



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



TUESDAY, MAY 30, 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.

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 special meeting is as follows:

1. **OPENING**

1.1 **Call Special 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 March 13, 2023 (report attached).

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

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

6. **NEW BUSINESS**

6.1. **Review and Approval of Updated Job Description and Salary Range for the Classification of Supervising Accounting Technician and Reclassification of Arica Hernandez to the Classification of Supervising Accounting Technician (Report Attached)**

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

2. Public
Comment

3. Possible
Action:

1. Approve updated job description for Supervising Accounting Technician.

2. Approve placement of salary range for Supervising Accounting Technician on the AFSCME, Local 101, Supervisor Unit, Salary Schedule.

3. Approve the reclassification of Arica Hernandez to the classification of Supervising Accounting Technician effective June 1, 2023.

6.2. **New Job Description & Salary Range for the Classification of Project Manager in the Engineering Division of the Public Works Department (Report Attached)**

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

1. Approve job description for Project Manager.
2. Approve salary range for Project Manager.

6.3. **Personnel Commission Workplan for FY 24 & 25 (Report Attached)**

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

Approve Personnel Commission Workplan for FY 24 & 25.

7. **FUTURE PERSONNEL COMMISSION BUSINESS**

8. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is June 26, 2023.

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

March 13, 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 March 13, 2023 to order at 5:30 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 March 10, 2023 at 5:05 p.m.

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

III. APPROVAL OF MINUTES

- A. *For the regular meeting dated January 9, 2023 – on a motion from Commissioner Bronze, seconded by Commissioner Cummins, the minutes for the January 9, 2023 meeting were approved on 4-0 vote.*

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

- *HR Analyst Vacancy*
- *Training Opportunity on Public Sector Leaves and FMLA*
- *City Council Correspondence Usage*
- *Diversity, Equity & Inclusion Program Kick-Off*

V. INFORMATIONAL ITEMS

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

VI. UNFINISHED BUSINESS - NONE

VII. NEW BUSINESS

- A. *Personnel Commission Fiscal Year 2024 and 2025 Budget Requests – Human Resources Director provided staff report on the budget request process; questions answered; received report – no action taken.*
- B. *Personnel Commission Training Requests/Plan – Human Resources Director provided some*

background on the training request process and training planned for the Personnel Commission; Commission was advised that they can request additional training if needed; received report – no action taken.

- C. *Update to Personnel Commission Bylaws to Change Regular Meeting Date from the Second Monday of Each Month to the Fourth Monday of Each Month– Human Resources Director McPhillips provided a report; questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Bronze the updated Personnel Commission Bylaws were approved on a 4-0 vote.*

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

- Police Cadet Program
- Review Job Description and Salary Range for Classification of Project Manager (Engineering)

- IX. ADJOURNMENT** - *the meeting adjourned at 5:53 p.m. on motion from Commissioner Bronze, seconded by Commissioner Haro; motion passed 4-0. Given the approval of bylaws, the next meeting of the Personnel Commission was identified for April 24, 2023.*

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 March, 2023	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 5/29/23
Police Officer – Lateral, Academy Graduate, Current Academy Cadet	5/30/22	Continuous	4 total (can hire at any level)	Accepting & screening applications	33
Police Officer Trainee	5/30/22	Continuous	4 total (can hire at any level; 1 candidate in background check)	Accepting & screening applications	43
Public Safety Communicator – Lateral	5/30/22	Continuous	3 (can hire at any level)	Accepting & screening applications	5
Public Safety Communicator Trainee	1/25/23	Continuous	3 (can hire at any level; 2 in final pre-hire steps)	Accepting & screening applications; screening	20
PT Recreation Specialist (2)	9/14/22 & 11/29/22	Open Until Filled	2	Accepting applications	38
Recreation Leader – Adaptive Program	4/12/23	Open Until Filled	1	Accepting applications	2
Detention Services Officer	1/20/23	Continuous	2	Accepting & screening applications	10
Accountant	5/9/23	6/6/23	1	Accepting applications	4
Senior HR Analyst/HR Analyst	5/29/23	6/25/23	1	Accepting applications	0
Information Technology Manager	n/a	n/a	1	Updated information to repost position	n/a
Community Services Officer	n/a	n/a	1	Reviewing draft job flyer	n/a

