



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



MONDAY, JANUARY 22, 2024 | 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, Assistant City Administrator/Administrative Services & Human Resources Director/Risk Manager



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.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

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

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PUBLIC COMMENT GUIDELINES:

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

speaker’s slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **OPENING**

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

1.2 **Roll Call (Director, LeeAnn McPhillips)**

1.2 **Report on Posting the Agenda (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. **TRAINING**

3.1 Personnel Commission Training - Best Practices and Considerations for Updating Agency Human Resources Rules and Regulations

4. **APPROVAL OF MINUTES**

4.1. Approval of Minutes for the Meeting of November 27, 2023 (report attached).

5. **HUMAN RESOURCES DIRECTORS REPORT**

6. **INFORMATIONAL ITEMS**

6.1. Recruitment and Selection Report (Report Attached)

6.2. Harassment, Discrimination, & Retaliation Prevention Training Update

7. **UNFINISHED BUSINESS - None**

8. **NEW BUSINESS**

8.1. **Review and Approve Job Description and Salary Range for the New Position of Environmental Programs Manager**

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

2. Public
Comment

3. Possible
Action:

Staff Recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Environmental Programs Manager
2. Approve the salary range for the position of Environmental Programs Manager

8.2. **Review and Approve New Job Description and Salary Range for Facilities & Fleet Superintendent and Reclassification to Position**

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

Staff Recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Facilities & Fleet Superintendent
2. Approve the salary range for the position of Facilities & Fleet Superintendent
3. Approve the reclassification of Walter Dunckel to the position of Facilities & Fleet Superintendent

8.3. **Selection of Personnel Commission Chair & Vice Chair for 2024**

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

Staff recommends that the Personnel Commission take the following actions:

1. Selection of Chair for 2024
2. Selection of Vice Chair for 2024

9. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 9.1.
1. Senior Facilities Maintenance Specialist Job Description & Salary Range
 2. Part-Time Assistant Equipment Mechanic Job Description & Hourly Rate
 3. Part-Time Police Cadet Job Description & Hourly Rate
 4. Updates to Sworn Police Job Descriptions

10. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is Monday, February 26, 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

STAFF REPORT

Agenda Item Title:

Personnel Commission Training - Best Practices and Considerations for Updating Agency Human Resources Rules and Regulations

Meeting Date:

January 22, 2024

From:

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

RECOMMENDATION

Receive Training.

City of Gilroy

PERSONNEL COMMISSION

MINUTES

November 27, 2023 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Nita Edde-Mitchell
Marissa Haro

Members Absent

Catherine Cummins

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Edde-Mitchell called the meeting of November 27, 2023 to order at 5:42 p.m. Roll call was taken noting that Commissioners Bronze, Edde-Mitchell and Haro were present. Commissioner Cummins was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on November 24, 2023 at 4:37 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 28, 2023 – on a motion from Commissioner Haro, seconded by Commissioner Bronze, the minutes for the August 28, 2023 meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – no report

V. INFORMATIONAL ITEMS

- A. *Personnel Commission Meeting Schedule – the meeting schedule for 2024 was reviewed and received.*
- B. *Personnel Commission Annual Presentation to Council – the draft presentation was reviewed and discussed. Vice Chair Haro agreed to deliver the presentation on December 4, 2023.*
- C. *Harassment & Discrimination Prevention Training – shared that training is being scheduled for staff in compliance with state law.*
- D. *Training Related to Update of Human Resources Rules & Regulations Project – staff shared that training for the Commission was being scheduled and would likely be held on January 22, 2024.*
- E. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

- A. *December Special Meeting Date – Human Resources Director provided staff report; Wednesday, December 20, 2023 was identified as a potential special meeting date if a December meeting of the*

Commission was needed; on a motion from Commissioner Bronze, seconded by Commissioner Haro, December 20, 2023 was identified as a potential special meeting date if the Commission needs to meet in December; motion passed on a 3-0 vote.

- B. New Job Description and Salary Range for Community Engagement Coordinator - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Bronze, the job description and salary range for the classification of Community Engagement Coordinator was recommended for approval; motion passed on a 3-0 vote.*
- C. New Job Description and Salary Range for Environmental Programs Coordinator - Human Resources Director pulled this item from the agenda, indicated more work was needed, and reported that the item would return on a future agenda. No action taken.*
- D. New Job Description and Salary Range for Supervising Code Enforcement Officer - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Bronze, the job description and salary range for the classification of Supervising Code Enforcement Officer was recommended for approval; motion passed on a 3-0 vote.*
- E. Updates to the Fire Engineer Job Description - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Bronze, the updated job description for the classification of Fire Engineer was recommended for approval; motion passed on a 3-0 vote.*
- F. Updates to Select Hourly Rate Ranges for Part-Time/Temporary/Seasonal Positions to Comply with Minimum Wage Requirements - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Bronze, the hourly rate ranges for the part-time/temporary/seasonal classifications of Recreation Leader I, Intern – Bachelor's, and Student Worker were recommended for approval; 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 6.29 p.m. on motion from Commissioner Haro, seconded by Commissioner Bronze; motion passed 3-0. The next special meeting date was noted as tentatively scheduled for December 20, 2023 at 5:30 p.m. The next regular meeting is scheduled for January 22, 2024.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT

