



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



TUESDAY, JANUARY 28, 2025 | 5:30 PM

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

Chair: Marissa Haro

Vice Chair: Catherine Cummins

Commissioners: Robin Bronze, Nita Edde-Mitchell, Vacant

Staff Liaison: LeeAnn McPhillips, Human Resources Director



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



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

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

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

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PUBLIC COMMENT GUIDELINES:

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

The agenda for this regular meeting is as follows:

1. **OPENING**

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

1.2 **Roll Call**

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 November 25, 2024 (report attached)

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

5. **INFORMATIONAL ITEMS**

5.1. Recruitment & Employment Status Report (report attached)

5.2. 2025 Budget and Work Plan/Training Plan Process

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

7.1. **Job Description Updates for Property & Evidence Technician**

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

2. Public
Comment

3. Possible
Action:

1. Approve job description for Property & Evidence Technician

7.2. **Job Description Updates for Police Captain**

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

2. Public
Comment

3. Possible
Action:

Approve job description for Police Captain

7.1. **Job Description and Salary Range for Classification of Deputy Director of Community Development**

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

2. Public
Comment

3. Possible
Action:

1. Approve job description for Deputy Director of Community Development

2. Approve Salary Range for Deputy Director of Community Development

7.4. **Approve Job Description and Salary Range for Housing & Community Development Coordinator and Reclassification to Position**

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

2. Public
Comment

3. Possible
Action:

1. Approve job description for Housing & Community Services Coordinator

2. Approve salary range for Housing & Community Services Coordinator

3. Approve reclassification of HCD Technician II, Sandra Nava, to the position of Housing & Community Services Coordinator

8. **FUTURE PERSONNEL COMMISSION BUSINESS**

8.1. Welcome of Newly Appointed Personnel Commissioners

8.2. Job Descriptions for Senior Maintenance Worker – Wastewater and Senior Maintenance Worker – Streets, Stormwater & Drainage, & Trees

8.3. Updates to Police Department Job Descriptions

9. **ADJOURNMENT** – *Adjourn meeting in special thanks to Personnel Commissioner Robin Bronze and thank her for her service to the City of Gilroy as a Personnel Commissioner.*

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is scheduled for Monday, February 24, 2025, at 5:30 p.m.

MEETING SCHEDULE

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

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

City of Gilroy

PERSONNEL COMMISSION

MINUTES

November 25, 2024, 2024 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 Haro called the meeting of November 25, 2024, to order at 5:33 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, and Haro were present. Commissioner Edde-Mitchell arrived at 5:38 p.m. Human Resources Director McPhillips reported that the agenda for this meeting was posted on Friday, November 22, 2024, 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 meeting dated October 28, 2024 – on a motion from Commissioner Cummins, seconded by Commissioner Haro, the minutes for the October 28, 2024, meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – Human Resources Director McPhillips provided a brief update on End of Year Closure for City Offices and the Volunteer Appreciation Dinner.

V. INFORMATIONAL ITEMS

- A. *2025 Personnel Commission Meeting Schedule – report received.*
- B. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

- A. *Job Description for Classification of Operations Services Supervisor - Wastewater - Human Resources Director provided staff report; Utilities Director Heath McMahon was present for any technical questions; questions were answered; OSS classification already on salary schedule; on a motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell, the job description for the classification of Operations Services Supervisor – Wastewater was recommended for approval; motion passed on a 4-0 vote.*

- B. *Job Description for Classification of Operations Services Supervisor – Streets/Stormwater & Drainage/Trees* - Human Resources Director provided staff report; questions were answered; OSS classification already on salary schedule; on a motion from Commissioner Bronze, seconded by Commissioner Cummins, the job description for the classification of Operations Services Supervisor – Street/Stormwater & Drainage/Trees was recommended for approval; motion passed on a 4-0 vote.
- C. *Update Part-Time/Temporary Pay Rates to Comply with the State of California Minimum Wage Requirements Effective January 1, 2025* - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the pay rates for Recreation Leader I, Student Worker, Police Cadet (High School Student) and Bachelor's Intern were increased to minimum of \$16.50 per hour to comply with the State of California minimum wage effective January 1, 2025; 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 – Chairperson Harjo adjourned the meeting at 5:51 p.m.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT

Recruitments Posted as of January 2025	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 1/24/25
Police Officer – Lateral, Academy Graduate, Current Academy Cadet, Trainee	8/13/24	Continuous	4	Accepting & screening applications	66
Public Safety Communicator – Lateral and Trainee	7/1/24	Continuous	3	Accepting and screening applications	59
Detention Services Officer	9/28/24	Continuous	2	Accepting and screening applications	22
Environmental Engineer	10/22/24	11/25/24	1	Accepting applications	0
PT Recreation Specialist	n/a	OUF	2	Accepting applications	40
Engineer II	1/13/25	2/17/25	1	Accepting applications	2
Planning Manager	1/9/25	1/28/25	1	Accepting applications	3
Operations Services Supervisor – Wastewater	1/16/25	2/17/25	1	Accepting applications	3
Environmental Engineer	1/16/25	OUF	1	Accepting applications	1
Police Captain	n/a	n/a	1	Job posting under final development	n/a
Property & Evidence Technician	n/a	n/a	1	Job posting under final development	n/a
Management Analyst Trainee	n/a	n/a	2 (Admin and PW)	Job posting under final development	n/a

Recruitments in Process – January 2025	Status
Public Safety Communicator Trainee	4 candidates in background; 1 candidate in final pre-hire steps
Police Officer (all levels)	1 lateral candidate in pre-background check
Detention Services Officer	3 candidates in background
Community Services Officer	Interviews 2/4/25
Public Works Director	1 candidate in background check

Recruitments in Process – January 2025	Status
Community Engagement Coordinator (GPD)	1 candidate in background check
Council Services, Records & Elections Manager (City Clerk)	Scheduling second round interviews
Community Coordinator	1 candidate scheduled for Chief's interview
Fire Division Chief	1 candidate scheduled for City Administrator interview
Firefighter Trainee (Licensed Paramedic)	3 candidates to background check
Fire Chief	Search firm screening; interview panel planned for 2/13/25
Fire Engineer	Screening applications
PT Assistant Fleet Technician	1 candidate to background check
Engineering Technician/Inspector II/III	Interviews scheduled for 1/28/25
PT Recreation Specialist	Interviews held on 1/21/25; candidates in background check