Recruitments in Process – May, 2023	Status
Police Officer (All Levels)	4 candidate in background check; 1 internal candidate starting Academy 5/30/23; screening applications
Public Safety Communicator (Trainee)	1 candidates in background; screening applications
Firefighter Trainee (Licensed Paramedic)	4 candidates in background check

Recruitments in Process – May, 2023	Status
Police Records Technician I	4 candidates in background check
PT Property & Evidence Technician	Evaluating eligibility list
Economic Development Manager	Reviewing applications with search firm
Management Analyst (Grants Analyst)	Candidate selected and will begin work 7/3/23
Maintenance Worker I	1 candidate in final pre-hire steps to fill final open position
Maintenance Worker Assistant	1 candidate in final pre-hire steps
Temporary Fire Division Chief	1 candidate scheduled to begin work on 6/1/23
Permit Technician	1 candidate scheduled to begin work on 6/1/23
Financial Analyst	Screening applications
Fire Division Chief (2)	Assessment Center 5/31/23
Community Resilience Coordinator	Conditional job offer issued
Custodian/Senior Custodian	Interviews 6/1/23
Operations Services Supervisor – Parks & Landscape	Conditional job offer issued
PT Recreation Specialist	Screening applications and scheduling interviews
PT Recreation Leader – Adaptive	1 candidate in background check

Hiring/Promotion/Separation Information (March 13, 2023 – May 29, 2023)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
ARMANDO ZEPEDA AMADOR	SENIOR EQUIPMENT MECHANIC	3/13/2023
DARREN HERNANDEZ	RECREATION LEADER I – AFTER SCHOOL PROGRAM	3/13/2023
TYLER HANSON	MAINTENANCE WORKER I – WATER	3/14/2023
JOSE PONCE RANGEL	FIREFIGHTER TRAINEE	3/27/2023
SONNY OLD ELK	MAINTENANCE WORKER I – PARKS & LANDSCAPE	3/27/2023
VERONICA NAJERA RUIZ	POLICE RECORDS TECHNICIAN I	3/27/2023
AMANDA MARCIEL	PUBLIC SAFETY COMMUNICATOR SUPERVISOR – <i>PROMOTION</i>	4/1/2023
VIEN MYLES	POLICE RECORDS SUPERVISOR – <i>PROMOTION</i>	4/1/2023
WALTER KANESHIRO	FIREFIGHTER (60 UNITS)	4/1/2023
CASSANDRA SNOW	PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	4/1/2023
JONATHAN CASTRO JR.	MAINTENANCE WORKER I – STREETS, WASTEWATER & TREES	4/2/2023
HEIDI BATES	PUBLIC SAFETY COMMUNICATOR TRAINEE	4/3/2023

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
JACOB GOMER	MAINTENANCE WORKER I – PARKS & LANDSCAPE	4/3/2023
SAVANNA HARTMAN	PUBLIC SAFETY COMMUNICATOR TRAINEE	4/10/2023
PEYTON TURNER	TEMPORARY FIREFIGHTER TRAINEE	4/24/2023
SALVATORE RUSSO	MAINTENANCE WORKER I – PARKS & LANDSCAPE	5/1/2023
JOHN PENN	PT MAINTENANCE WORKER ASSISTANT – TRASH/DEBRIS CLEAN UP	5/15/2023
MICHAEL GUERRA	MAINTENANCE WORKER I – STREETS, WASTEWATER & TREES	5/15/2023
ROBERT BASUINO	POLICE SERGEANT - <i>PROMOTION</i>	5/19/2023
DARREN COONER	POLICE CORPORAL - <i>PROMOTION</i>	5/19/2023