Recruitments Posted as of January 2024	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 1/19/24)
Police Officer – 9ateral, Academy Graduate, Current Academy Cadet	9/28/23	Continuous	2 total plus planning for future retirements (can hire at any level)	Accepting & screening applications	10
Police Officer Trainee	9/28/23	Continuous	2 total plus planning for future retirements (can hire at any level)	Accepting & screening applications	24
Public Safety Communicator – Lateral	5/30/22	Continuous	4 (can hire at any level; 1 to interview process)	Accepting & screening applications	17
Public Safety Communicator Trainee	1/25/23	Continuous	4 (can hire at any level; 2 in background)	Accepting & screening applications	48
Detention Services Officer	12/15/23	Open Until Filled	2	Accepting applications; screening applications; interviews 1/30/24	4
Management Analyst (Admin/Grants and PW)	TBD	TBD	2	Job flyer under review	n/a
Housing & Community Services Manager	8/22/23	Open Until Filled	1	Accepting & screening applications	48
Hazardous Materials Inspector I/II	10/16/23	Open Until Filled	1	Accepting & screening applications	42
Senior Planner	12/20/24	1/21/24	1	Accepting applications	4
Planner I/II	12/20/23	1/21/24	2	Accepting applications	24
Firefighter Trainee (Licensed Paramedic)	1/9/24	Continuous	1 plus 2 new positions 7/24	Accepting applications; interviews on 2/2/24	15
Police Records Technician	12/15/23	Open Until Filled	3	Accepting & screening applications; interviews on 1/30/24	36
Recreation Leader II/III – Adaptive Program (Part-Time)	1/8/24	Open Until Filled	1	Accepting Applications	2
Maintenance Worker I	1/17/24	2/19/24	3	Accepting applications	24

Building Inspector I/II	n/a	n/a	1	Job Flyer Under Development	n/a
Supervising Code Enforcement Officer/Code Enforcement Officer	n/a	n/a	1	Job Flyer Under Development	n/a

Recruitments in Process – January 2024	Status
Police Officer (All Levels)	2 candidates in background; interviews on 1/30/24
Public Safety Communicator – Lateral	Interviews on 1/30/24
Public Safety Communicator Trainee	1 candidate under department review; interviews on 1/30/24
Community Services Officer	3 candidates in background check
Police Records Technician I	1 candidate in background check; interviews on 1/30/24
Detention Services Officer	1 candidate in background check; interviews on 1/30/24
Network Administrator	1 candidate in background check
Accounting Assistant I	1 candidate to begin work on 1/22/24; assessing remaining candidates for one part-time position
PT Office Assistant I	1 candidate in final pre-hire steps
Public Works Director	1 candidate in final pre-hire steps
City Engineer/Transportation Engineer	Candidate in background
Housing & Community Services Manager	1 candidate at conditional offer phase
Hazardous Materials Inspector I/II	2 candidates invited to department interview
Fire Captain (Promotional)	Written exam on 1/23/24
Firefighter Trainee (Licensed Paramedic)	Interviews and paramedic assessments – 2/2/24
Management Assistant (3 positions)	Interviews on 1/25/24
Management Analyst (3 positions)	Interviews on 1/31/24
Office Assistant I – Utilities Department	Reviewing applications for department interview

Hiring/Promotion/Separation Information (January 2024)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
JUSTIN GALLEGOS	RECREATION SPECIALIST ~ <i>PROMOTION</i>	11/21/2023
KATHERINE POVIO	PUBLIC SAFETY COMMUNICATOR - LATERAL	11/27/2023
DIANA HEREDIA	PART-TIME – OFFICE ASSISTANT HUMAN RESOURCES/RISK MGT	11/27/2023

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
KYLE KATSUYOSHI	PART-TIME – OFFICE ASSISTANT PUBLIC WORKS	12/18/2023
JULIE GOODPASTURE	PART-TIME – PROPERTY & EVIDENCE TECHNICIAN	12/19/2023
NEIL GARRETT	TEMORARY - COMMUNITY SERVICES OFFICER	1/2/2024
VIRGINIA VALENCIA	POLICE OFFICER	1/8/2024
HEATH MCMAHON	UTLITIES DIRECTOR	1/10/2024
JESSICA CANALES	PART-TIME – WATER CONSERVATION OFFICER - <i>PROMOTION</i>	1/15/2024
JEANETTE CID	ACCOUNTING ASSISTANT I	1/22/24

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
JOHN ZARO	FIREFIGHTER (LICENSED PARAMEDIC)	11/1/2023
RUTH AVELAR	PART-TIME – ACCOUNTING ASSISTANT	11/22/2023
ZINNIA NAVARRO	MANAGEMENT ASSISTANT	11/30/2023
MELISSA DURKIN	PLANNER II - <i>RETIRED</i>	12/21/2023
MICHAEL LEWIS	MANAGEMENT ANALYST – PUBLIC WORKS	12/29/2023
OGARITA CARRANZA	MANAGEMENT ANALYST – PUBLIC WORKS - <i>RETIRED</i>	12/28/2023
JOSE ALVAREZ	DETENTION SERVICES OFFICER – <i>RETIRED</i>	12/28/2023
MARIA CABATINGAN	COMMUNITY SERVICES OFFICER – <i>RETIRED</i>	12/28/2023
KRAIG TAMBORINI	SENIOR PLANNER - <i>RETIRED</i>	12/28/2023
DAVID BOLES	POLICE CRIME ANALYST	1/18/24