Hiring/Promotion/Separation Information (November 2024 – January 2025)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
GIBRAN MENDOZA-MARTINEZ	EQUIPMENT MECHANIC	10/28/2024
JON CASTRO	ENGINEER TECHNICIAN/INPSECTOR II (Upgrade from I to II)	11/1/2024
HECTOR ESPARZA MEDINA	MAINTENANCE WORKER II (Upgrade from I to II)	12/1/2024
MADELINE CLARKE	PUBLIC SAFETY COMMUNICATOR (Upgrade from Trainee to Regular Status)	12/17/2024
JOHN GOLDSTEIN	PUBLIC SAFETY COMMUNICATOR TRAINEE	1/6/2025
ALONSO PALOMINO	PT MAINTENANCE WORKER ASSISTANT	1/6/2025
KAYLA PUGA	PT POLICE CADET	1/7/2025
MATEO MARTINEZ	PT POLICE CADET	1/7/2025
MELISSA DURKIN	PT EXTRA HELP/PLANNING WORK FOR CDD	1/10/2025
ASHLEY GALLION	POLICE OFFICER	1/21/2025

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
MARC STELLING	FIRE CAPTAIN – RETIRED	12/30/2024
MICHAEL PARDINI	FIRE ENGINEER – RETIRED	12/30/2024
CINDY MCCORMICK	PLANNING MANAGER	1/16/2025
MICHAEL BEEBE	POLICE OFFICER – RETIRED	1/31/2025



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title:	Updates to Job Description for Property & Evidence Technician
Meeting Date:	January 28, 2025
From:	LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Approve Updates to the Job Description for Property & Evidence Technician.

BACKGROUND

Due to an upcoming planned retirement, staff will be conducting a recruitment for the position of Police Captain. As part of the preparation for this recruitment process, a review of the Police Captain job description was completed to ensure the description is reflective of current work assignments, duties, and requirements. An internal review was completed as well as a review by the Gilroy Management Association. The attached job description shows the edits in track changes format.

Upon Personnel Commission approval of the job description, the recruitment process will commence.

Attachments:

1. Draft Job Description – Property & Evidence Technician

POLICE DEPARTMENT
ADMINISTRATION DIVISION
RECORDS UNIT
PROPERTY & EVIDENCE TECHNICIAN

GENERAL DUTIES: Under general supervision, receive, organize, preserve, secure, transport, release, and/or dispose of property and evidence confiscated by the Police Department; ensure compliance with state and local laws, codes, and regulations regarding property and evidence; testify in court regarding the chain of evidence; maintain record keeping systems related to property and evidence; and perform related work as required. This is a non-exempt position in the Records Unit of the Gilroy Police Department.

GENERAL REQUIREMENTS:

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

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

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

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

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

Customer Service - Conducts work that fosters public support for the ~~c~~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 variations~~sexual differences~~ of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receive all property and evidence items confiscated by the Police Department; package, label and store items and enter information into manual and computerized recordkeeping systems; maintain the security and integrity of the property and evidence function.
2. Prepare and transport evidence to contracted Crime Lab for analysis.
3. Respond to requests for examination of evidence items by the District Attorney's Office and other criminal justice agents, and release evidence for court proceedings; testify in court

PROPERTY AND EVIDENCE TECHNICIAN

regarding the chain of evidence.

4. Obtain court orders for the destruction or return of property; arrange for transfer/disposal/ destruction and transport firearms, hazardous materials, narcotics, and money; arrange for and release property for auction.
5. Release property to owners in accordance with regulations and established procedures; research case dispositions to determine rightful owners of property; send notifications to owners of found property.
6. Assist in retrieving evidence and property from the field as needed.
7. Order and stock supplies and forms.
8. Establish and maintain detailed inventory and record keeping systems; purge backlogged property items.
9. Attend a variety of meetings, conferences, and training sessions regarding the property and evidence function; assist in training new officers in proper evidence packaging techniques.

~~10. May perform the duties of a Community Services Officer as needed or as assigned.~~

~~11.~~10. Perform related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Operating within the laws, regulations, and procedures of a public safety environment.
2. Processing, storing and tracking property and evidence and maintaining the chain of evidence.
3. Establishing and maintaining accurate and detailed records and files.
4. Properly handling large sums of money, hazardous materials, firearms, biohazards, and unusual items.
5. Establishing and maintaining effective working relationships with those contacted in the course of the work.

6. Organizing, prioritizing, and attending to details.

~~6.~~7. Providing responsive customer service both internally and externally.

KNOWLEDGE: Knowledge of:

1. Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain.

2. Practices and procedures pertaining to property and evidence collection, storage, handling, tracking, release and disposal.
3. Processes and procedures for requesting court orders.
4. Practices and procedures for the handling and disposing of hazardous materials.
5. Practices and procedures for the safe handling of firearms.
6. Federal, State, and Local laws pertaining to weapons possession.

ABILITIES: Ability to:

1. Use radio equipment.
2. Hear and understand oral and written communications.
3. Work under pressure on several tasks and resolve conflict.
4. Work harmoniously with fellow employees.
5. Make independent decisions.
6. Remain in control during difficult situations.
7. Quickly learn and follow all ~~c~~City and departmental rules and regulations.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Multi-function printers (print, scan, copy, fax)
3. Telephone or headset
4. Mobile devices, including smartphones and tablets
5. Calculator
6. Photocopiers
7. Body-worn cameras and digital evidence management tools
8. Department-specific software for record management (e.g., RMS, CAD systems)
9. Cloud-based evidence storage and management platforms (e.g., Axon Evidence, Evidence.com, or similar systems)
10. Paper shredders and document disposal systems
11. Presentation equipment, microphones, easels, projectors, etc.
12. Specialized evidence tracking software (e.g., barcoding systems, RFID technology)
13. Secure lockers and evidence storage systems, including temperature-controlled units for biological samples or perishable evidence.
14. Automobile
1. ~~Computer, keyboard and monitor~~