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
MAYRA ARMENTA	POLICE RECORDS TECHNCIAN	1/6/2023
ROBERT MORENO	PT WATER CONSERVATION OFFICER	3/9//2023
LOURDES ANDRADE TORRES	ACCOUNTANT	3/17/2023
GARY HEAP	CITY ENGINEER/TRANSPORTATION ENGINEER	4/14/2023
CHRIS WEBER	FIRE DIVISION CHIEF – <i>RETIRED</i>	5/1/2023
MONICA BELTRAN	PUBLIC SAFETY COMMUNICATOR – <i>RETIRED</i>	5/4/2023
SHAUN PEYGHAMBARY	FIRE DIVISION CHIEF – <i>RETIRED</i>	5/5/2023
JACOB GOMER	MAINTENANCE WORKER I – PARKS & LANDSCAPE	5/18/2023
WES STANFORD	POLICE SERGEANT – <i>RETIRED</i>	5/18/2023



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Review and Approval of Updated Job Description and Salary Range for the Classification of Supervising Accounting Technician and Reclassification of Arica Hernandez to the Classification of Supervising Accounting Technician

Meeting Date: May 30, 2023

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

RECOMMENDATION

1. Approve updated job description for Supervising Accounting Technician.
2. Approve placement of salary range for Supervising Accounting Technician on the AFSCME, Local 101, Supervisor Unit, Salary Schedule.
3. Approve the reclassification of Arica Hernandez to the classification of Supervising Accounting Technician effective June 1, 2023.

BACKGROUND

In 2018, the classification of Supervising Accounting Technician was inactivated when the position became vacant. At that time, the Finance Department reorganized the work and lines of supervision. Over the past year, however, it became apparent that a dedicated supervisor was needed for the Utility Billing work group (six employees) which includes staffing the City Hall Information Desk.

ANALYSIS

Over the past six months, the Accounting Technician II assigned to Utilities took on some additional duties as part of an out of class assignment which included supervision of the Utility Billing function. This employee was already serving in a lead capacity and transitioned to being the formal supervisor. This change really helped the oversight and flow of work in the department. Scheduling, coverage, and accountability improved. Following six months of assessment, the department would like to formalize this role and work group supervision by reactivating the Supervising Accounting Technician position.

The City Council recently approved the position control change allowing for an Accounting Technician II position to be replaced with a Supervising Accounting Technician. With this approval, staff reviewed the prior Supervising Accounting Technician job description and made some updates to reflect the actual work being performed. Implementation of the Finance and Utility Billing modules of the Enterprise Resource Planning System changed the way some aspects of the work are performed. The employee performing the work validated the accuracy of the proposed job description. The edits are shown in track changes in the attached proposed job description.

Next, the salary range for this position was reviewed. Staff looked at the range this position was assigned back in 2018, what classifications it was aligned with, as well as current supervisory positions with similar duties. Alignment with the Police Records Supervisor position is appropriate given the supervisory oversight of a team performing a technical function. The recommended salary range is \$89,596 - \$114,349. Placement on this range allows for an appropriate differential from the Accounting Technician I/II job series. The differential is approximately 14% and 10-15% is the recommended differential amount.

Reclassification of Accounting Technician II Arica Hernandez to the Supervising Accounting Technician position is appropriate as Ms. Hernandez assumed the supervisory responsibilities for the Utility Billing function and has taken on other higher-level work associated with the Supervising Accounting Assistant position and this work needs to continue.

CONCLUSION

Once the job description and salary range are in place for the Supervising Accounting Technician, it is recommended that Arica Hernandez be reclassified to the position. Ms. Hernandez's salary will be set in the new range in accordance with the Human Resources Rules and Regulations.

Attachments:

1. Supervising Accounting Technician DRAFT Job Description in Track Changes Format

**FINANCE DEPARTMENT
SUPERVISING ACCOUNTING TECHNICIAN**

GENERAL DUTIES: Under general supervision of the ~~Assistant Finance Director~~ Finance Manager, supervise clerical accounting functions in relation to utility billing and collection, business licenses, and accounts receivable; implements and monitors utility billing systems and procedures, and performs other job related work. Directly perform clerical accounting duties in support of these functions. ~~Supervise the payroll function, including time sheet entry, processing and reporting. This position will provide confidential salary/benefits proposal support, data and information for labor negotiations and, therefore, is designated as a confidential, unrepresented job classification.~~