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Review and Approve Job Description and Salary Range for the New Position of Environmental Programs Manager

Meeting Date: January 22, 2024

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

RECOMMENDATION

Staff recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Environmental Programs Manager
2. Approve the salary range for the position of Environmental Programs Manager

BACKGROUND

Currently, the City of Gilroy is contracting with the City of Morgan Hill for staff support for environmental programs work. This has worked successfully for many years. However, over the last couple of years, there has been an increase in the number of programs requiring environmental compliance. Therefore, with the recent budget process, staff proposed the addition of a dedicated City of Gilroy employee to focus on environmental programs. A placeholder for this position was included in the budget adopted by Council.

As included in the job description, there are a variety of environmental programs that require management, coordination, and compliance. Storm water programs have a variety of compliance areas needing attention. In addition, recycling, composting, energy and natural resource conservation, and water conservation are all additional areas for oversight and compliance. This position will work closely with Recology, Gilroy's current waste collection contractor, to implement various community programs related to recycling, composting, and other waste reduction which requires significant community outreach and education.

This position will reside in the Engineering Division of the Public Works Department. Staff in Public Works assisted in developing the attached job description. Given that Gilroy has been utilizing the services of Morgan Hill in this area, staff closely reviewed the Environmental Programs positions currently in place in Morgan Hill to ensure all areas

would be covered. From this assessment the job description for Environmental Programs Manager was developed.

In addition, after evaluating other similar positions with comparable agencies as well as evaluating our internal equity, staff is recommending the Gilroy Management Association (GMA) salary range of \$128,384 - \$176,346 plus an excellent benefits package for this position. This salary range is the same range assigned to the positions of Information Technology Manager, Economic Development Manager, Housing & Community Services Manager, and Community Development Customer Service Manager. The Environmental Programs Manager has a similar level of technical knowledge, program oversight, and compliance work within the duties of the position. This exempt, mid-management position will fall within the GMA labor group, therefore, this position description and salary range was shared with the GMA group. To date, no specific feedback or changes have been received.

Following approval of the job description and salary range, staff will be initiating a recruitment process to fill this position. Following some cross training with the assigned Morgan Hill personnel, Gilroy will be discontinuing the contract for services with Morgan Hill though the two agencies will work closely together given the shared relationship associated with the South County Regional Wastewater Authority (sewer treatment plant).

Attachments:

1. Draft Environmental Programs Manager Job Description

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

GENERAL DUTIES: Under general supervision of the Public Works Director, Utilities Director, or City Engineer, oversee 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 an exempt, professional-level position reporting to a senior management-level employee in the Public Works Department.

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, City Council staff reports, and written correspondence regarding the City's environmental programs and initiatives.
5. Present reports orally to City Council, other City commissions and voting bodies, and at public meetings.
6. Lead efforts to ensure compliance with current regulatory requirements and legislation. Develops long-range work plans for program compliance.

7. Oversee the City's compliance with its municipal separate storm sewer systems (MS4) permit.
8. 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.
9. 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.
10. 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.
11. Manage and prepare contracts with consultants and contractors for various environmental program-related projects.
12. Manage, organize, and direct recycling and waste reduction programs.
13. Oversee and coordinate the activities of storm drain and stormwater programs.
14. Coordinate with city street maintenance crews on relevant storm water compliance matters.
15. Collaborate with the South County Regional Water Authority (SCRWA) regarding pretreatment and wastewater treatment management.
16. Perform detailed analysis of environmental programs in relation to relevant regulations and standards of performance.
17. Collect and interpret technical data and apply to program administration as needed.
18. Collaborate with internal and external organizations and agencies to respond to regional environmental demands and support short- and long-term goals.
19. Explore, research, and implement new environmental initiatives and activities for efficient and effective use of resources through various environmental programs.
20. Research and prepare policy recommendations for management and City Council consideration necessary to maintain compliance with current state and federal environmental program requirements.
21. Represent the City to other agencies, regulatory bodies, and related organizations.
22. Remain updated on legislation and policies of regulatory agencies for accurately informed planning of future environmental activities.
23. Oversee and participate in the preparation of budgetary planning and actions. Monitor budgets and spending to ensure efficient use of resources and funds.
24. Provide technical assistance and information to inquiring parties and other City departments.
25. Evaluate current environmental programs and adjust as necessary to changing community needs and City goals.
26. Research and pursue grants by budgeting revenues and expenditures.
27. Organize plans to achieve goals and objectives set for the division.
28. Monitor ongoing environmental initiatives for compliance and efficacy to meet the needs of the city.

