



CITY OF GILROY
PERSONNEL
COMMISSION
SPECIAL MEETING
AGENDA



TUESDAY, JUNE 24, 2025 | 5:30 PM

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

Chair: Catherine Cummins

Vice Chair: Nita Edde-Mitchell

Commissioners: Linda Allen, Marissa Haro, Vacant

Staff Liaison: LeeAnn McPhillips, Human Resources Director



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

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

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PUBLIC COMMENT GUIDELINES:

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

The agenda for this regular meeting is as follows:

1. **OPENING**

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

1.2 **Roll Call**

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

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

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

3. **APPROVAL OF MINUTES**

3.1. Approval of Minutes for the Meeting of April 28, 2025 (report attached)

4. **PERSONNEL COMMISSION TRAINING**

4.1. Personnel Commission Training – Hearing Procedures Training Presented by Gage Dungy of Liebert Cassidy Whitmore

5. **INFORMATIONAL ITEMS**

5.1. Recruitment and Employment Status Report (report attached)

6. **NEW BUSINESS**

6.1. **Job Description and Hourly Rate Range for New Part-Time Job Classification of Environmental Programs Analyst**

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

2. Public Comment

3. Possible Action:

1. Approve the job description for Part-Time Environmental Programs Analyst

2. Approve the hourly range pay range for Part-Time Environmental Programs Analyst

6.2. **Approve Reclassification of Management Analyst Monica Sendejas to the Classification of Senior Management Analyst**

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

2. Public Comment

3. Possible
Action:

Approve the reclassification of Monica Sendejas to the Classification of Senior Management Analyst.

6.3. **Reclassification of Office Assistant II Zinnia Menchaca-Navarro to the Classification of Management Assistant**

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

Approve the reclassification of Zinnia Menchaca-Navarro to the Classification of Management Assistant

7. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 7.1. Updates to Job Description – Senior Maintenance Worker (Wastewater)
- 7.2. Updates to Job Description – Senior Maintenance Worker – Streets/Stormwater & Drainage/Trees
- 7.3. Job Description and Salary Range for New Classification of Economic Development Director
- 7.4. Updates to Various Police Department Job Descriptions
- 7.5. Job Description, Salary Range, and Reclassification – Water Operations Superintendent
- 7.6. Job Description and Salary Range for New Job Classification of Water Operator

8. **ADJOURNMENT**

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for Monday, July 28, 2025.

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

April 28, 2025, Regular Meeting – DRAFT MINUTES

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

Members Present

Linda Allen
Nita Edde-Mitchell
Marissa Haro

Members Absent

Catherine Cummins

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Vice Chair Edde-Mitchell called the meeting of April 28, 2025, to order at 5:32 p.m. Roll call was taken noting that Commissioners Allen, 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 April 24, 2025, at 6:35 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 March 24, 2025 (date corrected from March 28, 2025) – on a motion from Commissioner Haro, seconded by Commissioner Allen, the minutes for the March 24, 2025, meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – *Human Resources Director McPhillips provided an update on the following topics-*

- A. *Training Grant Program*
B. *Santa Clara County Leadership Academy*
C. *Human Resources support for community and recruitment events*

V. INFORMATIONAL ITEMS

- A. *Community Workshop Series: Visioning the Gilroy Civic Center Mast Plan – Project Manager Ryan Osenton provided a brief project update.*
B. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*
C. *Employee Referral Program – Human Resources Director McPhillips provided a report on the new employee referral program that is in place; information received.*

VI. UNFINISHED BUSINESS – *None*

VII. NEW BUSINESS

- A. *Updates to Senior Environmental Engineer – Wastewater Job Description – Human Resources Director McPhillips provided a staff report; questions were answered to include the salary range for the position \$135,803 - \$185,164; on a motion from Commissioner Haro, seconded by Commissioner Allen, the updates to the Senior Environmental Engineer – Wastewater job description were approved on a 3-0 vote.*
- B. *Updates to Code Enforcement Officer Job Description - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Allen, the updates to the Code Enforcement Officer job description were approved on a 3-0 vote.*
- C. *Personnel Commission Budget Requests for Fiscal Years 206 and 2027 - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Allen, it was recommended to continue to include approximately \$3,000 per year in the Human Resources budget for Commission training with an emphasis on hearing procedures training for the upcoming year; motion passed on a 4-0 vote.*

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

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

IX. ADJOURNMENT – Vice Chairperson Edde-Mitchell adjourned the meeting at 6:10 p.m.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

LIEBERT CASSIDY WHITMORE

Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

Presented By:
Gage C. Dungy / June 24, 2025

1

City of Gilroy Personnel Commission

The Personnel Commission shall have the power and duty to:

- (a) Act in an advisory capacity to the City Council, City Administrator and/or the Human Resources Director in the preparation, installation, revision and maintenance of a full-time employee position classification plan and the Human Resources Rules and Regulations;*
- (b) Hear appeals of any officer or employee having regular full-time status in any office, position or employment in the Competitive Service pertaining to suspension, demotion, dismissal or disciplinary action as provided in the Human Resources Rules and Regulations or Memorandums of Understanding.*

- City of Gilroy City Charter, Section 907

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Post-Disciplinary Appeals

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

Types of Discipline

Minor Discipline

- Written Reprimand

Significant Discipline (Due Process Rights):

- Unpaid Suspension
- Demotion
- Reduction in Pay
- Termination

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4

Overview – Disciplinary Procedural Due Process

1. Investigation
2. Written notice of intent to discipline
3. Pre-disciplinary response (aka *Skelly* meeting)
4. Written final notice of discipline
5. **Post-discipline evidentiary hearing**
6. Judicial review of administrative decision (except binding arbitration decisions)

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5

Analyze Impact of Conduct on Agency

*“The overriding consideration in these cases is the extent to which the employee’s conduct resulted in, or if repeated is likely to result in **harm to the public service...**”*

Skelly v. State Personnel Board, 15 Cal.3d, at 218.

