coordinator

CITY OF GILROY COMMUNITY ENGAGEMENT COORDINATOR

GENERAL DUTIES: The Community Engagement Coordinator is responsible for performing duties to support the City's public relations, community outreach initiatives and disseminating information related to the City's operations, services, and policies and procedures. The Community Engagement Coordinator will provide support in various City programs by maintaining content on the City's website, digital media platforms, and coordinating social media and video communication functions, and working in the areas of public speaking, written communication, print and digital media communication, marketing, community engagement, photography and videography, and customer service. Duties may vary depending on the department assigned. If bilingual, the Community Engagement Coordinator may assist with verbal and written translation of communication materials. Evening and weekend hours may be required. This is a non-exempt, professional-level position reporting to a manager within assigned work area.

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 regarding punctuality and attendance.

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Maintain, enhance, and coordinate general residential and business community outreach of City programs as assigned. Outreach may vary depending upon department assignment. For example, when assigned to the Administration Department, outreach may take on a more City-wide focus to include outreach related to the City Administrator, City Council, various department-related initiatives, and various community events (i.e., community clean-up dates). When assigned to the Police Department, outreach may include crime prevention programs, various community engagement events (i.e., National Night Out, Coffee with a Cop, Ice-Cream with a Cop, etc.), coordination of community police academies, South County Youth Task Force programs, and other similar programs.
2. Promote the community and city/department organization to others to sustain and strengthen the sense of community identity.
3. Coordinate City/Department initiated special events as assigned.
4. Listen to and/or review public comments and communicate concerns and/or observations to the City

Administrator, Communication & Engagement Manager, Police Chief, Police Captain, or other manager as appropriate.

5. Draft and/or review press releases, speeches, articles for City officials as needed. When assigned to the Administration Department may be subject to call back to coordinate crisis response. When assigned to the police department, may be subject to call back to coordinate public information flow during a critical incident.
6. Utilize and coordinate digital media platforms to engage and inform members of the community.
7. Coordinate information flow with the media, community, businesses, and non-profit organizations.
8. Conduct research, including public opinion surveys, market trend analysis, research analysis, and evaluations, or monitor vendors for this purpose, to aid the preparation, implementation, and assessment of public information strategies and tactics.
9. Evaluate and extrapolate key data points to synthesize and share relevant information with the public as approved.
10. Develop and maintain websites and prepare content for websites and digital media programs.
11. Take photos and videos at events or as needed for engagement and/or marketing purposes.
12. Develop ideas and new ways to engage the community regarding City/Department operations and services.
13. Participate in the planning, preparation, and practice for departmental and Citywide emergency public information activities.
14. Provide informational tours to community groups, visitors, and others as assigned.
15. Provide public information support, and/or other required support, to the City's Emergency Operations Center.
16. Attend and participate in training programs related to work.
17. Adapt to changing priorities, handle unexpected situations, and adjust communication strategies accordingly.
18. Perform other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS: Skill in:

1. Communicating effectively with other professionals and members of the public both verbally and in writing.
2. Preparing clear and concise press releases and other written reports, to include "End of Year" publication.
3. Excellent customer service techniques.
4. Possess an awareness of and respect for various cultures and communities, while also having the capacity to communicate effectively and courteously across diverse backgrounds.
5. Analyzing situations accurately, using independent judgment, and adopting practical courses of action.
6. Maintaining sensitivity to social and cultural diversity and awareness.

7. Ability to handle sensitive and confidential information with the utmost discretion professionalism.
8. Demonstrate outstanding interpersonal abilities to build and sustain productive professional connections with internal team members, external organizations, community leaders, and members of our community.
9. Using creative and innovative methods in assignments and problem resolution.
10. Collaborating with team members, senior executives, and, at times, city council members.
11. Proficiency in using various communication tools and technologies, including social media platforms, content management systems, graphic design software, and multimedia production.
12. Provide public presentations to a wide range of large and small audiences.

KNOWLEDGE: Knowledge of:

1. Principles and practices of community outreach, engagement, and public relations.
2. Principles of graphic design, photography, video production, and usage of social media platforms.
3. Conflict resolution techniques.
4. Methods, techniques, for developing press releases, newsletters, distribution of information, and public presentations.
5. English grammar and spelling to ensure professional written work.
6. Marketing and advertising techniques.
7. Crisis communication strategies and experience managing communications during emergency situations or critical incidents.

ABILITIES: Ability to:

1. Manage, plan, coordinate and implement an effective engagement initiatives and public communication program.
2. Build constructive relationships by promoting and developing effective partnerships with other departments, employees, community members, community agencies, the media, and businesses.
3. Read and interpret laws, ordinances, and regulations affecting the operations, programs, and services of the City.
4. Exercise excellent judgement and creative problem-solving.
5. Shoot and edit photography and videography content.
6. Deal courteously and effectively with staff, participants and community groups with the focus centered upon excellent customer service.
7. Work creatively and flexibly in a team environment, operating autonomously under minimal supervision, but accepting direction, supervision, and guidance when appropriate.
8. Organize and manage multiple projects and initiatives simultaneously, including setting priorities, meeting deadlines, and coordinating resources effectively.
9. Learn about the city organization, departments, and functions to give interesting and informative tours of the city and to provide interesting, accurate and relevant content for communications with the

community.