29. Make recommendations for pertinent revisions to City ordinances as necessary and follow up with preparation of ordinance revisions as directed.
30. Anticipate the environmental needs of the city and prepare plans to adjust current environmental plans for the longevity of the programs.
31. Participate in training programs related to assigned work.
32. 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 public.
2. Express oneself clearly and concisely, both orally and written.
3. Analyze statistical data and compile reports to reflect trends and the 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 four years of increasingly responsible work experience relating to municipal environmental programs. Equivalency ~~determined~~ is determined at the sole discretion of the City of Gilroy.
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. May be required to 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: Review and Approve New Job Description and Salary Range for Facilities & Fleet Superintendent and Reclassification to Position

Meeting Date: January 22, 2024

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

RECOMMENDATION

Staff Recommends that the Personnel Commission take the following actions:

1. Approve the job description for the position of Facilities & Fleet Superintendent
2. Approve the salary range for the position of Facilities & Fleet Superintendent
3. Approve the reclassification of Walter Dunckel to the position of Facilities & Fleet Superintendent

BACKGROUND

The Gilroy City Council recently approved a reorganization of the Facilities & Fleet Divisions within the Administrative Services Department. Staff proposed the reorganization as we were not able to successfully fill the Fleet Superintendent position after several attempts.

Due to the difficulty in recruiting a qualified and experienced Fleet Superintendent, staff evaluated options for staffing this position. Currently, our Facilities Superintendent has been helping with the management and oversight of the Fleet Division, and this has been working well. Therefore, given the inability to fill the vacant position, staff determined that reorganizing was the best option. The reorganization involves combining the Facilities and Fleet Divisions into one division, creating some employee advancement opportunities and covering the work that needs to be performed. One of the advancement opportunities is creating a combined Facilities & Fleet Superintendent position.

For background, the Facilities and Fleet Divisions are currently staffed as follows:

Facilities Division:

Approval of New Job Description and Salary Range for Facilities & Fleet Superintendent and
Reclassification to Position

- 1 Facilities Superintendent
- 3 Facilities Maintenance Specialists
- 1 Custodian

Fleet Division:

- 1 Fleet Superintendent
- 1 Senior Equipment Mechanic
- 2 Equipment Mechanics

In addition, the two Divisions share a part-time Office Assistant I.

Also, the Facilities Division manages a custodial contract with a third-party vendor who completes most of the routine cleaning of all city facilities. Fleet also uses some outside vendors for body work and other specialized work that Fleet personnel are not able to complete in-house.

Given the inability to recruit a qualified Fleet Superintendent even after engaging the services of a professional recruitment firm to assist, staff began to evaluate options to reorganize the divisions to accomplish the work. This analysis led to the following reorganization, which will cover the work that needs to be performed and will allow for some advancement opportunities for staff.

Below is the cost-neutral reorganization, approved by City Council, combining the two divisions with changes noted in **bold type**:

Facilities and Fleet Division:

<u>Current Staffing</u>	<u>Proposed Staffing</u>	<u>Estimated Fiscal Impact</u>
1 Facilities Superintendent	1 Facilities & Fleet Superintendent	\$23,000
1 Fleet Superintendent	0 – eliminate this position	(\$145,306)
3 Facilities Maintenance Specialist	1 Senior Facilities Maintenance Specialist 2 Facilities Maintenance Specialist	\$11,313
1 Custodian	1 Custodian	\$0
1 Senior Equipment Mechanic	1 Senior Equipment Mechanic	\$0
2 Equipment Mechanic	2 Equipment Mechanic	\$0

1 Part-Time Office Assistant	1 Management Assistant	\$57,931
	1 Part-Time Assistant Equipment Mechanic	\$47,781
		(\$5,281) - Savings

With the reorganization, the Superintendent position is combined and will oversee both Facilities and Fleet. Currently, the Facilities Superintendent is assisting by covering oversight and management of the Fleet on a temporary basis while we worked on the recruitment process. The current Facilities Superintendent has a background that includes oversight of fleet and mechanics at a prior place of employment, so he has some of the background and experience needed for this role. We would continue this arrangement permanently by reclassifying the current Facilities Superintendent to the combined position. The employee can successfully complete this work given that the other elements of the reorganization have been approved by Council which provide the added support needed.

The other aspects of the reorganization approved by Council include:

- First, one Facilities Maintenance Specialist position will be upgraded to a Senior level position. Fleet already has a senior-level position, but Facilities does not. Upgrading one position will allow the Senior to assist the Superintendent with higher-level projects and work. The Senior can oversee and facilitate larger projects that may have a contractor assigned, and they can also secure bids/quotes for work to be performed. The Senior can also schedule work for the unit and provide direction to the other employees when working on projects in the field. This change provides an advancement opportunity for one of the three current Facility Maintenance Specialists and creates a better succession planning path to the Superintendent level. Staff is working on the new Senior Facilities Maintenance Specialist job description and will bring that to the Personnel Commission at their next meeting.
- Next, the part-time Office Assistant position supporting Facilities and Fleet will be upgraded to a full-time Management Assistant. Having a full-time administrative support employee for the combined division will allow the Superintendent to focus more on the technical and management-level work and less on administrative tasks. The full-time Management Assistant will be able to assist with purchasing paperwork, contract processing, invoices, timesheets, work order support, and other administrative tasks full-time, which will shift that work away from the Superintendent. Currently, the Superintendents can get tied up with administrative tasks and paperwork that needs to be completed as there is more administrative work than can be completed with one part-time Office Assistant, so the Superintendents must complete any remaining work. Filling this position at the higher-level Management Assistant classification allows this employee to perform more complex administrative work and take more of a lead in this area,

like other Management Assistants found in other city departments. The Management Assistant recruitment is underway with initial oral panel interviews taking place on January 25, 2024.