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

Factors to Consider Regarding Level of Penalty

- Aggravating Factors
- Mitigating Factors
- Objectivity of Decisionmaker

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Level of Penalty Analysis:

- Did employee have notice of rule and penalty for violating it?
- Does rule serve a useful purpose?
- Can rule be strictly followed?
- Is the rule clear or does it have vague, undefined terms?
- Has rule been applied uniformly in the past?

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The Final Notice of Discipline

- Notice of Discipline
 - Memorialize Position(s) Taken By Employee/Employee Representative at *Skelly* Meeting and Describe Impact on Final Decision
 - Advise of Post-Discipline Appeal Rights and Consequences of Waiver
 - Post-Discipline Appeal Before Personnel Commission – Advisory to City Administrator and City Council

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

Post-Discipline Administrative Appeal

- Due process requires a post-disciplinary evidentiary appeal hearing before a **nonbiased** hearing officer or body
- Avoid bias by promptly disclosing:
 - That you know either of the parties
 - That you know any of the witnesses
 - That you have personal knowledge of any events at issue

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Appeal Procedures – Employee’s Request

- Employee must make a timely request for post-discipline appeal – 10 calendar days after final notice of discipline
- Short and/or reasonable extensions should be granted for good cause shown
 - See HR Rules § VI(A)(1)

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Scheduling & Character of the Hearing

- Scheduled between 20-60 days from date of employee’s appeal
 - See HR Rules § VI(A)(2)
- Continuance for good cause shown
 - See HR Rules § VI(A)(9)
- Private unless employee requests public
 - See HR Rules § VI(A)(3)

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

Role of the Chair

- Administer oaths (HR Rules § VI(A)(10))
- Receive and rule on objections (HR Rules § VI(A)(12))
- Control hearing (HR rules § VI(A)(13))
- *Note*: City will generally provide legal counsel for the Commission to assist with:
 - Rulings on evidence
 - Preparation of Findings & Recommended Decision

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Pre-Hearing Procedures

- Issue Subpoenas upon request of a party
- HR provides each Commissioner the Notice of Intent, Employee's written response, and final notice of discipline 5 working days before hearing
- Each party provides HR a copy of their exhibits and witness lists 5 working days before hearing
 - See HR Rules § VI(A)(4) & (5)

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Record of the Hearing

- Audio taped at a minimum
- A party or the Commission can request a court reporter
- *Important to know* that *everything* that is said at the hearing is recorded or documented
 - HR Rules § VI(A)(6)

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

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Degree and Burden of Proof

- Degree of proof required - preponderance of evidence (See HR Rules § VI(A)(8))
- Who has burden of proof?
 - Discipline – Employer
 - Grievance – Employee or Union

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Opening Statements

- The party with burden of proof (the Department) goes first in disciplinary appeals
- The employee may defer until his/her case in chief
- May be oral or in writing
- Value - way to learn about the case
- Not considered evidence**

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Presentation of the Evidence

1. Department that imposed discipline presents case in chief
2. Employee being disciplined presents case in chief
3. Department's rebuttal
4. Employee's rebuttal

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

Types of Evidence

- Stipulations
 - Facts/issues agreed upon by parties
- Oral Testimony (Witnesses)
 - Commissioners may question them
- Documents
 - Commissioners assess weight of evidence
- Official Notice

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Admissibility of Evidence

- Technical rules of evidence generally do not apply (See HR Rules § VI(A)(7)(a))
- All other witnesses (except parties) are excluded during testimony (See HR Rules § VI(A)(7)(g))

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Right to Control Proceedings

- The parties are free to present their cases, but:
 - Chair has reserved right to control, including:
 - Limiting redundant or irrelevant witnesses;
 - Altering order of witnesses;
 - Direct questions of witnesses(See HR Rules § VI(A)(13))

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

Closing Arguments

- At Commission's discretion
- Oral closing argument – under time limit:
 - Party with burden of proof goes first
 - Opposing party goes next
 - Party with burden can close
- Written closing argument:
 - Parties or Commission may request
 - Commission can limit pages

See HR Rule § VI(A)(11)(f)

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Post-Discipline Analysis

- Commission must make two inquiries:
 - Does the evidence show that the employee is guilty as charged?
 - Is the level of discipline appropriate?
- Depending on those answers, the Commission will sustain, reject or modify the discipline
- Commission can deliberate in closed session (*HR Rule § VI(A)(15)*)

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Written Findings and Recommended Decision

- Within 15 days after hearing, unless stipulation of parties allows more time
- Findings must support the conclusion to:
 - Sustain the discipline
 - Modify to lower discipline, or
 - Reject the discipline

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

Written Findings and Recommended Decision

- Recommendation must be fair and logically flow from findings
- Admissible evidence must support findings on each material issue:
 - Credibility of witnesses
 - Documentary evidence
 - Acceptance / rejection of any affirmative defenses
- If reject or modify disciplinary termination, need to discuss back pay and reinstatement dates (*HR Rules § VI(A)(16)*)

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Post-Commission Procedure

- Commission's decision is advisory to City Administrator
- Commission's decision is filed with Employee, Department Head, and City Administrator
- Department Head or Employee may appeal to City Administrator
- City Administrator issues final decision
- Employee may appeal to City Council

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Grievance Procedures

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy

Why Grievances?