10. Provide public information support in the City's Emergency Operations Center.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, and monitor
2. TV, recording, and video editing equipment
3. Video camera
4. Digital camera
5. LaserJet or ink jet printer
6. Telephone or headset
7. Multi-Function Machine (copy, scan, fax)
8. Calculator
9. Postage meter and scale
10. Lettering machine
11. Binding machine
12. Microfiche reader
13. Paper shredder
14. Paper cutter
15. Computer scanner
16. Specialized computer software
17. Automobile
18. Handcart

PHYSICAL DEMANDS:

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

1. Sitting for prolonged periods of time while working at a computer or attending meetings.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling, boxes of files or training materials, up to 50 lbs. with a hand cart
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, radio, or automobile. When working and traveling in the field, all senses are used.

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low-level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical outdoor conditions during special events or recruitment testing, less than 10% of the time.
2. Travel: Varying conditions in an automobile, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, and uneven surfaces while documenting claim information or when attending recruitment testing functions.
4. Noise Level: Varying low to high equipment noise during special events or at recruitment testing sites.
5. Lighting: Normal outdoor conditions, and some exposure to extreme hot, cold, and rainy weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle and outdoor equipment.
7. Dust: Normal, outdoor levels to high outdoor levels associated with special events or recruitment activities.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, scanner, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter. When working or traveling in the field, there is some exposure to mechanical hazards, especially when utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

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

REQUIREMENTS, TRAINING EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university with major course work in Communications, Public Relations, Journalism, English, Criminal Justice, Sociology, or a closely related field. Additional full time professional related experience may, at the sole discretion of the City of Gilroy, be substituted for the required education with two years of additional directly related full-time work experience being equivalent to sixty semester units of college-level course work.
2. Three (3) years of experience in public relations, community outreach and engagement, communications, or graphic design preferably in a local government agency.
3. Must be available for some evening and occasional weekend work.
4. Subject to afterhours callout for emergency situations/critical incidents and/or activation of the Emergency Operations Center.
5. Experience with digital media, desktop publishing software, and Adobe Creative Cloud software is highly desired.
6. Possession of a valid California Class C driver's license and a safe driving record.
7. Pass a background check which includes a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.
9. Bilingual skills (English/Spanish) desired, but not required.



City of Gilroy

Personnel Commission

STAFF REPORT

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

Meeting Date: November 27, 2023

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

RECOMMENDATION

1. Review and approve recommended job description for Environmental Programs Coordinator.
2. Review and approve recommended salary range for Environmental Programs Coordinator.

BACKGROUND

x

ANALYSIS

x

PUBLIC OUTREACH

x

CONCLUSION

x

Attachments:

1. Draft Job Description for Environmental Programs Coordinator

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ENVIRONMENTAL PROGRAMS COORDINATOR**

GENERAL DUTIES: Under general supervision of the Public Works Director or City Engineer, coordinate a comprehensive environmental protection program and ensure compliance in the areas of solid waste, waste reduction, municipal separate storm sewer systems, recycling, energy and natural resources conservation, and water conservation and resource use. This is a non-exempt, professional-level position reporting to a management-level employee in the Engineering Division.

GENERAL REQUIREMENTS:

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

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

Compliance - Follows the policies, rules and regulations of the City and department.

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manage the City's solid waste recycling contract, implement various recycling and source reduction programs including household hazardous waste, water, and energy conservation, to achieve environmental and economic benefits.
2. Coordinate with garbage and recycling contractor to further develop the recycling opportunities for curbside, multi-family, and commercial/industrial collection programs.
3. Respond to residents, businesses, and City staff regarding Gilroy's solid waste, water and energy conservation programs through telephone/email requests, and in-person.
4. Prepare reports and written and oral correspondence regarding the City's environmental programs and initiatives.
5. Lead efforts to ensure compliance with current regulatory requirements and legislation. Develops long-range work plans for program compliance.
6. Oversee the City's compliance with its municipal separate storm sewer systems (MS4) permit.

7. Participate in public outreach programs and public education to the residential, commercial, and industrial sectors of Gilroy using the following methods: developing brochures, fact sheets and other collateral materials, provide presentations to public schools, businesses, community events, and coordinate with the local media to achieve greater community awareness of Gilroy's conservation programs.
8. Reduce the energy and water usage of Gilroy's residential community to meet or exceed the City's reduction goals through an ongoing educational program.
9. Serve as a voting member on the County's Recycling and Waste Reduction Commission representing the City of Gilroy regarding solid waste and other environmental issues. Serve on additional countywide subcommittees as required.
10. Manage and prepare contracts with consultants and contractors for various environmental program-related projects.
11. Manage, organize, and direct recycling and waste reduction programs.
12. Oversee and coordinate the activities of storm drain and stormwater programs.
13. Coordinate with city street maintenance crews on relevant storm water compliance matters.
14. Collaborate with the South County Regional Water Authority (SCRWA) regarding pretreatment and wastewater treatment management.
15. Perform detailed analysis of environmental programs in relation to relevant regulations and standards of performance.
16. Collaborate with internal and external organizations and agencies to respond to regional environmental demands and support short- and long-term goals.
17. Explore, research, and implement new environmental initiatives and activities for efficient and effective use of resources through various environmental programs.
18. Represent the City to other agencies, regulatory bodies, and related organizations.
19. Remain updated on legislation and policies of regulatory agencies for accurately informed planning of future environmental activities.
20. Oversee and participate in the preparation of budgetary planning and actions. Monitor budgets and spending to ensure efficient use of resources and funds.
21. Provide technical assistance and information to inquiring parties and other City departments.
22. Evaluate current environmental programs to adjust to changing community needs.
23. Research and pursue grants by budgeting revenues and expenditures.
24. Organize plans to achieve goals and objectives set for the division.
25. Monitor ongoing environmental initiatives for compliance and efficacy to meet the needs of the city.
26. Make recommendations for pertinent revisions to City ordinances as necessary.
27. Anticipate the environmental needs of the city and prepare future plans to adjust current environmental plans for the longevity of the programs.
28. Participate in training programs related to assigned work.
29. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Operate a personal computer using word processing, data management, and spreadsheet software including Microsoft Office.
2. Customer service skills.
3. Effectively lead a team in a supervisory capacity to encourage employee input and involvement throughout various environmental programs.
4. Meet operation deadlines in accordance with prescribed goals and other objectives.
5. Public speaking involving audiences of various ages, languages, and economic backgrounds.