- ~~2. Laserjet or ink jet printer~~
- ~~3. Telephone or headset~~
- ~~4. Copier~~
- ~~5. Calculator~~
- ~~6. Copying machine~~
- ~~7. 10-key adding machine~~
- ~~8. Facsimile machine~~
- ~~9. Typewriter~~
- ~~10. Paper shredder~~
- ~~11. Paper cutter~~
- ~~12. Presentation equipment, microphones, easels, overhead projectors, etc.~~
- ~~13. Specialized computer software~~
- ~~14. Automobile~~

PHYSICAL DEMANDS

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

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs
11. Driving
12. Speed, in meeting deadlines

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, ~~typewriter~~, telephone, fax machine, copier, ~~adding machine~~, ~~postage meter~~, paper shredder/cutter, camera, or automobile:

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 95% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, ~~and~~ radios, ~~and typewriters.~~
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions traveling to meeting, or attending training sessions, less than 10% of the time.
2. Travel: Varying conditions via automobile, less than 5% of the time.
3. Lighting: Normal outdoor conditions, and chance exposure to extreme weather conditions.
4. Ventilation: Heating and air conditioning provided by vehicle and outdoor equipment.

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, or paper cutter. When traveling to meetings or seminars, there is some exposure to mechanical hazards while utilizing a vehicle. When handling, packaging and transporting narcotics and weapons there is exposure to 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. Graduation from high school or a GED.
2. Two years of responsible support services work, preferably in a law enforcement environment.
- ~~3. Computer keyboarding at the rate of 35 net words per minute.~~
- ~~4.~~3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- ~~5.~~4. Pass a background investigation, which includes a polygraph examination and an extensive Department of Justice criminal record check as well as ~~a~~an FBI clearance.
- ~~6.~~5. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.

~~7.~~6. Must be willing to work weekends, various shifts, and holidays.

~~8.~~7. Prefer non-tobacco user.

~~9.~~8. ~~Prefer b~~ Bilingual (English/Spanish) desired, but not required.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to Job Description for Police Captain
Meeting Date: January 28, 2025
From: LeeAnn McPhillips, Administrative Services and Human Resources Director / Risk Manager

RECOMMENDATION

1. Approve Updates to the Job Description for Police Captain.

BACKGROUND

Due to an upcoming planned retirement, staff will be conducting a recruitment for the position of Police Captain. As part of the preparation for this recruitment process, a review of the Police Captain job description was completed to ensure the description is reflective of current work assignments, duties, and requirements. An internal review was completed as well as a review by the Gilroy Management Association. The attached job description shows the edits in track changes format.

Upon Personnel Commission approval of the job description, the recruitment process will commence.

Attachments:

1. Draft Job Description – Police Captain

**POLICE DEPARTMENT
POLICE CAPTAIN**

GENERAL DUTIES: Under general supervision of the Police Chief, supervise a variety of teams and units within the Field Operations, Special Operations ~~and/or the Support-Administrative~~ Services Division; supervise, evaluate and direct subordinate supervisors; perform administrative, supervisory and technical police work; perform special law enforcement, investigative and administrative tasks; assume command of a division; can serve as Incident Commander for major incidents; and may be assigned to serve as the Acting Chief of Police or Chief's designee.

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~~ in regard to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions ~~given, and~~ 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~~ community members 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-identitysexual differences-variation~~ 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, ~~ethic~~ ethnic and ~~gender-identitysexual differences-variation~~ of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plan, assign, direct, evaluate and inspect supervisory personnel, procedures, and equipment assigned to specific teams and units with a view to accomplishing Departmental and City priorities, goals and objectives.
2. On occasion may be called upon to perform tasks normally assigned to subordinate personnel.
3. Plan, develop, and manage the budgets for the assigned units and/or grants.
4. Develop, evaluate, and improve policies and procedures.
5. Anticipate and accept assignments and attend meetings, sometimes giving talks, as may be requested by higher authority.

6. Assist and coordinate the various units within the division in all efforts towards crime suppression, prevention and apprehension, and improved public service.
7. When necessary, assume command of a ~~major function~~ critical incident, ~~event or emergency~~. May fill a position in the EOC.
8. Participate in related training programs and oversee training within assigned units and teams.
9. As assigned, serve as ~~Press~~ Public Information Officer.
10. May work an assigned shift with varied days and/or hours.
11. May be subject to recall.
12. Take and recommend disciplinary action on infractions of Department regulations in compliance with the Human Resources Rules and Regulations.
13. Receive and investigate citizen complaints and initiate internal affairs investigations.
14. Anticipate and conduct research studies and prepare completed staff work.
15. Coordinate and manage Pitchess motions and serve as Brady Committee Liaison.
16. Manage citizen complaint process.
17. Serve as risk management liaison regarding police department related claims and property damage.
18. Serve on City-wide Accident Review/Risk Management Committee.
19. Manage and oversee the South County Youth Task Force and related grants, ~~such as the Cal Grip grant.~~
20. Manage and oversee department staff members assigned to task forces and serve as back-up to Board Meetings (i.e. DEA, FBI, SCCSET, ~~A-B109~~, REACT) Supervise, train and develop the unit supervisors/team leaders assigned to him/her.
21. Report to the Police Chief, conditions which are complicating the Department's law enforcement efforts and make recommendations on corrective action to be taken.
22. ~~Insure~~ Ensure that the Department employees are working toward Department/City goals.
23. Support and develop Community Orientated Policing (COP) philosophy in the units/teams under his/her direction.
24. Support the unit/team supervisors in their work and ~~insure~~ ensure that they are properly supervising the activities of their subordinates.
25. Communicate the policies of the department to subordinate personnel and suggestions of subordinates to the Police Chief.
26. May be assigned to serve as the Acting Chief of Police or the Police Chief's designee.
27. Coordination with the County Overhead Support team for critical incidents.
28. Attendance and collaboration with the County ~~commanders~~ commanders' group.
29. Perform related work as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Public speaking.
2. Independent decision-making.
3. Interpersonal, communication, and conflict resolution skills.
4. Present a positive image.