- Lastly, the reorganization proposed to add a part-time Assistant Equipment Mechanic in the Fleet Shop at 25 hours per week to assist the Fleet team with certain tasks that do not require a fully trained mechanic. Oil changes, tire replacements, vehicle moving and cleaning, shop cleaning, smog checks, and other basic tasks can be performed by an Assistant Equipment Mechanic, thus freeing up the time of the other mechanics for other work that requires a fully trained mechanic. This change will bring some added efficiency and support to the fleet shop. Staff is currently working on this job description as well and will bring this item to the Commission for review and approval once ready.

At this time, staff is bringing the new draft job description for the position of Facilities & Fleet Superintendent to the Commission for approval. Working closely with the current Superintendent, the draft job description combines the responsibilities into one document. This document is attached for the Commission's review and consideration. The current Facilities Superintendent who is currently performing both functions on a temporary basis has reviewed the draft description and indicated that the description accurately covers the combined duties.

The salary range for the Facilities & Fleet Superintendent position is proposed to be \$116,450 - \$159,953 annually plus benefits. This increased range from the current range of \$95,799 - \$131,581 takes into account the added management oversight, technical expertise, and workload associated with the combined position. This salary range is on the Gilroy Management Association (GMA) salary table. Staff consulted with the GMA at the time the reorganization proposal was being brought to the City Council for consideration and GMA was in full support.

The final action associated with this report is the reclassification of the current Facilities Superintendent Walter Dunckel to the new classification of Facilities & Fleet Superintendent. Mr. Dunckel has been with the City of Gilroy for almost nine years and has been managing the Fleet function for several months on a temporary basis and has enjoyed the work. He looks forward to continuing this work once reclassified to the new position on an ongoing basis.

Attachments:

1. Draft job description for the position of Facilities and Fleet Superintendent

**ADMINISTRATIVE SERVICES DEPARTMENT
FLEET AND FACILITY SERVICES DIVISION
FACILITIES & FLEET SUPERINTENDENT**

GENERAL DUTIES: Under the general direction of the Administrative Services & Human Resources Director/Risk Manager, plan, coordinate, supervise, and manage the activities of the Facilities and Fleet Services Division. Assigned functions include: structural and custodial facility maintenance services; facilities-related projects; facility management; new vehicle and equipment purchasing; vehicle and equipment maintenance; and vehicle and equipment disposal. Assigned functions are provided by city personnel and contractors. Regulatory and safety compliance requirements and reporting for both facilities and fleet is required. Work is performed using considerable independent judgment and initiative and is reviewed by means of conferences and analysis of objectives and results accomplished. This is an exempt, mid-management level position subject to a varied work schedule, evening and weekend callouts, and evening meetings.

GENERAL REQUIREMENTS:

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

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

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plan, schedule, supervise, and, as necessary, participate in the city-wide fleet and facilities maintenance programs and assigned Capital Improvement projects; establish work priorities for division personnel. Work may include: carpentry, painting, plumbing, electrical, HVAC, custodial services, and other types of maintenance, including aquatics facility maintenance; plan and schedule building cleaning activities; develop programs for routine and preventive

- facility maintenance; vehicle and equipment maintenance, repair, and purchases/replacements; plan and schedule fleet and equipment maintenance/repair activities; develop programs for routine and preventive maintenance of vehicles and equipment.
2. Receive, evaluate, and process work requests from City departments; and determine priorities and methods necessary to achieve objectives.
 3. Apply City and Department policies, procedures, rules, and regulations pertaining to the work and the work group; establish divisional policies, procedures and rules pertaining to the work group.
 4. Manage and supervise subordinate employees; prepare and present work appraisals and performance evaluations; initiate disciplinary action as necessary; and identify and/or resolve subordinate complaints; provide and/or conduct staff training.
 5. Coordinate computerized Maintenance Management System to track work orders, time, and materials, and prepare periodic charge-back reports.
 6. Coordinate facility and fleet projects and equipment purchases with other City work units and outside contractors; assist in the determination of the need for use of contractors; prepare contract documents, vendor qualifications and Request for Proposal specifications and requirements; participate in vendor/contractor selection; negotiate and administer vendor contracts and agreements in conformance with city policies and requirements.
 7. Performs facilities work of a specialized nature or as may be required on an emergency basis; prepares plans and specifications for changes in facility design and/or facility improvements.
 8. Inspect work by employees and contractors in progress and upon completion to ensure compliance with standards and specifications; and advise management staff of work in progress, operating problems and actual or potential delays.
 1. Develop and administer the two-year operating budget and the 20-year capital improvement budget regarding city facilities and fleet; monitor expenditures; recommend changes to the budget and provide documentation to support recommendations; perform budget analysis and project cost of divisional operation including staffing, equipment and supplies and maintenance costs of facilities; develop cost of vehicles and equipment maintenance and replacement; project the useful life of vehicles and equipment and develop and recommend replacement schedules; and develop and track meaningful facilities and fleet-related performance measures and goals that demonstrate division work performance.
 9. Manage the lease/rental agreements for city property and conduct quarterly property inspections to ensure compliance with lease agreement; prepare inspection report; review and follow-up on report with tenant (i.e. Gilroy Gardens, Gilroy Library, Old City Hall, Gilroy Golf Course; and other rental properties owned by the city). Manage space use agreements for specified spaces within city facilities such as the kitchen in the Senior Center, office space in Wheeler Auditorium, etc.
 10. Manage joint-use agreements associated with various city facilities, including, but not limited to the Christopher High School Activity Pool and Slides, Christopher High School Auxiliary Gym, and Solorsano Middle School Gym.