- A Formal Process for Resolving Employee Disputes/Complaints
 - Grievance procedures can be an effective means to settle disputes
 - Allows parties to resolve disputes short of litigation before Civil Court or PERB
- Defined in HR Rules and MOU:
 - Alleged Violation, Misinterpretation or Misapplication of MOU, HR Rules and Regulations, or Other City Rules

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Employee/Union Grievances

- Excluded from Grievance Procedures:
 - Complaints on Wages, Hours, and Working Conditions
 - Challenges to Employee Evaluations/ Performance Reviews
 - Challenges to Reclassification, Layoff, Transfer, Denial of Reinstatement, or Denial of Step/Merit Increase
 - Disciplinary Actions
 - Challenges to Violation of Law or Past Practice
 - Challenges to Examinations or Appointment to Positions

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Employee/Union Grievances

- Grievance Procedures Provide Steps to Appeal Disputed Action:
 - Step 1: Immediate Supervisor
 - Step 2: Higher-Level Supervisor/ Department Head
 - Step 3: City Administrator
 - Step 4 (Final Step): Appeal to Personnel Commission/ City Council

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Post-Disciplinary Appeals and Grievances in the City of Gilroy Personnel System

City of Gilroy | June 24, 2025

Presented by: Gage C. Dungy


Grievance Appeal Procedure

- Same hearing procedures except employee has burden of proof
- Commission has 10 days to issue its advisory findings and decision to City Council for final decision

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Any Questions?



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Thank You!

Gage C. Dungy
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**CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT**

Recruitments Posted as of June 2025	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 6/20/25
Police Officer – Lateral, Academy Graduate, Current Academy Cadet, Trainee	8/13/24	Continuous	1 <i>(if candidates in final phases are all successful)</i>	Accepting & screening applications	132
Public Safety Communicator – Lateral	7/1/24	Continuous	2	Accepting and screening applications	31
Utility Business Manager, Utility Operations Manager, Senior Environmental Engineer - Wastewater	5/12/25	6/24/25	1 for each job class	Accepting applications; search firm conducting pre-screen interviews	64
Detention Services Officer	5/19/25	Continuous	1	Accepting applications; screening applications	4
Engineer II/Senior Civil Engineer	5/20/25	6/23/25	1	Accepting applications	6
City Engineer	5/12/25	Open Until Filled	1	Accepting applications	10
Senior Facilities Maintenance Specialist	n/a	n/a	1	Preparing job flyer for posting	n/a
Operations Services Supervisor – Streets/Stormwater & Drainage/Trees	n/a	n/a	1	Preparing job flyer for posting	n/a
Fire Captain – Promotion Process	n/a	n/a	1	Preparing job posting; promotion process; position underfilled with a Firefighter (LP)	n/a
Environmental Engineer	n/a	n/a	1	Preparing job flyer for posting	n/a

Recruitments in Process – June 2025	Status
Public Safety Communicator Trainee	1 candidate to begin work July 28; 1 candidate in final pre-hire steps with August 4 tentative start date
Police Officer (all levels)	1 Lateral in final pre-hire steps 1 Trainee in final pre-hire steps 1 Trainee at Chief’s interview
Community Services Officer	1 candidate in background check
Police Records Technician	1 candidate in final pre-hire steps with July 21 tentative start date; 1 candidate at department interview/assessment phase
Police Chief	Second round interview phase
PT Office Assistant – Youth Task Force	1 candidate in background check

Recruitments in Process – June 2025	Status
Management Analyst Trainee (Public Works)	1 candidate in final pre-hire steps
Fire Division Chief	June 23 Assessment Center
Council Services, Records, & Election Manager/City Clerk	Process complete; candidate begins work July 14
Senior Equipment Mechanic	Interview process July 2
Engineering Technician/Inspector III	Process complete; candidate begins work July 1
PT Maintenance Worker Assistant (Parks)	Candidate in background check
Maintenance Worker I	Screening applications (90)
Deputy Director of Community Development	Job description under review
Code Enforcement Officer	Second round interviews June 23
Planner I/II	Interviews 6/25/25

Hiring/Promotion/Separation Information (April - June 2025)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
MADISEN RUELAS	PUBLIC SAFETY COMMUNICATOR – FULLTIME	5/1/2025
STEFAN MERCER	MANAGEMENT ASSISTANT – ADMINISTRATION	5/1/2025
ROBERT FLEEUP	FIRE CHIEF	5/5/2025
CAMILLA AGUILAR-HERANDEZ	POLICE OFFICER TRAINEE	5/7/2025
VANESSA RUIZ	POLICE CORPORAL – PROMOTION	5/12/2025
ESTHELA ROCHA	POLICE CORPORAL – PROMOTION	5/13/2025
BRYAN HERANDEZ	RECREATION SPECIALIST	5/14/2025
MATTHEW AVILLA	POLICE CORPORAL – PROMOTION	5/16/2025
MONICA PADILLA-MARQUEZ	COMMUNITY COORDINATOR	5/21/2025
ROBERT RUSSELL	EXTRA HELP/RETIRED ANNUITANT – ENGINEER	5/27/2025
KENNETH BINDER	RETIRED ANNUITANT – INTERIM POLICE CHIEF	6/2/2025
ALYSSA REMILY	SUMMER INTERN – HUMAN RESOURCES	6/2/2025
PAMELA BROWN	MANAGEMENT ANALYST TRAINEE – PUBLIC WORKS	6/2/2025
MICHAEL FOSSATI	PLANNING MANAGER	6/2/2025
AESHA SANDOVAL	COMMUNITY SERVICES OFFICER	6/2/2025
MATTHEW LATSHAW	POLICE OFFICER	6/2/2025
MORGAN SALAMIDA	RECREATION LEADER III	6/3/2025
LEORA FRONEN	RECREATION LEADER I	6/3/2025
AMELIE LINZY	RECREATION LEADER I	6/3/2025