KNOWLEDGE: Knowledge of:

1. Contemporary management, supervisory and labor relations practice.
2. Modern procedures, practices and methods of Police Administration, criminal investigation, identification, and collection and preservation of evidence.
3. Policies, regulations and rules of the Department, as well as pertinent federal, state and City laws, statutes, ordinances and relevant court decisions.
4. Availability and usefulness of computer systems to assist in improving law enforcement services.

ABILITIES: Ability to:

1. Establish priorities, goals and objectives for Teams/Units. Develop, coordinate and implement plans to effectively achieve City and Department goals and objectives. Effectively manage both routine and special events, and emergencies.
2. Analyze overall effectiveness of operations and implement appropriate courses of action.
3. Plan, organize and assign schedules of Team/Unit for staff to provide required services.
4. Conduct studies and prepare completed staff work and recommendations.
5. Develop and present ideas and recommendations orally and in writing.
6. Interpret and effectively implement City and Department priorities, policies, orders and regulations.
7. Operate and supervise operations of equipment skillfully, safely and in conformance with applicable law.
8. Qualify with a passing score on departmental course of fire for firearms.
9. Qualify to carry a concealable firearm.
10. Establish and maintain good working relationships with co-workers and the public.

All sworn classifications, including Police Captain, may be exposed to the following physical and environmental demands:

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor; Smart devices (I-PAD, I-Phone)
2. Laserjet or ink jet printer
3. Telephone or cell phone
4. Copier
- 4.5. Multi-Function Machine (copy, scan, fax)
5. ~~Calculator and 10-key adding machine~~
6. Two-way radio
7. Patrol car, including computer and printer
8. Specialized computer software; Microsoft Office Suite software
9. Car radio
10. Gasoline pumps
11. Taser ~~guns~~ Conducted Energy Weapons
12. Hand-pack radios
13. Handguns, shotguns, rifles
14. Bullet proof vests
15. Ammunition
16. Eye, ear, hand and head protection equipment
17. Handcuffs
18. Flashlight
19. Uniforms
20. Batons and ~~short~~ collapsible batons
21. Chemical agents ~~weapons~~
22. Chemical reagents
23. Narcotics test kit
24. Breathalyzer
25. Citation books, report forms, pencils and pens
26. ~~Cameras/tape recorders~~ Portable digital devices/video cameras
27. Keys to a variety of City locks

ADDITIONAL COMMENTS:

The work of all sworn personnel may be dangerous. Officers go from being seated in a docile position in their police cars to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. Standing: Typically, officers stand while taking police reports, communicating with citizens and while directing traffic. They also stand at the scene of traffic accidents, crimes and often stand while awaiting information at a hospital after a traffic accident has occurred. Officers

stand while booking prisoners in a jail or detention facility or while confronting suspects/citizens during the normal course of duty.

2. Walking: Typically, officers walk while going to a home, business or site of an incident where they take reports. Officers also walk while returning to their patrol cars. Officers walk while in the police facility on police business such as filing a report, attending briefings or during training.
3. Sitting: Typically, officers spend a great deal of time sitting while driving a patrol car or other police vehicle. A majority of the officer's time may be spent sitting in a police vehicle. Occasionally, people will invite officers to sit down while they are taking a report. Officers may also sit while waiting at a hospital during the treatment of an arrested person or while attending training or performing office tasks and report writing.
4. Stooping/Bending: Typically, stooping and bending are necessary if officers are at the site of a crime in progress. Stooping or bending may also be needed to take a position of cover or concealment. Officers may find it necessary to pick up an uncooperative prisoner or may find it necessary to assume awkward positions in order to place a person under arrest and/or in a patrol car.
5. Lifting: Officers may have to pick up prisoners if the prisoner is not cooperative as in the case of a prisoner under the influence of drugs or alcohol. On occasion it might be necessary to assist another officer in carrying a prisoner and they may have to lift and/or drag up to 165 pounds. Items such as evidence or recovered stolen property like television sets, computers, stereos, or bicycles may also be lifted on occasion.
6. Carrying: Officers may have to carry a prisoner if the prisoner is not cooperative or incapable of walking on his/her own. They also carry weapons on their duty belts which may weigh up to 30 pounds when equipped with portable radio, handcuffs, batons, flashlights, and extra ammunition. This extra weight increases the fatigue factor of an officer on duty. Officers may need to carry barricade equipment, car video equipment, spike strips, briefcases or other materials during the course of their shift or while attending a court hearing.
7. Pushing/Pulling: Officers may find it necessary to push stalled cars out of the roadway to avoid traffic hazards. Pushing and pulling might also be involved while dealing with uncooperative or combative prisoners or when attempting to gain entry.
8. Balancing: Officers need to be able to balance while walking on a roof or fence or while going over ledges when trying to apprehend a criminal suspect. Officers may also find it necessary to climb ladders. In addition, Officers have to demonstrate balance as part of a field sobriety examination associated with suspected drunk drivers.
9. Climbing: Officers may find it necessary to climb fences and ladders while pursuing a suspect. They may climb to get into a yard to cover the back of a house when there is a reported crime in progress. They will climb stairs to access all areas in questions or while working in the office.
10. Twisting/Turning: Twisting and turning activities might occur while wrestling a prisoner in an attempt to restrain him/her. Twisting and turning might also occur while searching

buildings and vehicles or while searching collapsed buildings or other structures for victims of an earthquake or other disaster.

11. Kneeling: Kneeling might occur while attempting to arrest or apprehend a suspect or may be necessary in the identification and collection of evidence at a crime scene.
12. Reaching: Reaching may be involved in restraining an uncooperative prisoner who is climbing or trying to resist arrest and in the investigation of a crime scene.
13. Manual Dexterity: It is necessary for officers to demonstrate manual dexterity in many instances such as when handling a firearm or radio, restraining a prisoner, utilizing handcuffs or mace, investigating crimes, handling evidence, using a baton, etc.
14. Speed: Typically, officers work at their own pace. However, when assigned an urgent/emergency call for service or when circumstances dictate, they need to be able to respond as quickly as possible and then be able to complete the call and be available for service. In addition, speed in running or walking may be needed in the pursuit of suspects.
15. Running: Officers may be required to run in order to catch a person suspected of committing a crime. Officers might also run to come to the aid of a victim or fellow officer.
16. Kicking: Officers may have to kick a door open to gain entry into a structure in order to effect an arrest or render life saving first aid.