KNOWLEDGE: Knowledge of:

1. Solid waste management, recycling, water conservation, general areas of energy conservation, solid waste management, urban beautification, and household hazardous waste materials.
2. Federal, state, and local laws, rules, and regulations affecting environmental programs and the interpretation and administration thereof.
3. Contract and grant administration principles.
4. Current municipal separate storm sewer systems laws and permit requirements.
5. Modern principles of organization, administration, and management; local environmental, political, and planning issues of concern to the City.
6. Current waste reduction technologies, methods, and materials to support the City's environmental and sustainability goals through implementation of a broad range of programs.
7. Relationships between the City, the public, and other government agencies.
8. Research methods and informational sources regarding environmental programs and related areas.
9. Relevant updates and changes in recycling, storm drain, and waste reduction programs and other related environmental protections programs.
10. Environmental issues and concerns affecting the City of Gilroy and surrounding areas.
11. Pollution prevention and waste management principles.
12. Safe work practice and regulations.
13. Principles of stormwater management and storm drain systems.
14. Effective management, training, and supervision of teams of employees.
15. Budget preparation and administration.

ABILITIES: Ability to:

1. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.

2. Express oneself clearly and concisely, both orally and written.
3. Analyze statistical data and compile reports to reflect trends and the current status of the City's environmental programs.
4. Represent the City in a technically proficient and professional manner to present information and reports to the relevant personnel.
5. Correspond effectively with other public agencies and organizations to support the environmental objectives of the city in relation to waste reduction, stormwater management, and recycling.
6. Conduct research for future initiatives, projects, and changes to existing infrastructure regarding environmental programs.
7. Evaluate complex obstacles and provide effective alternatives. Makes recommendations for policy changes as necessary.
8. Maintain accurate, organized records and documentation.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include, but are not limited to the following:

1. Computer, keyboard, and monitor
2. LaserJet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. Multi-Function machine
7. Facsimile machine
8. Postage meter and scale
9. Digital camera
10. Paper shredder
11. Paper cutter
12. Specialized computer software
13. Tables and chairs
14. Display equipment, easels, boards, etc.
15. Automobile, truck, or van
16. Presentation equipment, microphones, overhead projectors, tape recorder, etc.

PHYSICAL DEMANDS:

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

1. Sitting, for prolonged periods of time while working at the computer or attending meetings
2. Walking
3. Standing, while making presentations or when working in a booth at a community event
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying, boxes of informational pamphlets/materials for display at community event booths

9. Pushing/pulling, boxes of informational material during setup and breakdown of booth
10. Lifting, up to 25 lbs., during presentations or when setting up for a community event booth
11. Driving, to meetings and community events throughout the County
12. Speed, in meeting deadlines and using office equipment

SENSORY DEMANDS:

Under typical office conditions, employees utilize these senses while using a computer, printer, telephone, fax machine, copier, adding machine, postage meter, paper shredder/cutter, camera, or radio. When working and traveling in the field, all senses are used, especially when responding to complaints of illegal dumping or littering throughout the city:

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios, and printers.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during presentations or when attending meetings, trainings, seminars, or public information events, less than 10% of the time.
2. Travel: Varying conditions in an automobile or plane, less than 10% of the time.
3. Flooring: Carpeting, linoleum, tile, wood, asphalt, grass, rock, uneven surfaces, etc.
4. Noise Level: Varying low to medium equipment noise at public events or when conducting presentations either indoors or outdoors.
5. Lighting: Normal outdoor conditions, and some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by vehicle.
7. Dust or Fumes: Normal to high outdoor levels of pollen, dust, or vehicle exhaust.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, multi-function machine, fax machine, postage meter, paper shredder, paper cutter, camera, and automobile. When traveling or working 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 or field environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A combination of education and experience equivalent to a bachelor's degree in Environmental Studies, Business Administration, Public Administration, or a related field AND two years of increasingly responsible work experience relating to environmental programs.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
3. May be subject to work evenings and weekends when participating in community events, attending Council meetings or other agency meetings.
4. Pass a Department of Justice criminal record check for employment.
5. Pass a post-offer medical examination, which includes a drug test.
6. Prefer non-tobacco user.
7. Bilingual in English/Spanish desired, but not required.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for New Classification of Supervising Code Enforcement Officer

Meeting Date: November 27, 2023

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

RECOMMENDATION

1. Review and approve recommended job description for Supervising Code Enforcement Officer.
2. Review and approve recommended salary range for Supervising Code Enforcement Officer.

BACKGROUND

Recently, the City Council approved an amendment to the FY 24 and 25 budget to include a placeholder for the position of Supervising Code Enforcement Officer. This action was the result of multiple discussions about various code enforcement issues requiring staff attention. Most recently, a new Sidewalk Vending Ordinance was approved by the City Council. This ordinance was needed for the City of Gilroy to regulate and manage the increased volume of sidewalk vendors throughout the Gilroy Downtown and community overall. Addressing these types of code enforcement problems, requires a significant amount of staff time. Further, the issues are becoming more complex requiring legal action and administrative hearings. Extensive documentation and understanding of laws are required to uphold code compliance actions. Similarly, actions related to illegal fireworks enforcement has been another time-consuming challenge.