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
MADISON DUTRA	RECREATION LEADER I	6/3/2025
EDWIN LOPEZ PEREZ	RECREATION LEADER III	6/3/2025
JOSHUA CAMPO	FIREFIGHTER (60 UNITS) – LICENSED PARAMEDIC	6/7/2025
LEAH MARTINEZ	SUMMER INTERN – YOUTH TASK FORCE	6/10/2025
PETE MARTINEZ	OPERATION SERVICES SUPERVISOR – WASTEWATER	6/10/2025
GISELLE RODRIGUEZ	SUMMER INTERN – YOUTH TASK FORCE	6/11/2025
KENNEDY BERRY	RECREATION LEADER I	6/12/2025
KAYLAH RAPOSO	RECREATION LEADER II	6/12/2025
ALIANNA MENDOZA	RECREATION LEADER III	6/13/2025
MAYA SANCHEZ	RECREATION LEADER I	6/13/2025
JUANITA MENIG	MANAGEMENT ASSISTANT – FLEET/FACILITIES	6/16/2025
VALERIE AGUILAR	SUMMER INTERN – ENGINEERING	6/23/2025
JOAB HINSTSA	SUMMER VOLUNTEER INTERN – FINANCE	6/23/2025

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
RANDY CARPENTER	PROPERTY & EVIDENCE TECHNICIAN – <i>RETIRED (OVER 22 YEARS)</i>	4/30/2025
JEFFREY ROCCAFORTE	POLICE SERGEANT – <i>RETIRED (OVER 24 YEARS)</i>	5/1/2025
DANIEL PADILLA	CIRY ENGINEER/TRANSPORTATION ENGINEER	5/6/2025
DANIEL CONTRERAS	MAINTENANCE WORKER I – WATER	5/8/2025
JASON SMITH	POLICE CAPTAIN – <i>RETIRED (OVER 19 YEARS)</i>	5/9/2025
MAERYSU JIMENEZ	RECREATION LEADER I	5/16/2025
JOHN GOLDSTEIN	PUBLIC SAFETY COMMINCATOR – TRAINEE	5/21/2025
PEDRO ESPINOZA	POLICE CHIEF – <i>RETIRED (OVER 22 YEARS)</i>	5/22/2025
BONNIE SNYDER	EXTRA HELP RETIRED ANNUITANT/ POLICE RECORDS TECHNICIAN	5/29/2025
ABRAHAN ROMERO	MAINTENANCE WORKER I – WATER	5/30/2025
CHRISTIAN OCHOA	ENGINEER I - UTILITIES	6/5/2025
ISAAC MUNOZ	MAINTENANCE WORKER I – WATER	6/11/2025
BILL AVILA	OPERATION SERVICES SUPERVISOR – STREETS/WASTEWATER/TREES	6/13/2025



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Hourly Rate Range for New Part-Time Job Classification of Environmental Programs Analyst

Meeting Date: June 24, 2025

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

RECOMMENDATION

1. Approve the job description for Part-Time Environmental Programs Analyst
2. Approve the hourly range pay range of \$41.46 - \$53.71 for the classification of Part-Time Environmental Programs Analyst

BACKGROUND

Environmental Services Division of the Public Works Department has identified the need for additional support to meet increasing state and regional regulatory mandates, including those under SB 1383 (mandatory organics recycling), the Statewide Trash Amendments, and the Phase II Municipal Separate Storm Sewer System (MS4) Permit. To address these needs and build internal capacity, the attached Part Time Environmental Programs Analyst classification is proposed.

This position will provide technical and programmatic support for compliance tracking, field inspections, outreach, enforcement, grant administration, and data management. It is envisioned as a mid-level analyst classification similar to the Management Analyst but focused on environmental programs and with approximately 50% of work performed in the field. Duties include preparing detailed regulatory reports, developing public outreach materials, managing databases, conducting field audits, and coordinating with partner agencies and service providers.

The Environmental Programs Analyst will report to the Environmental Programs Manager and will work closely with staff in Public Works, Community Development, and Finance, as well as the City of Gilroy's contracted hauler. This position will ensure the

City of Gilroy maintains compliance with environmental mandates while also assisting in developing and improving programs that serve the community.

Due to the complexity of environmental regulations and permit requirements, the position is most appropriately aligned with the Management Analyst classification or a comparable role, the recommended part-time hourly range for this exempt, part-time position is recommended at \$41.46 - \$53.71 per hour. This amount may adjust in the future should the Management Analyst and other similar Analyst level positions have a pay adjustment.

Upon Personnel Commission approval of the job description and salary range, Human Resources will initiate the recruitment process to fill this part-time position.