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department 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 sexual differences of others, and avoids derogatory statements regarding these differences.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervise clerical accounting functions in connection with utility billing and collection, business licenses and accounts receivable. ~~Also provide supervision to one water maintenance worker assigned to finance.~~ This includes: the assignment and prioritizing work; approval of time off; preparation of employee evaluations; coordination of employee training; leading staff and team meetings to improve efficiency and customer service; and effective input on personnel matters such as employment, promotion and discipline.
2. Provide customer service oversight and supervision for all assigned functions, including the

City Hall's Information Desk.-

- ~~2.~~3. Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution, as needed.
4. Coordinate the research and resolution of system problems for all revenue modules and coordinate upgrades and changes to all revenue modules.
- ~~3.~~5. Enter fee schedule changes into revenue modules, including utility billing rate adjustments. Entries must be accurate to ensure proper calculation of utility bills.
6. Serve as liaison with third party vendor for printing and mailing the bills, revising layouts, processing downloaded files and reconciling monthly invoices.
7. Serve as liaison with third party vendor for collections of delinquent accounts.
8. Serve as liaison with software vendor for upgrades, revisions and corrections for the utility billing customer information system module.
9. Serve as a liaison with third party vendor for business license administration.
- ~~4.~~10. Perform utility billing journal entries and accounts receivable reconciliations.
11. Perform cash reconciliation for all revenue modules.
12. Analyze accounts receivable records and report areas or accounts of concern to the Finance Manager in a timely manner for resolution and corrective action.
- ~~5.~~—
- ~~6.~~13. Research and answer questions relating to cash receipts and billing questions in the general ledger.
- ~~7.~~—Coordinate certain billings and collection for City departments.
- ~~14.~~
- ~~8.~~—Oversee all payroll activities to ensure timeliness and accuracy of all input.
15. Prepare reports and payments to various taxing and financial organizations.
- ~~9.~~—Maintain customer bankruptcy documents and prepares claims for collection.
- ~~16.~~
- ~~10.~~—Prepare payroll journal entries and answer payroll related questions.
17. Develop, maintain, revise, improve, and enforce division policies and procedures that improve efficiency and customer service.
18. Implement changes to increase efficiency and productivity.
19. Prepare, monitor, and administer the utility billing budget.

~~11.~~20. Prepare the annual disclosure reports and schedules as required for the City's utilities bonded debt.~~Develop reports and other materials for use by City management during negotiations and other interactions with bargaining units.~~

~~12.~~21. Conduct, or assist with, special projects and studies.

~~13.~~22. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Customer service techniques.
2. Interpersonal and communication.
3. Word processing and spreadsheet software.
4. Report and letter writing.

KNOWLEDGE: Knowledge of:

1. Supervisory and office management principles.
2. General accounting theory and practices, and of utility billing operations.
- ~~3.~~ Business mathematics, correct English usage, grammar, spelling and punctuation.
- ~~3.~~4.State and local codes and ordinances related to the City's fees including taxes, fees, licenses, and permits.

ABILITIES: Ability to:

1. Read, understand, and interpret policies, procedures, and regulations.
2. Organize and prioritize workload effectively to meet deadlines.
- ~~3.~~ Establish and maintain record keeping and filing systems.
- ~~3.~~4.Forecast and administer a budget.
- ~~4.~~5.Examine and validate financial documents and reports.
- ~~5.~~6.Complete complex assignments with minimal supervision.
- ~~6.~~7.Establish and maintain effective working relationships with supervisors, co-workers,

other departments, outside agencies, and the general public.

~~7.~~8. Prepare accurate reports and communicate effectively in writing and verbally.

~~8.~~9. Utilize personal computer software applications and other automated financial programs; keyboard at an acceptable level of speed and accuracy.

~~9.~~10. Participate in training programs.

~~10.~~11. Supervise assigned staff.