As a result of the above and given the increased workload and need for higher-level expertise to oversee some of the more complex code enforcement programs, ordinances, and cases, the City Council supported adding a Supervising Code Enforcement Officer position to the team. This will allow a supervisor to oversee the code enforcement efforts and work, distribute the work across the team, ensure the team is focused on the most important issues, and directly take on the more complex assignments, projects, and cases.

This position description was developed by staff in Community Development where the code enforcement function resides. Input from the current code enforcement team was incorporated. The Supervising Code Enforcement Officer will report directly to the Building Official and those in the Code Enforcement Officer position will report to the new supervisor.

After evaluating the work of this new position, staff recommends that this supervisory position have a salary range of \$105,076 - \$140,812 plus an excellent benefits package. This recommended range puts the salary about 15% above the Code Enforcement Officer position. Based on Human Resources best practices, a 10-15% percent differential is appropriate for the next level supervisor. This supervisory, professional level, non-exempt position will fall within the AFSCME, Local 101 supervisory labor group, therefore, this position description and salary range was shared with the AFSCME group. To date, no specific feedback or changes has been received.

Following approval of the job description and salary range, staff will be initiating a recruitment process to fill this supervisor position.

Attachments:

1. Draft Job Description Supervising Code Enforcement Officer

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
SUPERVISING CODE ENFORCEMENT OFFICER**

GENERAL DUTIES: Under direct supervision of the Building Official, the Supervising Code Enforcement Officer supervises, organizes, coordinates, directs, and participates in the City's code enforcement activities, including investigating conditions, coordinating with and preparing documents for various departments, initiating procedures and providing educational programs to abate violations involving zoning ordinances, building codes, housing codes, public nuisances, property maintenance, and other issues relating to the health, safety and welfare of the community; handles the most complex and sensitive code enforcement activities; assists with research, development, and implementation of policies and procedures to ensure timely and accurate completion of work assignments in compliance with local and state regulations and codes; serves as a technical resource for assigned staff; investigates complaints of public nuisances and quality of life issues; seeks voluntary compliance or issues citations and initiates abatement procedures; and performs other related duties as required.

GENERAL REQUIREMENTS:

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

Attendance - Follows department/city policy in regard to punctuality and attendance.

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervise, organize, coordinate, direct, and participate in the City's code enforcement activities and supervise code enforcement staff.
2. Prioritize code enforcement activities and address the most complex and sensitive, often cross-departmental, cases.
3. Oversee and participate in investigating complaints regarding violations of municipal codes,

ordinances, standards, and health and safety regulations; documenting violations by securing photographs and other pertinent data; researching ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

4. Provide or coordinate staff training; work with employees to correct deficiencies; confer with and provide guidance to code enforcement staff regarding difficult inspection issues, code interpretations, and enforcement procedures.
5. Review, monitor and provide technical expertise, code interpretation assistance; advise on enforcement strategies on more complex incidents, and administrative matters.
6. Supervise the scheduling of and preparation for administrative appeal hearings.
7. Perform inspections of a complex nature and complaint investigations involving commercial and industrial inspections, rehabilitation housing inspection specializing in existing housing, single and multiple dwellings, and other related facilities.
8. Oversee and participate in the complex investigation and enforcement of municipal codes and other applicable state and federal rules and regulations as assigned.
9. Coordinate enforcement efforts with other City departments and outside agencies.
10. Explain, interpret, and make presentations of ordinances, codes, laws, rules and regulations to residents and groups, agencies, businesses, and other entities.
11. Inspect residential, commercial, and industrial buildings in various stages of progress against plans or specifications to ascertain code and/or zoning ordinance conformance.
12. Prepare a variety of written reports, memoranda, and correspondence.
13. Oversee and participate in the preparation of notices of violation and citations according to applicable codes and regulations; issuance of letters to property owners notifying them of violations; affixing notices of violation on properties to abate fire and public safety hazards and public nuisances.
14. Input and retrieve a variety of information using a variety of computer programs.
15. Conduct special studies, surveys and technical analysis of Department and City operations; prepare administrative reports as assigned.
16. Oversee and participate in activities to establish and maintain accurate and complete case files; prepare documents and evidence for court proceedings; testify in hearings and court proceedings as required.
17. Oversee and participate in activities to coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action; present testimony at nuisance abatement hearings.
18. Perform other duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Supervision, training, and evaluation of assigned employees.
2. Coaching employees to achieve optimal work performance.
3. Research and investigation of complex code enforcement matters.
4. Prepare written documentation and evidence in support of code enforcement actions.
5. Application of code enforcement techniques.
6. Detailed inspection work of building and housing with emphasis on existing housing.
7. Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
8. Research methods, standards, techniques, and terminology related to zoning and building code compliance and the construction industry.

KNOWLEDGE:

1. Applicable Federal, State, and local laws, codes, and regulations including administrative and departmental policies including the Municipal Code, Zoning Ordinance, amendments as shown in the State Building Code Title 24 or as adopted by the City of Gilroy.
2. Principles and practices of supervision and oversight of employees.
3. Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
4. Practices for documenting inspections, correcting violations, and carrying through court procedures.
5. Methods of construction and equipment installation.
6. Legal aspects of code enforcement.
7. Principles of record keeping and reporting.
8. Modern office practices, methods, and computer equipment.
9. Operational characteristics of code compliance equipment and tools.

ABILITIES:

1. Supervise, organize, plan, prioritize, assign, and review the work of assigned personnel engaged in code enforcement operations.
2. Handle the most complex, technical, and sensitive code enforcement activities.
3. Understand and interpret a variety of codes, ordinances, legal descriptions, City policies and procedures and other regulations to property owners, residents, and others.
4. Perform inspection, investigation and enforcement of applicable codes and ordinances of housing, building and fire nature.
5. Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.