ADDITIONAL COMMENTS:

Under typical office conditions, all sworn personnel perform many of the physical activities listed above, but with emphasis on office-related activities such as handling files, books, binders, and sometimes boxes of work-related material:

SENSORY DEMANDS:

1. Seeing: Officers require good (color) vision as part of the job. Officers need the ability to survey and assess any given situation and be ~~alert at all times~~ always alert. For example, when searching for weapons, identifying a suspect, driving in a ~~high-speed~~ high-speed pursuit, etc. Peripheral vision is required in this type of work. Good vision in each eye correctable to 20/30. In addition, officers must possess a full spectrum of color vision ~~in order to~~ to differentiate vehicles, clothing descriptions, drugs, chemicals, etc.
2. ~~Talking/Hearing~~: Speak/Listen: Officers are required to have the ability to talk and hear since they must be in constant communication, and on their two-way radios with the police dispatch center. In addition, officers must be able to effectively communicate with fellow employees or citizens, whether it be in person, on the radio or by phone. Officers need to know the police radio code system and need the ability to listen and write at the same time.
3. Touching: Officers need the ability to distinguish contraband or other materials when performing a search on a suspected criminal. Officers may need to identify certain items such as guns, drugs, needles, etc.
4. Smelling: Officers need to have the ability to smell and sense odors, especially when in

contact with a suspected drunken driver or in the event of a fire or during the search of facilities such as a drug lab or other illegal operation.

ADDITIONAL COMMENTS:

Under typical office conditions, all sworn personnel utilize these senses while using a personal computer, Police Department computer, telephone, fax machine, printer, copier, adding machine or calculator, paper shredder camera, two-way radio, paper shredder, paper cutter, etc.

ENVIRONMENTAL CONDITIONS:

As a Police Captain, normal office conditions exist up to 50% of the time, with noise levels, lighting, flooring, ventilation, dust and fumes conducive to a typical office environment. Varying weather conditions exist, when traveling by car or plane to meetings or attending training. Noise levels vary from low to high equipment noise, with some exposure to carpet, tile, grass, dirt, rock, uneven surfaces or gravel. In addition, normal outdoor levels of dust exist, in addition to dust and different types of ventilation depending upon mode of transportation or training environment. While working as a sworn officer, the following conditions may also exist:

1. Officers assigned to the Patrol Division work out in the field up to 90% of the time (which includes time spent in a patrol vehicle). Officers on special assignments may work inside at a desk a majority of the time, depending on the assignment.
2. Temperature/Weather: Officers can be exposed to all types of weather conditions. It is not uncommon to be exposed to very cold, damp or wet conditions outside at night or very hot and dry conditions during the day.
3. Noise/Vibration: Officers are exposed to the noise of the police radio. Very often, Officers patrol with the police car windows down in order to hear outside sounds, such as cries for assistance. Officers using a siren in a police car are exposed to higher than normal decibel noise. Officers are exposed to sounds of gunfire during training exercises, or when involved in a shooting situation while working an assignment.
4. Hazards:
 - a. Mechanical: There is a possibility of being hit by an automobile while stopping traffic. There is also a possibility of weapons malfunctioning.
 - b. Electrical: Officers respond when there is an electrical line down and may be exposed to the possibility of electrical shock.
 - c. Burns: Officers may be exposed to small burns resulting from lighting flares at traffic accidents. The police also respond to fire calls and, on occasion, may arrive prior to Fire Department personnel and check buildings, which are on fire to determine if anyone is inside.
 - d. Explosives: Officers may be exposed to explosives when responding to bomb threats. If the police are the first ones on the scene of a bomb threat, they could be

required to conduct a search of the structure or area and begin a criminal investigation.

- e. Radiant Energy: Officers may be exposed to very low frequency of X-Rays while accompanying a prisoner in need of treatment to the hospital or when using a R.A.D.A.R. gun during in speed enforcement.
- f. Other: Officers stand the risk of being shot and/or assaulted. Officers may come into contact with a variety of unknown drugs which may enter the system by inhalation or through skin pores. Officers may also be exposed to contagious diseases through contact with infected persons. Diseases may be transmitted to officers by exchange of body fluids such as blood, urine, feces, vomit, saliva, etc. These instances may occur when attending to a traffic accident, being bitten by an infected suspect or animal, or by providing mouth to mouth resuscitation to a victim or fellow officer. Officers may also be physically injured during confrontations with suspects or prisoners.

ADDITIONAL COMMENTS:

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, two-way radio, paper shredder or paper cutter.

ATMOSPHERIC CONDITIONS:

- 1. Fumes: Officers may be exposed to fumes in industrial areas and from automotive exhaust. Officers may also be exposed to fumes while in contact with individuals who smoke, while testing suspected drugs or while processing a crime scene.
- 2. Mist: Officers may be exposed to early morning mist while working a patrol assignment.
- 3. Gases: Officers are often exposed to the odor of gasoline and carbon monoxide, often while at accident scenes or while refueling a police car which must be done on each shift. Officers may choose to carry tear gas. During training, officers may participate in exercises where inhalation of tear gas or exposure to pepper spray occurs.
- 4. Ventilations: As indicated, officers may work in a patrol car with the window open or with the air conditioning or heater running.
- 5. Odors: Officers are exposed to many odors while patrolling industrial areas.
- 6. Dust: Officers are exposed to normal and environmental dust throughout their careers.