~~11.~~12. Work extended or irregular hours.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office environments include the following:

1. Computer, keyboard, monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Multi-function Copier
5. Calculator or 10-key adding machine
- ~~6.~~ Facsimile machine
- ~~7.~~6. Postage meter and scale
- ~~8.~~7. Optical character reader
- ~~9.~~8. Lettering machine
- ~~10.~~9. Binding machine
- ~~11.~~10. Two-way radio
- ~~12.~~11. Polaroid or digital camera
- ~~13.~~12. Specialized computer software
- ~~14.~~13. Automobile
- ~~15.~~14. Water meter scanner
- ~~16.~~15. Letter opening machine
- ~~17.~~16. Stuffer/folder machine
- ~~18.~~17. Paper shredder and cutter

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities, which include handling files, books, binders, paper 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 mail or work-related documents, up to 100 lbs. with a handcart or dolly.
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, printer, telephone, fax machine, copier, adding machine, postage meter, paper shredder, camera, radio, automobile, etc.:

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, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios, shredder, folding machine or 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 conditions, when traveling to the bank, meetings, or training, less than 5% of the time.
2. Travel: Under varying conditions via automobile, less than 5% of the time.
3. Flooring: Low level carpeting, linoleum, tile, wood, cement, asphalt, uneven surfaces, etc.
4. Noise Level: Low levels, while traveling and attending meetings or training.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Provided by central heating and air conditioning and by vehicle.
7. Dust or Fumes: Normal, outdoor levels associated with dust, pollen, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, ~~computer, typewriter, printer~~ computer, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter. Also, when utilizing a vehicle, there is some potential exposure to mechanical hazards.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result

from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. ~~High school graduation or GED.~~ Completion of thirty (30) semester units of college course work, including at least six (6) college semester units in accounting coursework, from an accredited college or university.
- ~~1.2.~~ Six (6) years of increasingly responsible clerical and technical accounting work experience that includes at least two (2) years of lead or supervisory experience. Direct experience with utility billing, and collections and payroll is desirable. May substitute 1 year of additional Accounting Technician level work experience for fifteen (15) college semester units noted above, but no substitution for the six (6) units of college level accounting coursework noted above.
- ~~Some college level accounting or bookkeeping course work is desired.~~
- ~~2.3.~~ A related college degree from an accredited college or university may be substituted for up to a maximum of the two (2) years required work experience.
- ~~3.4.~~ Keyboarding at the rate of 25 net words per minute and proficient in 10-key by touch.
- ~~4.5.~~ Must be willing to work extended or irregular work hours as needed.
- ~~5. — Pass a post offer medical examination, which includes a drug test.~~
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
7. Pass an employment background check, including a Department of Justice criminal record check for employment.
- ~~7.8.~~ Bilingual English/Spanish desired, but not required.
- ~~8.9.~~ Prefer non-tobacco user.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: New Job Description & Salary Range for the Classification of Project Manager in the Engineering Division of the Public Works Department

Meeting Date: May 30, 2023

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

RECOMMENDATION

1. Approve job description for Project Manager.
2. Approve salary range for Project Manager.

BACKGROUND

The classification of Project Manager was developed to assist the Engineering Division of the Public Works Department to fill a vacant position that Human Resources has not been able to fill. The position of Senior Civil Engineer (Capital Improvement Projects) has been vacant for over a year. Three recruitment processes have been completed, but the position has not been filled. The applicant pool for the recruitments has been very small and after multiple selection processes a strong candidate to manage capital projects could not be identified.

Staff believes that one reason for the limited applicant pool is an overall shortage of licensed civil engineers in the job market. The Senior Civil Engineer classification requires a State of CA Professional Engineering license. After some discussion and research, a classification used by other municipal public works departments is a project manager position. When assigned to the capital projects function, the bulk of the work is project management as most capital projects are put out to bid and completed by a contractor versus in-house. Therefore, the bulk the work does not require a professional engineering license and could be completed by a strong engineering or construction project manager. The Project Manager position does not include the requirement to possess a State of CA Professional Engineering license. Should there be work that requires this license, there are other positions in the Public Works Department that hold this license and can complete that work.

The need in the department is for a strong project manager for capital projects. This vacancy impacts the other staff in the department and slows the ability for projects to be completed in a timely manner. The recruitment strategy will be to post the position at both levels – Senior Civil Engineer (Capital Improvement Projects) or Project Manager. Posting for both classifications will give the department options to fill the position with the best fit.