6. Gather in an organized manner and weigh facts against applicable laws, rules and regulations and draw proper conclusions concerning questions and facts.
7. Use English effectively to communicate in person, over the telephone, and in writing.
8. Deal successfully with residents, business owners, homeowner groups, city, county, and state offices. Strong emphasis will be placed on interpersonal skills, communication skills, listening skills, conflict resolution, public speaking, decision making, letter writing, judgment, initiative, and other public contact type skills.
9. Read and interpret plans and specifications, technical written material, maps, blueprints, schematics, and legal descriptions.
10. Write correspondence, correction notices and reports clearly and concisely.
11. Contribute to the overall effectiveness of the division by being conscientious and professional in assigned work and relationships with staff and clients.
12. Prepare, maintain, and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
13. Organize work, set priorities, meet critical deadlines, and exercise sound, independent judgment within established guidelines.
14. Understand and carry out oral and written instructions.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, tablet, keyboard, and monitor
2. Office printer
3. Cell phone, telephone
4. Copier
5. Automobile, truck, or van
6. Paper shredder and cutter
7. Digital camera
8. Specialized computer software
9. Tape measure
10. Flashlight
11. Raingear and boots
12. Safety goggles, booties, gloves, steel-toe shoes, masks, and helmets
13. Disposable latex gloves and Tyvex coveralls
14. Report forms, pencils, and pens
15. Citation books
16. Gasoline pumps

PHYSICAL DEMANDS:

When working in the field or office, employee will perform the following physical activities which include conducting site visits, performing inspection and enforcement activities, handling files, briefcases, plans, code books, binders, and other work-related equipment.

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, when conducting site visits, inspections, or enforcement activities.

3. Standing, when conducting site visits, inspections, or enforcement activities.
4. Bending/squatting/crawling when conducting site visits, inspections, or enforcement activities.
5. Climbing, ladders, stairs, or roofs, when conducting site visits, inspections, or enforcement activities.
6. Balancing, when using ladders.
7. Twisting/reaching.
8. Carrying, equipment and tools.
9. Lifting, up to 50 lbs.
10. Driving, to homes or business facilities when conducting site visits, inspections, or enforcement activities, or when attending meeting and training.

SENSORY DEMANDS:

When working and traveling in the field, all senses are used during site visits, inspections, and enforcement activities. Under typical office conditions, employee utilizes these senses while using a computer, printer, phone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera, automobile etc.

1. Seeing, good (color) vision is necessary when trying to identify various materials or chemicals.
2. Speaking/Hearing
3. Touching
4. Smelling is necessary when detecting odors such as gasoline, chemicals, or decomposed byproduct during site visits, inspections, and enforcement activities.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 70% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers, or other office-related equipment.

Field Conditions:

1. Indoors/Outdoors: Typical field conditions, over 30% of the time, when conducting site visits, inspections or enforcement activities. In some cases, employee may be required to crawl or work in cramped spaces when performing inspections.
2. Travel: Under varying conditions via automobile or plane, 20% of the time.
3. Flooring: Asphalt, linoleum, gravel, dirt, wood, rock, mud, uneven surfaces, etc.
4. Noise Level: Varying low to high levels, while working near traffic, at a construction site, manufacturing plant, park, near a stream, etc.
5. Lighting: Conducive to a day or night setting. In emergency situations, such as working a chemical spill, inspection or investigation, employee may work in poorly lit areas.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility and is restricted in poorly ventilated areas such as a chemical storage site or sewer test manhole.
7. Dust or Fumes: Normal to high levels of dust, pollen, gasoline, vehicle exhaust, methane or fumes when conducting site visits, inspections or enforcement activities.

HAZARDS:

Mechanical and electrical exposure is low to high, depending on the inspection site, construction site, business or home being investigated. There is also potential for exposure to bees, insects, snakes, rodents, birds and other animals, and also drugs/alcohol and contagious diseases when performing routine inspection duties. Lastly, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

Exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, printer, copier, camera, radio, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:

Moderate to low exposure to fumes and gases may occur when visiting a site, performing an inspection, or conducting enforcement activities. Solvents, cleaners, decomposed byproducts from the sewer lines, construction site waste, gasoline, molds, vehicle exhaust, propane, and other types of hazards are common. Employees refer all hazardous waste situations to the Fire Department or Hazardous Materials team when necessary.

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

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Possess five (5) years of progressively responsible code enforcement experience in a public sector agency, including a full range of municipal code enforcement activities with complex investigation, reporting and monitoring responsibilities, plus experience in a leadership role, such as program development and/or management.
2. Possess certification as a Certified Code Enforcement Officer (CCEO) within one year of hire.
3. Possess a California PC 832 (Penal Code 832) certificate of completion.
4. Possess a high school diploma or G.E.D. certificate.
5. Possess and maintain a California Class C License and a safe driving record.
6. International Code Council (ICC) Residential Building Inspector Certification highly desirable
7. Pass a post offer medical examination, which includes a drug test.
8. Must pass an employment background check, including a Department of Justice criminal record check.
9. Bilingual (English/Spanish) desired, but not required.
10. Prefer a non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Job Description for Fire Engineer
Meeting Date: November 27, 2023
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Review and approve recommended updates to Fire Engineer job description.