Attachments:

1. Draft job Description for Part-Time Environmental Programs Analyst

**PUBLIC WORKS DEPARTMENT
ENVIRONMENTAL SERVICES DIVISION
ENVIRONMENTAL PROGRAMS ANALYST (PART-TIME)**

GENERAL DUTIES: Under general direction of the Environmental Programs Manager, performs responsible professional-level analytical, compliance, and administrative duties in support of the City's environmental programs including, but not limited to, solid waste, recycling, organics diversion, stormwater compliance, hazardous waste, and State regulatory mandates such as SB 1383 and the MS4 Permit. This classification requires both office and field-based responsibilities, with approximately 50% of work performed in the field to verify compliance, conduct inspections, and engage with the community. The position supports contract and grant administration, field auditing, data management, public outreach, and regulatory reporting. This is a part-time, unrepresented 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 - 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. Assist with planning, implementing, and evaluating the City's compliance with SB 1383, Statewide Trash Amendments, and MS4 permit.
2. Perform routine field inspections and site visits to verify organics recycling participation, stormwater BMP maintenance, and compliance with trash capture requirements.
3. Collect, analyze, and interpret data for environmental compliance programs.

4. Maintain environmental compliance databases and assist in electronic submittals to regulatory agencies.
5. Draft a wide range of written materials including staff reports, technical memos, flyers, social media content, compliance letters, and training materials.
6. Serve as a liaison with local, state, and federal agencies, contracted hauler, consultants, and the public.
7. Participate in regional environmental initiatives and workgroups.
8. Assist in preparing and monitoring program and grant budgets.
9. Respond to inquiries, investigate complaints, and support enforcement efforts.
10. Coordinate community outreach, tabling events, educational programs, and volunteer events.
11. Assist with grant writing, implementation, and reporting.
12. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Communicating effectively both orally and in writing.
2. Conducting field inspections and preparing related documentation.
3. Operating a personal computer and using software such as the Microsoft Office Suite.
4. Analyzing data and managing databases of information.
5. Engaging with the public and providing excellent customer service.
6. Managing time effectively and staying organized.

KNOWLEDGE: Knowledge of:

1. State and regional environmental mandates (e.g., SB 1383, MS4 Permit, CalRecycle regulations)
2. Municipal environmental program operations
3. Field inspection practices and basic enforcement protocol
4. Public outreach and education strategies
5. Local government structure and reporting procedures
6. Contract and grant administration principles.

ABILITIES: Ability to:

1. Interpret and apply complex environmental regulations.
2. Work independently and collaboratively in office and field settings.
3. Develop and deliver presentations to internal and external audiences.
4. Conduct inspections, document findings, and communicate with regulated parties.
5. Research and analyze data and information and synthesize into a format for its intended audience.
6. Prepare clear and concise reports, correspondence, and visual materials.
7. Establish and maintain cooperative working relationships with others.

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. Mutli-Function Machine (copy, scan, fax)
7. Postage meter and scale
8. Digital camera
9. Paper shredder
10. Specialized computer software
11. Tables and chairs
12. Display equipment, easels, boards, etc.
13. Automobile, truck or van
14. Presentation equipment, microphones, 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, employee utilizes these senses while using a computer, typewriter, 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, about 50% 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, multi-function machines, 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, conducting inspections, or attending trainings, seminars, or public information events, about 50% of the time.
2. Travel: Varying conditions mainly in an automobile about 5% 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 provided 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, multi-function 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. Bachelor's degree from an accredited college or university in environmental science, public administration, natural resources, or a closely related field.
2. One year of increasingly responsible experience in environmental program administration, including field inspection and compliance activities.
3. Additional experience and/or working for a public agency desired.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. May be subject to work evenings and weekends when participating in community events or attending meetings.
6. Pass an employment background check to include a Department of Justice criminal record check.
7. Pass a post-office medical evaluation and drug screen.
8. Bilingual English/Spanish desired, but not required.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Approve Reclassification of Management Analyst Monica Sendejas to the Classification of Senior Management Analyst

Meeting Date: June 24, 2025

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

RECOMMENDATION

Approve the reclassification of Monica Sendejas to the Classification of Senior Management Analyst.

BACKGROUND

During the recent FY 26 and FY 27 budget process, staff requested, and Council approved, the reclassification of the Community Development Management Analyst, Monica Sendejas, to the classification of Senior Management Analyst.

Over the last year, Ms. Sendejas has taken on additional higher-level work of a city-wide nature. It is this city-wide impact that gives rise to this reclassification. First, Ms. Sendejas has taken on the role of Team Leader for the Gilroy Leadership Team. At the request of the City Administrator, Ms. Sendejas added this responsibility to workload and organizes and leads our monthly leadership team meetings. She meets with the City Administrator and/or Senior Executive Management to plan out the schedule and each agenda to make the leadership team meetings are informative and effective. Leadership team members will advise Ms. Sendejas if there are topics needing discussion or clarification as she is a trusted member of the team. She coordinates topics and speakers to assist the leadership team in tackling various issues and subjects that need to be discussed. Ms. Sendejas is a trusted advisor and was the best person to take on this important role and responsibility.

In addition, Ms. Sendejas has taken on complex projects outside of her assigned department area. A recent example is the study she completed on options for providing aquatics services to the Gilroy community. This was a high-profile research process and presentation requested by the Gilroy City Council. Ms. Sendejas drew on her prior work experience as well as conducted extensive research and analysis culminating with a

detailed report and presentation to City Council. Aquatics programming does not fall within the scope of work for the Community Development Department, yet Ms. Sendejas tackled the assignment which has community-wide impact in services provided by our Recreation team.

As a seasoned Analyst, others on team look to Ms. Sendejas for advice and direction. As another example, Ms. Sendejas provided training to staff outside of her assigned department on the topic of contract administration.

In light of the above, and the need for this continued higher-level, city-wide impact work, it is appropriate to reclassify Monica Sendejas to the classification of Senior Management Analyst effective July 1, 2025. She will be appropriately placed within the Senior Management Analyst salary range. The current Senior Management Analyst annual salary range is \$105,631 - \$145,071. The current Management Analyst salary range is \$95,809 - \$131,593. These ranges may adjust July 1, 2025, depending on the final outcome of labor negotiations with the Gilroy Management Association employee group.