Attached is a job description for the position of Project Manager. This description was developed based on the needs of the department and by looking at other similar positions at other municipalities in our region.

The salary range recommended for the Project Manager is Gilroy Management Association Range 16 or \$110,905 - \$147,899. This placement is appropriate as the Project Manager does not require the professional engineering license and performs complex project level work like that of the Senior Planner position that is also set at Range 16. The Senior Civil Engineer position is currently set on Range 18 or \$122,270 - \$163,057. As an FYI, all of these ranges are set to increase by 5% on July 1, 2023, based on the Gilroy Management Association (GMA) Memorandum of Understanding which will surely help with the recruitment process.

The new position of Project Manager will fall under the GMA labor group; therefore, the job description and salary range were shared with GMA. As of the writing of this staff report, no comments or changes have been suggested.

Attachments:

1. Draft Job Description for Project Manager

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
PROJECT MANAGER**

GENERAL DUTIES: Under the general supervision of the City Engineer or Public Works Director, plans and implements the delivery of capital improvement and/or other assigned projects. Responsible for one or more projects, or assigned aspect(s) of a larger project, of varying scope, diversity, and complexity. Develops project objectives, priorities, schedules, and budgets; prepares and delivers graphic, written and oral reports and presentations; prepares technical documentation to ensure delivery of intended product; tracks and manages expenditures; establishes and implements quality controls; maintains accurate project records; and ensures compliance with design intentions, regulatory requirements, and technical contract documents; and performs related work as required.

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives. Employees in this classification may exercise supervision over subordinate supervisors or employees. This position is responsible for the activities, operations, and management of assigned programs. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of contract administration, project management principles and supervisory practices.

This job classification is distinguished from the Senior Civil Engineer classification in that a professional engineering license is not required. This is an exempt, mid-management level position.

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 sexual differences of others, and avoids derogatory statements regarding these differences.

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs construction management for Capital Improvement Program (CIP) projects and oversee all construction related activities, including public relations, managing budget, providing management with updates and status reports, approving or coordinating design changes, and resolving conflicts.
2. Manages public works projects including the planning, design, renovation and construction of buildings, parks, streets, utilities and other facilities owned and operated by the City.
3. Assists in the development and application of City project delivery policies, following general guidelines or professional and administrative standards in accomplishing assignments.
4. Assists engineers, maintenance and other colleagues to evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare reports of operations and activities.
5. Prioritizes, coordinates and directs the work of project assignments and is responsible for quality, schedule and cost control.
6. Regularly reports to supervisor and others in the City organization on the status of projects and other assignments; suggests, discusses and implements strategies to improve project delivery services.
7. Solicit and review bids, and recommend contract awards.
8. Performs project management activities which achieve, but are not limited to planning, establishing, and executing, project performance and design objectives, schedules and budgets; regulatory compliance; process and project documentation.
9. Evaluates the work effort required for projects and identifies the resources to provide that work effort; prepares and executes plan to retain required resources.
10. Inspect public works construction projects in the public right-of-way or development projects for work quality, proper materials used, conformance with project plans, specifications, and City municipal code and to ensure compliance with local, State, and Federal regulations.
11. Hires and supervises consultants retained to provide particular expertise for project studies, programming, development, design or management; participates in, or manages the selection, hiring, and development of contracts with consulting firms; negotiates contracts with outside consultants; acts as owner's representative for the City in directing consultants.
12. Establishes project schedules and milestones; prepares, and communicates schedules and reports on progress of project activities; develops critical path or project flow diagrams to plan, set and evaluate progress on project tasks; timely communication of deviations from project schedule and proposes alternatives to align project activities with planned schedule.
13. Plans and assists in establishing project budgets; tracks and reports on project expenditures; timely communication of deviations from project expenditure plan and proposes alternatives to align expenditures with budget.

14. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff, supplies, materials and equipment; monitors and controls expenditures.
15. Interprets and applies relevant codes, ordinances, rules, and regulations.
16. Oversees the preparation of project technical reports and design for approval/acceptance.
17. Performs the contract administration activities which include, but are not limited to, plan and specification preparation and reviews, contract preparation and execution, contract change order approval, review and process submittals, payment approval, dispute resolution, acceptance and bond release approval.
18. Monitors engineering aspects of facility start-ups; ensures project start-up plans and required documentation are completed and coordinated with department personnel.
19. Monitors proposed legislation and regulations applicable to projects and program areas and coordinates compliance.
20. Prepare and submit grant requests and applications and monitor and manage grant funds received for compliance with terms of grants.
21. Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service.
22. Conduct on-site inspection of construction materials, grade elevations, underground facilities, construction safety precautions, etc., to determine compliance with contract plans and specifications.
23. Make field measurements.
24. Ensure conformance with applicable safety standards and regulations.
25. Monitor and document the correction of project deficiencies.
26. Prepare daily reports, track contract timelines, and maintain field records on materials and quantities used.
27. Perform related work as required or assigned.

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

1. Application and effective utilization of computer systems, AutoCAD, Land Management, Permitting, Microsoft Word, Outlook, Project, PowerPoint, and Excel. Must have skill to learn new software programs as needed to perform work.
2. Possess significant customer service, organizational and personnel management skills necessary to manage a complex and diversified group of operations.

3. Possess significant public relations, interpersonal communication, and conflict resolution skills necessary for regular contracts with the press, other agencies, community organizations, commissions, employees, and citizens that will promote and positively represent the City and the Department.
4. Project management.
5. Supervision, management, training, mentoring, and leadership of assigned employees.
6. Preparing detailed reports tailored to expected audience.
7. Public presentation skills.

KNOWLEDGE: Knowledge of:

1. Principles and practices of project management and capital improvements.
2. Methods, materials, and techniques used in the construction, design, extension, and maintenance of public works projects.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
4. Basic principles and practices of budget development, administration, and accountability.
5. Principles and practices of contract administration, negotiation and evaluation.
6. Principles of advanced mathematics and their application to project management work.
7. Occupational hazards and safety equipment and practices related to the work.
8. Materials, methods, tools, equipment, and instruments used in road, bridge, and drainage construction and the construction and installation of sanitary and water distribution systems.
9. Paving methods and use of pipes and conduits required for public works projects
10. Principles of engineering as applied to construction inspections.
11. Engineering mechanics of structures. Construction and post construction Best Management Practices (BMPs) to protect stormwater quality.
12. Safety principles and practices, to include safe driving rules and practices.
13. English usage, grammar, spelling, vocabulary, and punctuation.
14. Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
15. Pertinent local, state and federal laws, regulations, and enforcement procedures related to contracts, agreements, and CEQA.

16. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
17. Record keeping principles and procedures.
18. Modern office practices, methods, and computer equipment and applications related to the work.
19. English usage, grammar, spelling, vocabulary, and punctuation.
20. Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
21. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

ABILITIES: Ability to:

1. Participate in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
2. Organize, implement, and direct assigned project management activities.
3. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
4. Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
5. Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
7. Prepare clear and concise reports, correspondence, procedures, and other written materials.
8. Read, and interpret, drawings, blueprints, maps, and specifications.
9. Recognize discrepancies from as-built to contract specifications and recommend reconciliation.
10. Negotiate and administer a variety of contracts.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Operate modern office equipment including computer equipment and software programs.
13. Establish and maintain a variety of filing, record-keeping, and tracking systems.
14. Use English effectively to communicate in person, over the telephone, and in writing.

15. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
17. Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet printer
3. Ink jet printer
4. Plotter
5. Telephone or headset
6. Multi-function machine (copy/scan/print/fax)
7. Calculator
8. Facsimile machine
9. Postage meter and scale
10. Cell phone
11. Two-way radio
12. Digital camera
13. Paper shredder
14. Paper cutter
15. Surveying instruments
16. Traffic counters
17. Engineering tools and equipment
18. Presentation equipment, microphones, easels, overhead projectors, etc.
19. Plan copier/scanner
20. Specialized computer software
21. Computerized scanner
22. Automobile
23. Television and DVD equipment
24. Other related equipment

PHYSICAL DEMANDS:

Under typical field and office conditions, employee will perform the following physical activities including the handling of survey, drafting and engineering equipment, traffic counters, two-way radios, blueprints, plans, files, books, binders and boxes of work-related material:

1. Sitting, for prolonged periods of time while attending meetings or seminars, or when working at a computer.
2. Walking, during site visits, inspections and enforcement activities in the field.