FLOOR SURFACES:

Sworn personnel stand on a variety of surfaces while performing their duties. These surfaces include but are not limited to cement, asphalt, dirt, uneven dirt fields, uneven surfaces, gravel, linoleum, tile,

and carpet. In addition, surfaces may be ~~slippery~~ slippery, and conditions may be undetectable due to the presence of rain, mud, oil, chemicals, bodily fluids, or other substances.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A Bachelor's degree in Criminal Justice, Organizational Behavior, Public Administration, or a related field from an accredited college or university at time of appointment.
2. Ten years of sworn law enforcement experience with a minimum of two years experience as a Police Sergeant that included duties and responsibilities equivalent to the duties and responsibilities of a Gilroy Police Sergeant (the City of Gilroy retains the sole right to determine what experience is equivalent).
3. Possess both Peace Officer Standards and Training (P.O.S.T.) Advanced and Supervisory Certificates, within 1 year of appointment.
4. Administrative experience that has included work on a municipal budget, grant writing and administration, community group leadership and participation, and other special project type work is highly desired.
5. Be at least 21 years of age.
6. Be able to meet the current POST medical standards for a peace officer and be free from any physical condition, which might adversely affect the exercise of power as a peace officer.
7. Pass a POST background investigation, which includes a polygraph examination, an extensive Department of Justice criminal record check, an FBI check and a firearms clearance.
8. Pass a post-offer psychological evaluation and medical examination, which includes a drug test.
- ~~9. ——— Must be a U.S. citizen.~~
- ~~10.~~ 9. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
- ~~11.~~ 10. Required to be proficient in typical police weaponry and must maintain department firearms qualification requirements.
- ~~12.~~ 11. Pass all required department and POST training.
- ~~13.~~ 12. Must possess and maintain C.P.R. and First Aid certificates.
- ~~14.~~ 13. Establish and/or maintain residency within 45 minutes normal driving time from the Gilroy Police Station within 18 months from date of hire.
- ~~15.~~ 14. Prefer bilingual (English-Spanish).

~~16.~~15. Prefer non-tobacco user.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for Classification of Deputy Director of Community Development

Meeting Date: January 28, 2025

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

RECOMMENDATION

1. Approve Job Description for Deputy Director of Community Development
2. Approve Salary Range for Deputy Director of Community Development

BACKGROUND

During the FY 25 mid-cycle budget process, the City Council approved the position of Deputy Director of Community Development to the staffing plan for the Community Development Department. The main drivers behind the need for this position are the various mandates that continue to be imposed upon the department by the State of California as well as staff support to implement various City Council initiatives. Without this position, it is difficult for staff to keep up with the mandates and initiatives while at the same time be responsive to customer needs.

Prior to Covid, this classification was part of the Community Development Department, but was eliminated during staff cutbacks that were necessitated by reduced revenue. As noted above, staff requested this position be added back to allow the department to manage the workload and demands placed on the department which often involve high-level research, policy development, and development and implementation of complex projects. The Deputy Director will also assist in overseeing and streamlining development services and code enforcement activities and implementing technology enhancements.

As additional background for the Personnel Commission, the Community Development Department has a wide range of functions and responsibilities, including planning, building, code enforcement, housing and community services, fire prevention, hazardous materials, and pretreatment. The Department workplan is extensive with mandated items continually added by the State every year. There are also core items

that represent a fundamental aspect of the department's purpose. Most items in the department workplan require higher-level of work as they are complex assignments and tasks associated with policy or program development involving legal and procedural functions. A Deputy Director position will provide capacity and assist with achieving and implementing workplan items, particularly those of high priority and those based on Council initiatives.

Development activity and service demand have been increasing for the Community Development Department. Development-related revenue in FY 2024 is \$4.5M, versus \$3.7M in FY 2023 and \$3.6M in FY 2022. Revenue represents application and permit fees, reflecting the rising volume and scale of development projects. In addition, code enforcement activities have been surging. The number of new cases increased from 944 in 2022 to 1,658 in 2023, reflecting a 76% rise. These development and code enforcement activities represent the day-to-day operations of the Community Development Department. For some types of applications, there are also State-mandated processing and turnaround times that staff must meet. It is expected that the Deputy Director will assist in overseeing and coordinating the increasing level of development services and code enforcement activities. The Deputy Director will collaborate with the Director and Division Managers in streamlining services and implementing technology enhancements and automation to increase efficiency for staff as well as customers.

Attached is a draft job description for the position of Deputy Director of Community Development reflecting the higher-level work described above. Given the position level and duties, this position falls into the mid-management employee group. The Gilroy Management Association (GMA) has reviewed and provided input to the job description. The suggestions from GMA have been incorporated into the draft job description attached to this report.

The salary range for this mid-management level position is recommended to be \$148,624 - \$204,136 annually plus excellent benefits. This range is the same range assigned to the Deputy Director of Public Works and the Building Official. This is the same relative placement the position had prior to the position being eliminated because of the Covid reductions. Increased revenue in the Community Development Department will cover a portion of the cost of this position.

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

Attachments:

1. Draft Job Description – Deputy Director of Community Development

**COMMUNITY DEVELOPMENT DEPARTMENT
DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT**

GENERAL DUTIES: Under the general supervision of the Community Development Director, the Deputy Director will support the Director in ensuring the department provides effective, efficient, and quality services. The Deputy Director will provide high-level and complex staff assistance in developing and implementing department goals, policies, workplans, priorities, and initiatives. Additionally, the Deputy Director will assist in overseeing and streamlining development services and implementing technology enhancements. The Deputy Director will administer, plan, and direct the activities as assigned by the Director, which may include Planning, Building, Code Enforcement, Fire Prevention/Hazardous Materials/Pretreatment, and/or Housing and Community Services. This position is an exempt, mid-management level position that must exercise competent discretion and judgment in the performance of duties and interactions with others.

GENERAL REQUIREMENTS:

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

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

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plan and participate in the development and implementation of the Community Development Department's goals, objectives, policies, procedures, and programs.
2. Plan and participate in the development of the Community Development Department's workplans; create policies or programs to implement workplans, priorities, and initiatives.
3. Provide oversight and direction to Community Development Department's services, activities, and

programs as assigned, which may include Planning, Building, Code Enforcement, Fire Prevention/Hazardous Materials/Pretreatment, and/or Housing and Community Services.

4. Assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
5. Assist with overseeing and streamlining development services and code enforcement activities; coordinate with other departments and agencies as necessary.
6. Plan and participate in the development and implementation of technology, efficiency, and customer service enhancements.
7. Conduct and facilitate community engagement in collaboration with members of the department and stakeholders.
8. Monitor current trends and developments in the various functions of the Community Development Department; evaluate and recommend policy and procedural actions.
9. Monitor and evaluate legislation, grant programs, and development matters; assess impact on operations and recommend modifications accordingly.
10. Research and prepare technical and administrative reports and studies; present clear and concise written and oral reports to executive staff, City Council, and other bodies at public meetings.
11. Respond to complex and difficult public inquiries and resolve service issues.
12. Ensure compliance with applicable local, state, and federal codes, laws, and regulations; support staff in enforcement to ensure uniform and systematic application.
13. Assist in the preparation of the department budget; assist in budget management.
14. Provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required.
15. Serve as the acting Community Development Director when delegated.
16. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS:

1. Analytical and problem-solving skills.
2. Strong personal computer operation skills.
3. Excellent interpersonal skills.
4. Supervisory and personnel management skills.
5. Effective oral and written communication skills and presentation skills.
6. Customer service techniques.

7. Public relations skills.
8. Organizational and project management skills.
9. Planning, organizing, executing, and evaluating activities.
10. Interacting and communicating effectively with a diverse community.

KNOWLEDGE:

1. Laws and regulations relating to community development.
2. Current trends and developments affecting various functions of community development.
3. Principles and practices of personnel management, including supervision, training, and evaluation.
4. Principles and practices of contract development and monitoring.
5. Conflict resolution practices and techniques.
6. Public relations and community outreach methods and practices.
7. Principles and practices of budgeting.
8. Research methods.
9. Advanced methods of report preparation and presentation.
10. Record management principles and practices.

ABILITIES:

1. Plan, organize, and direct a complex and diverse organizational structure in a cost-effective manner.
2. Interpret, explain, and apply local, state, and federal codes, laws, and regulations relating to community development.
3. Present and explain complicated issues in an understandable manner.
4. Meet with stakeholders and gain cooperation through discussion.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Supervise and evaluate performance; conduct training programs.
7. Develop and maintain effective working relationships with agencies, community groups, and the general public.
8. Identify and justify budgetary resources necessary to provide services required.
9. Prepare and manage contracts related to department needs.
10. Communicate clearly and concisely, orally and in writing.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Multi-function machine (copy, scan, fax)
5. Calculator
6. Two-way radio
7. Microfiche reader
8. Polaroid or digital camera
9. Automobile
10. Specialized computer software
11. Presentation equipment, i.e., microphones, easels, overhead projectors, tape recorder, etc.
12. Television and DVD equipment

PHYSICAL DEMANDS:

When working in the field or in the office, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed in meeting deadlines

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, printer, multi-function machine, telephone, copier, paper shredder, paper cutter, camera, microphone, overhead projector, easel, automobile, etc.:

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 floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, 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 field conditions during site visits and inspection activities, less than 10% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, carpeting, linoleum, tile, and uneven surfaces during site visits and inspection activities.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with some exposure to extreme weather conditions.

6. Ventilation: Heating and air conditioning provided by vehicle.
7. Dust or Fumes: Normal to high outdoor levels associated with construction and inspection activities.

HAZARDS:

Mechanical or electrical exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, multi-function machine, printer, copier, radio, paper shredder, or paper cutter.

When working or traveling in the field, there is some exposure to mechanical hazards while 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 the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, urban planning, civil engineering, or any field related to community development.
2. Five (5) years of increasingly responsible experience in a related public sector position in community development or development services, including at least three (3) years of supervisory experience.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. Pass a background check for employment, including a Department of Justice criminal record check.
5. Pass a post-offer medical examination, which includes a drug test.
6. Prefer non-tobacco user.



City of Gilroy Personnel Commission

STAFF REPORT

Agenda Item Title: Approve Job Description and Salary Range for
Housing & Community Development Coordinator and
Reclassification to Position

Meeting Date: January 28, 2025

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

RECOMMENDATION

1. Approve Job Description for Housing & Community Services Coordinator
2. Approve Salary Range for Housing & Community Services Coordinator
3. Approve Reclassification of Housing & Community Development Technician II
Sandra Nava to the Position of Housing & Community Services Coordinator

BACKGROUND

During the FY 25 mid-cycle budget process, the City Council approved the position of Housing & Community Services Coordinator to replace the Housing & Community Development Technician I/II position in the Community Development Department. This change is due to the more complex coordination, outreach, and technical work associated with the work of this position.

The Housing & Community Services Coordinator will perform a variety of technical and professional activities that create and implement housing programs and resources to support long-term housing stability and affordability for the community, including unhoused and vulnerable residents. As examples, this position:

- Plans and coordinates the Community Development Block Grant program and implements Department of Housing & Urban Development (HUD) regulations.
- Partners with public agencies and nonprofit organizations, implementing various grant programs to provide housing and resources for a diverse community.
- Collaborates with and supports the Housing and Community Services Manager to create programs that focus on affordable housing production, preservation, and protection of residents, including a network of services focusing on unhoused efforts.

- Works on tenant and property management for an affordable housing development as well as the below market rate housing program.
- Plans community educational events, conducts outreach, represents the City at events, and implements programs to enhance information-sharing about housing resources with the community.

The attached job description is reflective of this additional and enhanced work that has developed over a period of time. Given the expansion of these types of services, about a year ago the position of Housing & Community Services Manager was added and the manager position along with the current Technician position have formed a specialized division within the Community Development Department. It is expected that programs and mandates in the housing area will continue to increase in the future and these two positions will allow the City to be proactive in coordinating these efforts for our community.

The salary range for this position is proposed to be \$94,111 - \$132,423 annually plus excellent benefits. This is the same salary range assigned to the classifications of Planner I, Accountant, Building Inspector I, Hazardous Materials Inspector I, and Code Enforcement Officer.

The draft job description and proposed salary range for this classification were shared with the AFSCME, Local 101 employee group as this position is appropriately assigned to this group given the role and assigned job duties. Staff did not receive any feedback as of the writing of this staff report.