11. Manage building/facility utilities, analyze use, and make recommendations for usage reductions and efficiency measures appropriate to the building type and use.
12. Maintain Green Business Certification for various City facilities; work with City departments to ensure requirements are continually met.
13. Conduct safety inspections and drills associated with city buildings, including periodic testing of the systems.
14. Prepare and distribute a monthly fuel consumption report to the Executive Group for all departments.
15. Prepare and coordinate surplus vehicles and equipment for disposal to a third-party auction company.
16. Prepare an annual Reporting Transmittal for the State of California Fleet Smog Check Program.
17. Prepare and maintain accurate documents to comply with the State of California Biennial Inspection Terminals Program.
18. Prepare and submit required annual reporting documents to the State Board of Equalization and the State of California Department of Toxic Substance Control.
19. Manage and coordinate all Underground Fuel Storage and automated fuel data system for required testing by a third-party contractor to comply with all local, county and state regulations.
20. Manage and maintain accurate and important documents to comply with the Department of Motors Vehicle regulations.
21. Prepare periodic reports and summaries; and direct and participate in the maintenance of necessary records.
22. Respond to questions, complaints and emergency calls and take appropriate courses of action.
23. Responsible for the maintenance of safe working conditions and practices. May serve on the city-wide safety committee and/or accident review/risk management committee.
24. Serves as a liaison to City departments and other agencies relative to assigned areas of responsibility.
25. Assist in the selection process for assigned personnel. May participate on an oral or practical board with other inter-city departments and other government agencies.
26. Attend and participate in multi division/department boards, committees or work groups related to division operations.
27. Attend and participate in professional groups and organizations to network and stay abreast of new trends and innovations in the field of facilities and fleet management as well as long-term legislative requirements.
28. Serves as a liaison to City departments and other agencies relative to assigned areas of responsibility.
29. Perform related work as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS: Skill in:

1. Interpreting and applying policies, procedures, rules and regulations and laws applicable to the work.
2. Organizing work, setting priorities, and exercising sound independent judgment within established guidelines.
3. Maintaining accurate records and preparing clear, concise, and effective correspondence, reports, and other written materials.
4. Preparing, administering, and monitoring program budgets.
5. Establishing effective relationships with those contacted in the course of the work.
6. Project management.
7. Supervision of assigned personnel.
8. Preparing, administering, and monitoring leased properties and associated property inspection reports.
9. Safely operating assigned vehicle(s).
10. Communicating clearly and concisely both orally and in writing.
11. Preparing and presenting clear staff reports at staff meetings and council meetings.
12. Utilizing computers and software necessary to perform work, including project management software.

KNOWLEDGE: Knowledge of:

1. Principles and practices methods, equipment, materials, and techniques used in the repair, maintenance, and cleaning of public facilities; principles and practices of construction and related trades, including prevailing building codes involved in all building trades; principles and practices of property management; repair, maintenance and purchase/replacement of City vehicles and equipment.
2. Equipment, tools, materials, methods, and techniques used in facility and fleet maintenance and facility and fleet management.
3. Principles and practices of supervision, training, and personnel management.
4. Principles and practices of work planning, scheduling, project management, and project evaluation.
5. Safe work practices and procedures and applicable laws and regulations governing job safety and the work environment, including safety inspections and drills.
6. Contract documents and specifications; municipal purchasing and bidding/quote procedures.

7. Report and letter writing.
8. Correct English usage including grammar, spelling, and punctuation.
9. Pertinent local, State and Federal rules, regulations, and laws.
10. Modern office procedures and computer equipment.
11. Principles and practices of organizational analysis and management.
12. Budgeting, accounting, and purchasing methods and principles; business mathematics; effective methods of record keeping and inventory control; computerized maintenance management systems.
13. Current public swimming pool maintenance practices, including an activity pool and slides.
14. Americans with Disabilities Act (ADA) compliance and CalOSHA regulations.