3. Standing, for prolonged periods of time while working in the field, during Council meetings or at other public presentations.
4. Stooping, when performing work in the field or office.
5. Kneeling, when performing survey work or during site visits, inspections or enforcement activities.
6. Bending/stooping, when performing survey work or during site visits, inspections or enforcement activities.
7. Twisting, when performing survey work, during site visits, inspections or enforcements.
8. Reaching, when performing survey work, during site visits, inspections or enforcement activities, in addition to typical office work.
9. Carrying, survey or drafting equipment, in addition to the typical office work.
10. Pushing/pulling, utility boxes, manhole covers and other equipment or tools.
11. Lifting, up to 40 lbs., working with survey equipment or other tools.
12. Driving, to inspection or construction sites, or to perform enforcement activities.
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, microphone, overhead projector, easel, survey or drafting equipment or automobile:

1. Seeing, color vision necessary when reading maps and drawings.
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 75-80% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to concrete.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or 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, blueprints, ink pens, plan copier, copy machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, approximately 15-20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood or uneven surfaces during site visits or inspections.
4. Noise Level: Varying low to high equipment noise may occur during site visit or inspection.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by a vehicle.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection and enforcement activities.

HAZARDS:

Under typical office conditions, mechanical or electrical exposure is minimal while properly using office equipment such as a telephone, computer, printer, copier, overhead projector, computer, computer mouse, keyboard, microphone, easel, fax machine, paper shredder, or paper cutter.

In the field, during a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that are manufacturing or processing materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

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

REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in Construction Management, Project Management, Civil Engineering, Architecture, Public Administration or a closely related field of study.
2. Four years of increasingly responsible professional-level experience in performing construction project management work.
3. Experience in a lead or supervisory role highly desired.
4. Willing to continue education and training, expand skills, attend seminars, workshops, and individual study.
5. Possess and maintain a valid California Driver License necessary to operate assigned vehicle(s).
6. Pass an employment background check which includes a Department of Justice criminal record check and registration in the City of Gilroy's subsequent arrest notification system.
7. Pass a post-offer medical examination, which includes a drug test.
8. Prefer non-tobacco user.
9. Bilingual English/Spanish desired, but not required.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Personnel Commission Workplan for FY 24 & 25
Meeting Date: May 30, 2023
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

Approve Personnel Commission Workplan for FY 24 & 25.

BACKGROUND

Each Board & Commission of the City of Gilroy is asked to develop a workplan that ties to the budget cycle. Attached is a draft work plan which identifies the suggested workplan items for the Personnel Commission for FY 24 & 25. Most of the workplan items are determined by the duties and responsibilities of the Personnel Commission as identified by the Gilroy City Charter. The Commission should review and finalize the workplan which will be submitted to the City Council for approval on June 5, 2023, as part of the budget approval process.

Attachments:

1. Draft Personnel Commission Workplan for FY 24 & 25

FY24 and FY25 Personnel Commission Workplan

Workplan Item	Description
Review New and Updated Job Descriptions	Commission to review all new and updated job descriptions within the classification plan.
Review New and Updated Salary Rates	Commission will review recommended salary range for new/updated classifications for proper placement on the salary schedule.
Review Recruitment and Employment Status Report	Commission to review and provide feedback on recruitment efforts and filling of vacancies.
Conduct Appeal Hearings as Needed	Commission will conduct any discipline or grievance appeal hearings as needed consistent with the procedures contained in the Human Resources Rules and Regulations and Memoranda of Understanding.
Complete Required Training	Commission to complete any required training to keep knowledge and understanding of various rules and procedures current.
Review Updates to Human Resources Rules and Regulations	Commission to review comprehensive update to Human Resources Rules and Regulations and make a final recommendation on the updates to the City Council.