The job description for Senior Management Analyst is attached for reference.

Attachments:

1. Job Description for Senior Management Analyst

CITY OF GILROY
SENIOR MANAGEMENT ANALYST

GENERAL DUTIES: This is the advanced journey level of the Management Analyst career series. This class differs from the Management Analyst in that it handles the more complex, difficult and sensitive analytical assignments, using a high degree of independent judgment and requiring a substantial level of professional training and experience and may supervise subordinate staff. Work in the class is distinguished from that of lower classes by the level of responsibility associated with assigned duties and by the degree of specialization required. This position requires both breadth and depth of use and application of theories, concepts, and techniques used, and a thorough understanding of policies and procedures. Under general supervision of an executive manager or department manager, perform a variety of complex, difficult, and sensitive budget, project and program management, administrative, and research work. May develop and evaluate management projects and policy issues. If assigned duties in support of labor negotiations and/or labor relations, the position may be deemed to be an unrepresented confidential exempt employee.

GENERAL REQUIREMENTS:

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

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

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

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

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

1. Manage complex, difficult, and sensitive specialized functions, projects and/or studies.
2. Plans and directs major departmental and City-wide functions, programs or activities involving comprehensive specialized administrative operations.

3. Collaborate with management and co-workers in providing consultation and peer review services in areas of expertise.
4. Coordinate activities with those of other departments, depending upon the nature of the project to which assigned, to accomplish City-wide goals.
5. May administer specific program areas on an ongoing basis.
6. Serve as a liaison between assigned department and other departmental management teams.
7. Provide information and analytical support involving major projects of City-wide interest.
8. Budget/Financial Analysis: Prepare the annual budget for division, or department; monitor and control the budget; conduct revenue and expenditure forecasting and research.
9. Program/Organizational Analysis: Analyze and evaluate unit/division/departmental objectives, programs, organizational structure, operations and control systems; coordinate City wide programs.
10. Project Management: Plan and direct activities of multi-faceted city wide projects of limited duration; evaluate progress and resolves difficulties including those crossing departmental lines; provide project leadership and advice to committees; provide technical direction and expertise related to project; manage and direct the work of project staff including consultants, subcontractors and City personnel.
11. Legislative Analysis and Development: Evaluate the effect of current and pending legislation on unit/division/department programs and operations; develop responses and legislative proposals; liaison with State and federal officials.
12. Contract Administration: Research contract services and supply needs; develop and negotiate contract terms; monitor contract compliance and mediate user/provider complaints.
13. Assist in the development of goals, objectives, policies and procedures; investigate, interpret, analyze and prepare recommendations in relation to proposals for new programs, grants and/or services; analyze, interpret and explain City policies and procedures; confer with members of the public to explain procedures and policies; investigate and prepare reports on specific requests and complaints pertaining to City/departmental/division activities; may supervise subordinate staff.
14. Conduct research and analyze statistical and other data; make recommendations on administrative and operational problems, policies and procedures.
15. Represent the City in the community and at interdepartmental, interagency and professional meetings.
16. Manage special studies and projects, which includes: proposing, writing, and/or setting up contracts, agreements, and/or grants; establishing and monitoring timelines; preparing requests for proposal and quotes; participating in and conducting consultant selection activities; ensuring compliance with applicable governmental regulations; developing and monitoring project budgets; tracking projects; preparing related reports; and, performing other related duties.

17. Perform the most complex and detailed analyses; evaluate comprehensive policy, human resources, budget, and organizational procedures and services; compile, analyze and interpret data including complex statistical and narrative reports, correspondence, memos, and contracts.
18. Research, interpret, analyze and implement new programs. Prepare and present recommendations regarding new programs.
19. Prepare comprehensive reports recommending options and course of action for policy-making decisions; present findings on complex issues to City Council or Commissions.
20. Collect, compile, analyze, and present data and/or findings; make recommendations based on findings; prepares a variety of reports and/or correspondence related to projects, studies, and/or program data.
21. Develop and monitor budgets, both operations and capital; estimate funding requirements and future expenditures; analyze funding sources.
22. Interact and communicate with a variety of groups and individuals, including line staff, division managers, department heads, City Council members, the public and professional peers.
23. Maintain advanced knowledge of public administration, organization and management principles and practices; municipal fiscal policy, financing and procedures; personnel management principles; applicable ordinances, laws and regulations; and advanced research techniques and information sources.
24. Write and edit articles for City publication.
25. Coordinate training programs and public educational activities.
26. Prepare and deliver presentations to City Council, Commissions, Boards, and/or a variety of community groups and agencies.
27. May supervise employees and/or volunteers which includes: prioritizing and assigning work; conducting performance evaluations; ensuring staff/volunteers are trained; making hiring, disciplinary, and termination recommendations; and conducting training sessions for employees/volunteers.
28. Perform research and analysis for the collective bargaining process.
29. Develop work plans, operations plans, and public notification plans.
30. Perform other related duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Communicating effectively, both verbally and in writing.
2. Maintaining accurate and detailed records and making accurate arithmetic calculations.

3. Working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.
4. Developing requests for proposals, bids, and quotes.
5. Developing contracts.
6. Preparing, administering, and monitoring budgets.
7. Analyzing data and making recommendations.
8. Establishing and monitoring timelines.
9. Monitoring compliance with applicable governmental regulations.
10. Interpreting and applying program/project requirements.
11. Managing projects, teams, and consultants.
12. Collecting, compiling, analyzing, organizing, and presenting data.
13. Proposing, writing, and/or setting up grants, contracts, and/or agreements.
14. Using computers and related software applications.
15. Facilitating meetings.