In addition, it is recommended that Housing & Community Development Technician II Sandra Nava be reclassified to this replacement position. Over time, Sandra has taken on the higher-level coordination work associated with this position. She works collaboratively both inside the city organization and with not-for-profit organizations in the community. This higher-level coordination work is not going away as housing and community service related program continue to change and expand. Organizations must be creative and find new ways to deliver services to vulnerable populations within the community as traditional housing ownership is out of reach for so many of our residents.

With the mid-cycle budget process, Council approved the net cost of the reclassification from the same funding sources used for the Technician position which are through CDBG program administration, Housing Trust Fund, and the General Fund.

Upon Personnel Commission approval of the job description and salary range, Human Resources will complete the reclassification process for the employee.

Attachments:

1. Draft Job Description – Housing & Community Services Coordinator

**COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING & COMMUNITY SERVICES DIVISION
HOUSING & COMMUNITY SERVICES COORDINATOR**

GENERAL DUTIES: Under the supervision of the Housing and Community Services Manager, the Housing and Community Services Coordinator will administer housing-related grant programs, including Community Development Block Grant (CDBG), organize community engagement, and provide overall support and coordination to the Housing and Community Services Division by performing a variety of responsible analytical, technical, and coordination activities that create and implement housing programs and resources to support long-term housing stability and affordability for the community, including unhoused and vulnerable residents. The Housing and Community Services Coordinator is a non-exempt 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 regard to punctuality and attendance.

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plan, implement, and coordinate the CDBG program. Research and implement program guidelines to ensure compliance with program rules and timelines. Prepare and maintain detailed records and program reports, including the five-year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report.
2. Support the Housing and Community Services Division with community education, outreach, and workshops on housing resources with a focus on diversity, equity, and inclusion. Collaborate with nonprofit organizations and local service providers to plan, coordinate, and promote community engagement events.

3. Coordinate with City departments, other agencies, developers, property managers, faith-based community, and community-based organizations to educate residents on affordable housing opportunities and community assistance programs.
4. Refer the unhoused and those at-risk of homelessness, vulnerable populations, and special needs households to community resources that meet their basic needs.
5. Coordinate presentations and provide support for meetings with local unhoused service providers.
6. Coordinate, prepare, and update webpages for CDBG, housing resources, affordable housing opportunities, and community services.
7. Provide information on below market rate housing program and assist with inquiries as needed.
8. Periodically represent the City at meetings with the community, public agencies, service organizations, and other stakeholders regarding housing and community services initiatives.
9. Attend regional meetings and local community-based provider meetings to keep abreast of new resources and organizations.
10. Provide and collaborate on tenant and property management for City-owned affordable housing.
11. Coordinate the organization of records and documents.
12. Perform related duties as required.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS: Skill in:

1. Analytical and problem-solving skills.
2. Strong personal computer operation skills.
3. Excellent interpersonal skills.
4. Effective oral and written communication skills and presentation skills.
5. Customer service techniques.
6. Organizational and project management skills, including the ability to coordinate multiple projects under the pressure of deadlines.
7. Grant administration.
8. Planning, organizing, executing, and analyzing activities.
9. Interacting and communicating effectively with a focus on diversity, equity, and inclusion.

KNOWLEDGE: Knowledge of:

1. Regulations addressing grant programs.
2. Principles and practices of grant administration, monitoring, and performance reporting.
3. Principles and practices of grant management and budgeting.
4. Principles and practices of community grant contract development and monitoring.

5. Public relations and community outreach methods and practices.
6. Customer services practices.
7. Research, analysis, and data collection methods.
8. Challenges faced by low-income communities.

ABILITIES:

1. Analyze, interpret, and apply U.S. Department of Housing and Urban Development (HUD) rules and regulations.
2. Use independent judgment within established guidelines.
3. Organize work, manage multiple priorities, meet deadlines, and complete assignments independently.
4. Provide technical and substantive directions to other staff members regarding grant budget and other assigned matters.
5. Administer grant program activities.
6. Maintain effective working relationships with funding agencies, community-based organizations, other public agencies, and the general public.
7. Communicate clearly and concisely, orally and in writing.
8. Present and explain complicated issues in an understandable manner.
9. Develop community outreach materials using a variety of platforms and languages.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of grant programs.
11. Speak and write Spanish fluently; interpret language from English to Spanish for oral interpretation; translate documents from English to Spanish for written translation.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. LaserJet or ink jet printer
3. Telephone or headset
4. Multi-function machine (copy, scan, fax)
5. Calculator
6. Two-way radio
7. Laserfiche
8. Digital camera
9. Automobile
10. Specialized computer software
11. Presentation equipment, i.e., microphones, easels, projectors, digital recorder, etc.
12. Television and DVD equipment

PHYSICAL DEMANDS:

When working in the field or in the office, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed in meeting deadlines

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, printer, telephone, calculator, multi-function machine, copier, television, microphone, easel, projector, digital recorder, automobile, paper shredder, camera or radio:

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, multi-function machines, 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 site visits, less than 20% of the time.
2. Flooring: Asphalt, grass, dirt, and uneven surfaces.
3. Noise Level: Varying low to high equipment noise.
4. Lighting: Normal outdoor conditions, and also exposure to extreme weather conditions.
5. Ventilation: Heating and air conditioning provide by vehicle and outdoor equipment.
6. Dust: Normal, outdoor levels to high outdoor levels associated with various outdoor activities.

HAZARDS:

Mechanical or electrical exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, multi-function machine, printer, copier, adding machine, radio, paper shredder, or paper cutter.

When working or traveling 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 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. Any combination of education and experience equivalent to the following (equivalency shall be made at the sole discretion of the City of Gilroy):
 - A Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or any field related to community development, housing policy or services, community services, or social science.
 - Two (2) years of increasingly responsible professional experience in affordable housing programs or development, public services grant program administration, housing policy development or financing, community services program development and delivery, resource development, or other closely related activities.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
3. Pass a detailed employment background check, including a Department of Justice criminal record check.
4. Pass a post-offer medical examination, which includes a drug test.
5. Prefer non-tobacco user.
6. Bilingual (English/Spanish) is required.