BACKGROUND

A review of the Fire Engineer job description was recently completed as a recruitment will be starting soon. The goal was to ensure that the description did not contain any unnecessary barriers to internal candidates applying for promotion. While Fire Engineers may serve in the role of Acting Fire Captain, that assignment comes after the completion of probation and once the Fire Engineer completes their Acting Captain task book. Given this, a couple of classes were removed from the Fire Engineer minimum requirements for application since they are not a direct part of the main Fire Engineer duties and responsibilities.

During our labor-management meeting, this draft job description was reviewed and discussed with IAFF, Local 2805 to receive their input regarding the proposed job description changes. The labor group supported the proposed changes.

The draft job description is attached with the edits shown in track changes format. New wording is in red underline format and deletions are in blue strikeout format.

Attachments:

1. Draft Fire Engineer Job Description

**FIRE ENGINEER
FIRE DEPARTMENT**

GENERAL DUTIES: Under general direction of the Fire Captain, is responsible for the operation and maintenance of fire apparatus equipment, station equipment, and the Fire station facility. Responds to fires, medical-aid related calls, hazardous materials incidents, rescues, and other requests for emergency service as well as non-emergency public service requests.

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 disruptions of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Respond to fires, medical-aid related calls, hazardous material incidents, rescues, and other requests for emergency services as well as non-emergency public service requests.

2. ~~Effectively~~ **Operate** all ~~Fire~~ department apparatus and equipment and assist with mitigating emergency and non-emergency incidents, including, but not limited to:-

~~a.~~ **Type I Fire Engine**

~~b.~~ **Type III Fire Engine**

~~c.~~ **Type VI Fire Engine**

~~d.~~ **Aerial Apparatus**

~~e.~~ **Rescue Ambulance**

~~f.~~ **Truck and trailer combination**

~~2.~~

3. Test and maintain fire apparatus, equipment, and facilities.

~~4.~~ Is familiar with city streets and response routes as well as auto-aid service area.

~~4.5.~~ Proficiency with radio operations to include Gilroy specific channels as well as local auto-aid and mutual-aid channels.

~~5.6.~~ Participate in related training programs.

~~6.7.~~ Conduct fire safety inspections and public education presentations as necessary.

~~7.8.~~ Administer staff assignments and special projects.

~~8.9.~~ Initiate service requisitions for apparatus, and equipment, and facility maintenance.

~~9.10.~~ Subject to recall on a scheduled and/or emergency basis.

~~10.11.~~ Following successful completion of probation, As assigned, assume the duties and responsibilities of a Acting Fire Captain.

~~12.~~ Duties may include the operation of a vehicle designed and operated for transportation of ill and injured persons, equipped and staffed to provide first aid or life support measures to be applied during transport.

~~11.13.~~ Duties may include the operation of a truck and trailer combination which requires the ability to hook-up, back-up, and safely maneuver the vehicle and equipment.

~~12.14.~~ Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Techniques required to safely and effectively drive and operate all departmental apparatus and equipment.

2. Supervision of other employees on a relief basis.

~~3.~~ Expressing ideas effectively, orally and in writing.

~~4.~~ Effective interpersonal skills to include respectful conduct.

~~3.5.~~ Effective computer and office equipment use skills.

KNOWLEDGE: Knowledge of:

1. Principles and practices of modern methods and techniques of fire ground management, fire suppression, fire prevention, rescue and the Incident Command System (ICS).
2. Principles and practices of basic life support including CPR as regulated by the county and state EMS agencies for emergency medical technicians (EMT).
3. Principles of hydraulics and fire pump design.
4. City and departmental rules, policies, and procedures.
5. Customer service techniques.
6. Operation of Department records management system and computer system, including the effective use of the City's electronic mail system, spreadsheet software, and word processing software.
7. Basic arithmetic, correct English usage, grammar, spelling and punctuation.

ABILITIES: Ability to:

1. Respond to and evaluate emergency situations when not directly supervised.
2. Learn a wide variety of firefighter duties and methods and to use department apparatus and equipment.
3. Safely and effectively, drive and/or operate fire apparatus and equipment.
4. Respond apparatus to the incident location in the most direct and expeditious way.
5. Evaluate apparatus performance and recommend changes in procedures and service or repair.
6. Establish and maintain effective working relationships with supervisors, co-workers, other departments, other agencies, business and community groups and the general public.
7. Perform mathematical and hydraulic computations.
8. Communicate, understand and follow oral and written instructions.
9. Think clearly and act decisively under stressful conditions.
10. Maintain good physical condition and pass the bi-annual physical fitness test as specified by the Memorandum of Understanding.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Printers and multi-function machines
3. Telephone or cell phone
4. Station pager
5. Mobile data terminals (MDT)
6. Copier
7. Calculator
8. i-Pad or tablet device
9. Facsimile machine
10. Personal protective equipment (PPE) and Communicable Disease Control (CDC) equipment.
11. Breathing air compressor
12. Various ground ladders
13. Paper shredder or cutter
14. Specialized computer software
15. Mobile and portable radio
16. Binoculars
17. Gas detector
18. Thermal imaging camera (TIC)
19. Fuel pumps
20. Eye, ear, hand and head protection equipment
21. Flashlight
22. Uniforms and safety equipment
23. Cameras/video cameras
24. Keys to a variety of City locks
25. All medical diagnostic equipment authorized by Santa Clara County EMS
26. Trauma medical bag equipped with standard equipment
27. Stokes litter
28. Hose Tester
29. Rescue equipment
30. Oxygen equipment
31. Diagnostic equipment
32. Radiation detection equipment
33. Foam eductor
34. Backboard and straps
35. Sager splint
- ~~36.~~ Defibrillator/AED/Cardiac Monitor
- ~~36.~~~~37.~~ LUCAS device
- ~~37.~~~~38.~~ Suction unit
- ~~38.~~~~39.~~ Rescue rope and associated hardware
- ~~39.~~~~40.~~ Rescue air bags
- ~~40.~~~~41.~~ Self-contained breathing apparatus and associated components (SCBA)
- ~~41.~~~~42.~~ Various types of fire nozzles