KNOWLEDGE: Knowledge of:

1. Thorough knowledge of principles and practices of organization and public administration; procurement, contract administration; research techniques, sources and availability of information, and methods of report presentation
2. Principles, methods and practices of municipal finance and budgeting, including long-range financial forecasting.
3. Statistical and analytical methods, techniques and procedures.
4. Project management.
5. Basic management information system applications for accounting and budgeting functions.
6. Computer applications, including advanced proficiency with spreadsheet, database, word processing and presentation software.
7. General customer service principles and practices.
8. Contract management principles and practices.
9. Development and administration of strategic plan implementation action plan.
10. Applicable federal, state and local laws, rules and regulations pertaining to area of assignment; administrative principles and methods, including goal setting, program and budget development, work planning and organization

ABILITIES: Ability to:

1. Prepare and analyze complex budgets and data.
2. Manage multiple priorities.

3. Develop and analyze complex problems and/or programs, evaluate alternatives, and implement creative recommendations.
4. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.
5. Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
6. Organize work, set priorities, meet deadlines, and complete assignments independently.
7. Communicate effectively, both verbally and in writing.
8. Work effectively as a team member in developing and preparing quality finished products.
9. Identify data sources, collect and analyze information and prepare informative reports.
10. Provide technical and substantive direction to other staff members on budget and assigned program matters.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Telephone or headset
3. Copier
4. Calculator
5. Optical character reader
6. Lettering machine
7. Microfiche reader
8. Plans, maps and blueprints
9. Presentation equipment, microphones, easels, overhead projectors, etc.
10. Specialized computer software
11. Automobile

PHYSICAL DEMANDS:

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

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

SENSORY DEMANDS:

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

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

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, and some exposure to asphalt.
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, less than 5% of the time.
2. **Travel:** Under varying conditions via automobile or plane, less than 8% of the time.
3. **Flooring:** Asphalt, grass, dirt, wood, carpeting, linoleum, tile, and uneven surfaces.
4. **Noise Level:** Minimal to low exposure to equipment noise when traveling in the field.
5. **Lighting:** Normal outdoor conditions, with some exposure to extreme weather conditions.
6. **Ventilation:** Heating and air conditioning provided by vehicle or plane.
7. **Dust or Fumes:** Normal to high outdoor levels of dust, pollen, or vehicle exhaust when conducting surveys or research or when traveling.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, paper cutter, microphone, overhead projector, etc.

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

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration or a closely related field. Master's degree from an accredited college or university is highly desirable.
2. Seven years of progressively responsible analytical or administrative experience, three years of which is at the journey level and which includes supervisory responsibility.
3. Strong experience in utilization of computers including word-processing, spreadsheet, database, presentation (PowerPoint or Prezi) and e-mail communication applications.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops and individual study.
6. Pass a post-offer medical examination, which includes a drug test.
7. Prefer non-tobacco user.
8. Prefer bilingual (English/Spanish).
9. Pass a Department of Justice criminal record check and background check for employment.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Reclassification of Office Assistant II Zinnia Menchaca-Navarro to the Classification of Management Assistant

Meeting Date: June 24, 2025

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

RECOMMENDATION

Approve the reclassification of Zinnia Menchaca-Navarro to the Classification of Management Assistant

BACKGROUND

During the recent FY 26 and FY 27 budget process, staff requested, and Council approved, replacing the Office Assistant II position in the Utilities Department with the classification of Management Assistant. Over the last eight months or so, it has become apparent that the incumbent Office Assistant II is performing work at the higher Management Assistant level. Further, the Utilities Director needs the higher-level work to continue, therefore, reclassification to Management Assistant is appropriate.

The Utilities Department performs complex work in support of the Water and Wastewater functions. The Office Assistant II is currently providing higher level administrative support related to the Utilities Capital Improvement Program for both the engineering and operational areas of the department. In addition, research of utilities related information, and some data collection is provided by the Office Assistant along with some light analysis work. Contract administration as well as some small department projects are other elements that set this position apart.

The current Office Assistant II incumbent, Zinnia Menchaca-Navarro, served as a Management Assistant for the Community Development department prior to relocating out of state for about a year. Upon her return to City of Gilroy service in 2024, the available position was that of an Office Assistant for the Utilities Department. Ms. Menchaca-Navarro was selected to fill the Office Assistant role and was able to hit the ground running helping the Utilities Department get established as a new department. It was somewhat natural for Ms. Menchaca-Navarro to resume working at the level she was

accustomed to working when she left, but more importantly the Utilities Department has the need, and the higher-level administrative work will continue.

In light of the above, it is appropriate to reclassify Zinnia Menchaca-Navarro to the classification of Management Assistant effective July 1, 2025. She will be appropriately placed within the Management Assistant salary range. The July 1, 2025, annual salary range for Management Assistant is: \$76,364 - \$107,452. The Office Assistant II annual salary range is: \$59,547 - \$83,788.

The job description for Management Assistant is attached for reference.

Attachments:

1. Job Description of Management Assistant

**CITY OF GILROY
MANAGEMENT ASSISTANT**

GENERAL DUTIES: This is an entry-level professional position in which the incumbent works independently, or as part of a team, on professional level work involving analytical and administrative ability. This position requires both breadth and depth of use and application of theories, concepts, and techniques used, and a thorough understanding of policies and procedures. Under general supervision of a Management Analyst, Senior Management Analyst, executive manager or department manager, perform a variety of administrative and research work. May develop and evaluate management projects and policy issues. If assigned duties in support of labor negotiations and/or labor relations, the position may be deemed to be an unrepresented confidential employee.