ABILITIES: Ability to:

1. Effectively plan, organize, direct, and review the work of the division.
2. Acquire and exercise a thorough knowledge of all aspects of city building facilities and city vehicles and equipment.
3. Prepare plans and specifications, construction and maintenance cost schedules and budget requests.
4. Read and interpret technical materials for non-technical individuals including material and equipment specifications, blueprints and maintenance and repair manuals.
5. Read and interpret technical materials to non-technical individuals including vehicle and equipment specifications and maintenance and repair manuals.
6. Operate a personal computer and use applicable word processing and spreadsheet applications; create and use computerized records, databases, and maintenance management system.
7. Communicate effectively in writing and verbally.
8. Maintain effective working relationships with those contacted in the course of work.
9. Supervise, train, observe, and evaluate personnel.
10. Analyze problems, identify alternative solutions, recommend, and implement appropriate solutions.
11. Make budget projections and arithmetical calculations.
12. As required, perform physical requirements of the job.
13. Ability to lift and carry up to 75 pounds safely.

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. Cell phone
8. Digital camera
9. Paper shredder
10. Paper cutter
11. Specialized computer software
12. Handcart or dolly
13. Two-way radio
14. Safety goggles, gloves, hard-hat, shoes, ear plugs, respirator, first-aid kit, and safety vest
15. Aerosol cans, solvents, paint, thinners
16. Hand tools, rakes, shovels, drills, etc.
17. Ladders
18. Aerial lift
19. Pressure washer
20. Traffic control barricades, cones, signs, and light bars
21. Specialized tools used in the repair and maintenance of vehicles and other equipment
22. Large equipment repairs, dump truck, police car, fire truck, fire engine, boom truck, cat loader, trench snapper, backhoes, paint truck, roller, etc.
23. Car lift
24. Oil, gasoline, grease and a variety of equipment solvents and cleaners
25. Floor jack
26. Analyzer
27. Torches
28. Arc welders
29. Welding helmet
30. Pressure washer
31. Disposable latex gloves
32. Safety goggles, gloves, and hearing protection
33. Safety shoes
34. Face shield
35. Dust mask
36. Coveralls
37. Automobile, truck, or van

PHYSICAL DEMANDS:

Under typical office and field conditions, an employee will perform the following physical activities which include using many hand tools and operating heavy equipment on a daily basis. When working in the Repair Shop at the Corporation Yard, field, or in the office, employee will perform the following physical activities including handling heavy equipment and vehicle parts,

tools, files, books, binders, and boxes of material or equipment.

1. Sitting, when driving vehicles or heavy equipment, or when working in the office, at a computer, or attending meetings.
2. Standing, during inspecting or performing building and electrical maintenance, or when performing maintenance on light/heavy equipment such as trucks or cars.
3. Walking, while inspecting facilities and sites where repairs are needed or while in the process of repairing equipment.
4. Stooping, while inspecting, digging, painting, sanding, etc. or when installing, repairing, or inspecting light or heavy equipment.
5. Kneeling, when inspecting, painting, sanding, laying concrete or maintaining electrical and roof systems, etc. or when installing, repairing, or inspecting light or heavy equipment.
6. Bending, when working on wiring, painting, digging, inspecting facilities, etc. or when installing, repairing, or inspecting light or heavy equipment.
7. Climbing, when using ladders, or when working with light and heavy equipment or when performing maintenance on light or heavy equipment
8. Crawling, in attic spaces or underneath buildings during monthly maintenance or when installing, repairing, or inspecting light or heavy equipment.
9. Twisting, while shoveling, laying concrete, painting, inspecting facilities, etc. or when installing, replacing, or inspecting light or heavy equipment.
1. Pushing/Pulling, working with tools and equipment during construction, demolition projects, etc. or when installing, repairing, or inspecting light or heavy equipment.
2. Lifting, up to 75 lbs., tools, equipment, office furniture, lumber, concrete sacks, etc. or when installing, replacing, or repairing light or heavy equipment.
10. Carrying, hand tools, rakes, shovels, radios, and other field equipment, etc.
11. Repetitive hand motion including simple grasping, firm grasping, when writing and keyboarding.
12. Dragging, when moving office furniture, hoses and electrical cords, concrete sacks, etc.
13. Driving, to all facilities to install, repair, or deliver equipment, in addition to purchasing supplies or attending meetings and training.
14. Speed, in meeting deadlines and using office equipment.

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

SENSORY DEMANDS:

Employee may spend more than 50% of the time working in outdoor conditions. 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, paper shredder, paper cutter, etc.:

1. Seeing, color vision is necessary when identifying color-coded wiring, cables, electrical wiring, and when matching paints on and around different facilities. In addition, hand signals are used

when verbal communication is comprised when working around loud machinery, equipment, or heavy traffic.