- ~~42.~~43. Run book, target hazard book and other reference books/material
- ~~43.~~44. Fire extinguishers
- ~~44.~~45. Electrical cord and adaptors
- ~~45.~~46. Highway flares
- ~~46.~~47. Glass cutter
- ~~47.~~48. Fire hydrants
- ~~48.~~49. Bolt cutter
- ~~49.~~50. Cribbing
- ~~50.~~51. Hydrant wrench
- ~~51.~~52. Plug and dike
- ~~52.~~53. Axe (various types)
- ~~53.~~54. Crowbar
- ~~54.~~55. Halligan bar and rescue tools
- ~~55.~~56. Sledge hammer
- ~~56.~~57. Various types of hand tools for cutting and forcible entry
- ~~57.~~58. Pike pole
- ~~58.~~59. Push broom
- ~~59.~~60. Shovel
- ~~60.~~61. Fire protection systems
- ~~61.~~62. Wildland fire apparatus
- ~~62.~~63. Structural fire apparatus
- ~~63.~~64. Ventilation fan
- ~~64.~~65. Aerial fire apparatus
- ~~65.~~66. Various types of gas or battery powered saws
- ~~66.~~67. Power Generators
- ~~67.~~68. Battery and/or gas/hydraulic powered extrication tools
- ~~68.~~69. Water vacuum
- ~~69.~~70. Extractor and hose dryer
- ~~70.~~71. Various residential appliances (washing machine, dryer, oven, microwave)
- ~~71.~~72. Other related emergency and firefighting equipment

ADDITIONAL COMMENTS:

The work of all firefighters may be dangerous. Firefighters may go from a resting pulse position, to a physically demanding and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. Standing: Firefighters have to stand while at the scene of an accident or when communicating with other safety personnel or citizens. Firefighters stand when waiting for assignments, putting on gear, accessing ladders, servicing equipment, attending training, etc.
2. Walking: Firefighters walk while on the incident ground to complete various tasks. Firefighters walk when conducting fire inspections, completing daily tasks, cleaning

equipment and tools, maintaining the Fire station facilities, attending training, etc.

3. Sitting: Firefighters have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Firefighters are seated on fire apparatus when responding to emergencies or may remain seated for extended periods of time when traveling out of town to Southern or Northern California.
4. Stooping/Bending: Firefighters have to stoop or bend during rescue situations, when interviewing or working on patients, picking up tools and equipment, attending training, etc.
5. Lifting: Firefighters have to lift various objects or materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment, fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, patients, victims, etc. Firefighters may lift victims out of cars or when assisting with their removal from a burning building, or when attending training. They may also lift heavy material during salvage operations.
6. Carrying: Firefighters have to carry various objects and materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, etc. Firefighters may carry victims for long distances, such as out of burning buildings or when attending training. They may also carry heavy materials in salvage operations.
7. Pushing/Pulling: Firefighters have to pull hoses or pull ceilings down during overhaul operations. They may push and pull heavy objects while extinguishing and overhauling a fire or during training exercises.
8. Balancing: Firefighters have to balance while on ladders, steep rooftops, hillsides, etc. During training exercises, Firefighters are required to demonstrate their ability to safely access fire apparatus such as ladders or heavy equipment.
9. Climbing: Firefighters have to climb ladders, hills, fences, stairs, rooftops, etc. Firefighters may climb over all types of debris from burning buildings.
10. Twisting/Turning: Firefighters twist and turn when fighting fires, working with fire hoses, searching buildings, moving patients, cleaning equipment, attending training, etc.
11. Kneeling: Firefighters kneel when working with patients or while holding C-spine on injured patients, when fighting fires, attending training, cleaning equipment, etc.
12. Reaching: Firefighters reach when fighting fires, attending training, cleaning equipment, removing debris, moving patients, pulling down ceilings, etc.
13. Crawling: Firefighters may crawl when entering or exiting a burning building, cleaning fire apparatus and heavy equipment, maintaining the Fire stations, etc.

14. **Brisk Walking/Running:** Firefighters may walk briskly during the course of a firefighting incident or during training. Firefighters may run 1.5 miles when completing the physical fitness evaluation.

ADDITIONAL COMMENTS:

Firefighters are exposed to extreme physical demands during emergency situations with exposure to extreme danger, at times. The time periods that the firefighter has to perform physically may be very long in duration (sometimes hours at a time). The firefighter must be able to perform work under various environmental conditions, which often produces major physical strain. The firefighter must have a combination of strength, dexterity, and endurance to properly function under these various situations.

SENSORY DEMANDS:

1. **Seeing:** Firefighters use vision to assess patients, incident conditions, such as a fire back draft or eminent building collapse, and dangerous situations such as downed power lines. Firefighters need to see while conducting inspections or performing station maintenance.
2. **Talking/Hearing:** Firefighters must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations. They need to hear to detect a possible trapped victim. They need to hear while assessing a patient for lung sounds or determining a pulse or blood pressure.
3. **Touching/Feeling:** Firefighters must touch and feel when testing a patient's pulse rate. Firefighters must also be able to feel the contour of a building when conducting a search or rescue. They need the ability to feel for heat when conducting suppression activities in a non-visible environment. They also must have the ability to detect the presence of a body or foreign objects or obstacles.
4. **Smelling:** Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

ADDITIONAL COMMENTS:

Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter's sense is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hoses together in the dark; the firefighter has no visual sense, but does have the sense of touch.