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 FUNCTIONS:

1. Data collection and collation: Conduct research and gather data related to financial, operational, programmatic, legislative, performance and any other matter assigned. This data may be qualitative or quantitative, including statistical data. Collate data into forms useful for analysis. May preform basic analysis on data.
2. Contract administration: research contract services and supply needs; may develop contract terms, draft requests for proposals, and secure bids.
3. Confer with members of the public to explain procedures and policies pertaining to City/departmental/division activities.
4. Interact and communicate with a variety of groups and individuals, including line staff, division managers, department heads, City Council members, the public and professional peers.
5. Manage calendars for select executive and/or manager position(s).

6. Maintain knowledge of public administration and organization principles and practices, applicable ordinances, laws and regulations.
7. Establish, administer and maintain a variety of files (sometimes confidential), official records and programs.
8. Type letters, reports and other documents; proofread and compare records and reports; provide clerical support for department managers and supervisors.
9. Process and direct incoming and outgoing mail.
10. Establish and maintain a variety of mailing lists.
11. May design, prepare and assemble a variety of forms, folders, agendas, packets, brochures, fliers and announcements and arrange for distribution.
12. Greet the public and provide assistance using proper customer service procedures.
13. Answer telephone, provide information in response to inquiries, directing calls as needed in a courteous and professional business manner. Make outgoing calls as necessary, including, but not limited to returning calls, requesting information, and performing telephone surveys.
14. May pick up and/or deliver documents to other offices/agencies.
15. Operate a wide variety of common office machines including telephone, Multi-Function Machine, calculator or adding machine, postage meter and scale, copier, word processor/personal computer, laser jet printer, fax machine, microfiche reader/printer, optical character reader, lettering machine, blueprint machine, dictation/transcription equipment, and binding machine. May operate two-way radio and associated equipment.
16. May utilize specialized software programs.
17. May be required to attend California Notary Public certification training, attain California Notary Public certification, and perform Notary Public duties in support of all city departments.
18. Participate in training and enrichment programs, may train others.
19. May attend meetings as directed and may record and transcribe summary minutes. May forward pertinent information to Department staff.
20. May be required to attend evening meetings and/or work occasional evenings or Saturdays, or prepare commission/board/committee agendas following proper formal meeting procedures.
21. May make necessary arrangements for meetings.
22. Perform other related duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Communicating effectively, both verbally and in writing.
2. Maintaining accurate and detailed records and making accurate arithmetic calculations.
3. Working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.
4. Developing requests for proposals, bids, and quotes.

5. Developing contracts.
6. Collecting data and making recommendations.
7. Establishing and monitoring timelines.
8. Monitoring compliance with applicable governmental regulations.
9. Interpreting and applying program/project requirements.
10. Collecting, compiling, analyzing, organizing, and presenting data.
11. Proposing, writing, and/or setting up grants, contracts, and/or agreements.
12. Using computers and related software applications.
13. Facilitating meetings.

KNOWLEDGE: Knowledge of:

1. Principles and practices of organization and public administration; basic procurement and contract administration; research techniques, sources and availability of information, and methods of report presentation.
2. Basic project management.
3. Computer applications, including advanced proficiency with spreadsheet, database, word processing and presentation software.
4. General customer service principles and practices.
5. Applicable federal, state and local laws, rules and regulations pertaining to area of assignment; administrative principles and methods, including goal setting and organization.

ABILITIES: Ability to:

1. Manage multiple priorities.
2. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.
3. Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
4. Organize work, set priorities, meet deadlines, and complete assignments independently.
5. Communicate effectively, both verbally and in writing.
6. Work effectively as a team member in developing and preparing quality finished products.
7. Identify data sources, collect and collate information and prepare informative reports.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Telephone or headset
3. Copier

4. Calculator
5. Optical character reader
6. Multi-function machine (copy, scan, fax)
7. Microfiche reader
8. Plans, maps and blueprints
9. Presentation equipment, microphones, easels, overhead projectors, etc.
10. Specialized computer software
11. Automobile

PHYSICAL DEMANDS:

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

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

SENSORY DEMANDS:

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

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

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, and some exposure to asphalt.
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, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 8% of the time.
3. Flooring: Asphalt, grass, dirt, wood, carpeting, linoleum, tile, and uneven surfaces.
4. Noise Level: Minimal to low exposure to equipment noise when traveling in the field.
5. Lighting: Normal outdoor conditions, with some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels of dust, pollen, or vehicle exhaust when conducting surveys or research or when traveling.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, paper cutter, microphone, overhead projector, etc.

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

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Any combination of education and experience equivalent (equivalency determined at the sole discretion of the City of Gilroy) to a Bachelor's degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration, Statistics, Economics, or a closely related field and some prior related local government work experience such as an internship or fellowship is qualifying. One and a half years of directly related work experience may substitute for one year (30 semester units) of college education.
2. Strong experience in utilization of computers including word-processing, spreadsheet, database, presentation (PowerPoint or Prezi) and e-mail communication applications.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. If not already possessed, may be required to obtain and maintain Commission as a Notary Public from the State of California.
5. Willingness to continue education and training by learning new skills as changes occur.
6. May be required to pass a post-offer medical examination, which includes a drug test.
7. Prefer non-tobacco user.
8. Prefer bilingual (English/Spanish).
9. Pass a Department of Justice criminal record check and background check for employment.