2. Hearing, when identifying facility and equipment failures, or when working around heavy equipment and communicating with others.
3. Speaking, employee must be able to communicate with co-workers and customers and the public, especially when working in the field.
4. Touching/Feeling, employees must be able to differentiate sharp or hot objects, to prevent injury or an unsafe condition when working outdoors in the field.
5. Smelling, employees must be able to detect gas leaks and possible burned wiring and for safety reasons, when differentiating chemicals, gases, oils, propane, etc.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 60% of the time.
2. Flooring: Linoleum, tile, carpet, wood, asphalt, 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 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. Outdoors: Typical field conditions, approximately 40% of the time.
2. Travel: Under varying conditions via automobile, up to 10% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, turf, tile, wood, roof-tops, uneven surfaces, etc.
4. Noise Level: Varying low to high, light, and heavy equipment noise due to trucks, saws, drills, sanders, air compressors, jack hammers, backup alarms, cranes, public safety vehicles with sirens, and other noisy equipment, etc.
5. Lighting: Conducive to day or night setting but may also work in poorly lit areas such as attics or basements or when working in poorly lit areas under vehicles or when servicing heavy equipment.
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. Employees are exposed to extreme heat, cold or dampness while working in the garage or while out on a call, repairing equipment or other vehicles.
7. Dust or Fumes: Normal to high levels, dust, pollen, vehicle exhaust, gasoline, propane, paint, thinners, acids, cleaners, solvents, etc. during new construction, painting, or demolition projects. Also exposed to insect, vermin, pigeon, or rodent excrement.

HAZARDS:

Mechanical, electrical or gas exposure is low to high, depending on the nature of the work being performed. Employees must be aware of the location of the electrical, gas and water lines to avoid exposure to these hazards. There is also potential exposure to biological waste products or bodily fluids when performing maintenance in the City's public restrooms, parks, or Police detention

facility. Employees are exposed to elevated heights in excess of 25 feet. There is also potential exposure to mechanical hazards when utilizing a vehicle. Mechanical and electrical exposure is medium to high depending on the work being performed on City vehicles or other light or heavy equipment. There is potential exposure to biological waste or bodily fluids when working in Police, Fire and Public Works vehicles. In addition, there is some exposure to mechanical hazards when driving a vehicle or truck.

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

ATMOSPHERIC CONDITIONS:

Minimal to high exposure occurs from solvents, paints, vehicle exhaust, propane, and dust, on a daily basis. In addition, employees come in contact with insects, rodents, birds, and other pests.

Low to medium exposure to fumes occurs from gasoline, propane, cleaners, solvents, oils, and vehicle exhaust when performing maintenance or repairs on City vehicles or other equipment. Minimal exposure to fumes occurs in the typical office environment which may result from the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

Some exposure to exhaust fumes occurs in the office due to the close proximity of the parking lot area. Typical 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. Any combination of education and experience equal to:
 - a. An Associate's degree or sixty (60) semester units from an accredited college or university with major course work in facilities and/or fleet management, facilities and/or fleet maintenance, construction technology, construction management or a closely related field of study. A bachelor's degree from an accredited college or university in a closely related field of study is preferred.
 - b. Six (6) years of directly related experience in related building/facilities maintenance work and/or fleet and equipment maintenance and repair, including at least two (2) years of supervisory experience at a lead worker level or higher. Public agency work experience is highly desired.
 - c. The City of Gilroy retains the sole right to determine if the combination of education and experience fulfills the requirement.
2. Additional current certifications or training in facilities and/or fleet management/maintenance highly desired. Current ASE or equivalent certifications at time of hire are highly desired. Must be willing and able to obtain additional ASE certifications that would assist in the performance of the job.

3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). May be required to obtain and maintain a valid Class A California Driver License within twelve (12) months of hire. May be required to obtain endorsements. May be required to participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
4. Recent certifications and/or training in topics related to the supervision of personnel highly desired.
5. Possess, at time of hire, and maintain during employment a valid California Class C Drivers License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass an employment background check including a Department of Justice criminal record check for employment.
7. Pass a post-offer medical examination, which includes a drug test.
8. Is subject to weekend work, work on holidays, variable shifts and call back.
9. Bilingual (English/Spanish) desired, but not required.
10. Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Selection of Personnel Commission Chair & Vice Chair for 2024

Meeting Date: January 22, 2024

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

RECOMMENDATION

Staff recommends that the Personnel Commission take the following actions:

1. Selection of Chair for 2024
2. Selection of Vice Chair for 2024

BACKGROUND

Once per year, the Personnel Commission must take action to appoint a Commissioner to the position of Chair and another Commissioner to the position of Vice Chair. Currently, Commissioner Edde-Mitchell is the Personnel Commission Chair and Commissioner Haro is the Vice Chair.

Any Commissioner may be selected for either of these positions. Although there is no requirement to do so, in the past, the Vice Chair has been appointed to the position of Chair provided the Commissioner is willing to serve in the new capacity. In addition, one of the Commissioners who was not most recently the Chair is typically selected to fill the Vice Chair position. If this rotation is followed, Commissioner Haro would move to the role of Chair and Commissioner Cummins would be the Vice Chair.

At this time, the City Council has not appointed any new members to the Personnel Commission. Applications have been limited. It is hoped that Commissioner Bronze will continue to serve since a replacement has not been identified.

Again, any Commissioner can serve in any role, but given the historical rotation process that has worked well, staff recommends that Commissioner Haro be appointed as Chair and Commissioner Cummins be appointed as Vice Chair.