ENVIRONMENTAL CONDITIONS:

1. **Temperature/Weather:** Firefighters are exposed to all temperature variations. While in full

protective clothing, a firefighter may have to perform in very hot (300+ degrees). While wet, a firefighter may have to perform in very cold conditions (below 32 degrees). Firefighters have to perform under many conditions such as in a storm with rain, sleet, hail or lightning; during a flood, in the dark, under direct sunlight, etc.

2. Noise: Firefighters are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that firefighters are exposed to may exceed 108 decibels, such as when working near a running helicopter.
3. Hazards:
 - a. Burns: Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
 - b. Mechanical: Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
 - c. Electrical: Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
 - d. Chemical: A chemical injury may occur from a firefighter coming in contact with a hazardous chemical either through inhalation, injection, absorption, or ingestion.
 - e. Biological: A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.
 - f. Respiratory: Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.
 - g. Mental Stress: Mental stress is a hazard to the firefighter because of the grim situations that a firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.
 - h. Physical Stress: The firefighter's body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage hose lines, move heavy and/or unsafe objects, etc.
 - i. Radiological: Firefighters may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being transported.
 - j. Sleep deprivation: Firefighter's sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24 hour period without sleep.

ADDITIONAL COMMENTS:

Firefighters are exposed to many dangerous environmental conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of dangerous environmental conditions. A firefighter acts in a manner that provides for his/her safety and the safety of others.

ATMOSPHERIC CONDITIONS:

1. Fire: Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.
2. Smoke: Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.
3. Gases: Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle's gasoline tank.
4. Dust: Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.
5. Biological: Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.
6. Low Oxygen levels: Firefighters may be exposed to low oxygen levels in situations such as confined space or a CO₂ enriched environment.

ADDITIONAL COMMENTS:

Firefighters are often exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of a dangerous atmospheric situation. The firefighter may then act in a manner that provides for his/her safety and the safety of others.

FLOOR SURFACES:

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc.

The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when the floor that has been exposed to fire. Firefighters often work on

surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Successful completion of Firefighter probationary period with the Gilroy Fire Department and currently employed as a Firefighter (~~Licensed Paramedic~~) ~~I or II~~ with the Gilroy Fire Department.
2. Complete and possess coursework completion certifications as follows:

<u>Pre-12/31/16 Required Coursework</u>		<u>Post 12/31/16 Required Coursework</u>
Command 1A AND Command 1B	OR	All Risk Command Operations AND Wildland Incident Operations
Fire Management I	OR	Human Resources Management AND General Administrative Functions
Prevention 1A AND 1B	OR	Fire Inspections and Investigations
Driver/Operator 1A AND 1B	OR	Driver Operator 1A AND 1B

3. Completion of at least 20 college semester units, or equivalent college unit hours, from an accredited college or university (with equivalency determination made at the sole discretion of the City of Gilroy), in academic coursework (i.e. English, Math, History, Science, Business, Fire Science, Social Science, Health, etc.).
4. Possess and maintain a valid California Emergency Medical Technician (EMT) certification or higher.
5. Complete a 12 month Fire Engineer probationary period which will include skills testing at various intervals and which also includes skills tests related to functioning as an acting Company Officer.

6. Willingness to continue education and training by taking additional courses, attending seminars and workshops, supplemented by individual study.
7. Possess and maintain a valid California Driver License with a Firefighter Endorsement and a safe driving record necessary to operate assigned vehicle(s).
8. Be able to meet the current medical standards for a Fire Engineer, and be free from any physical condition which might adversely affect the ability to perform the duties of a City of Gilroy Fire Engineer.
9. Participate in and pass the City's bi-annual physical fitness program.
10. Employees hired after January 1, 1987, shall comply with their existing physical condition and non-smoking contracts. All bargaining unit employees hired after January 1, 2004 shall sign a physical condition and tobacco use contract restricting their use of all types of tobacco (Article VII, Section V Local 2805 MOU).
11. Meet the residency requirement of residing within ~~ninety (90)~~one hundred and eighty (180) minutes/three hours travel time from any fire station, as outlined in the Memorandum of Understanding.
- ~~13.~~ 12. Prefer bilingual (English/Spanish).



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Update Select Hourly Rate Ranges for Part-Time/Temporary/Seasonal Positions to Comply with January 1, 2024 Minimum Wage Requirement

Meeting Date: November 27, 2023

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

RECOMMENDATION

Staff recommends that the Personnel Commission take the following actions:

Implement the following hourly rate changes for the hourly classifications listed below effective January 1, 2024:

Classification Title	Adjusted Rate or Range
Recreation Leader I	\$16.00 per hour
Intern – Bachelor's	\$16.00 - \$18.11 per hour
High School Work Experience Student Worker	\$16.00 per hour

BACKGROUND

Effective January 1, 2024, the new California minimum wage is set at \$16.00 per hour and the City of Gilroy must comply. There are a few positions that are just below the new minimum wage and need to be adjusted as follows:

Classification Title	Current Rate or Range	Adjusted Rate or Range
Recreation Leader I	\$15.97 per hour	\$16.00 per hour
Intern – Bachelor's	\$15.97 - \$18.11 per hour	\$16.00 - \$18.11 per hour

Update Select Hourly Rate Ranges for Part-Time/Temporary/Seasonal Positions to Comply with January 1, 2024 Minimum Wage Requirement

High School Work Experience Student Worker	\$15.97 per hour	\$16.00 per hour

These minor updates do not have a negative impact on any other classifications after reviewing internal equity alignment.

In future years, minimum wage will adjust based on an inflation factor so the city will continue to monitor hourly rates to ensure compliance with any future changes.