



CITY OF GILROY
PERSONNEL COMMISSION
SPECIAL MEETING AGENDA



WEDNESDAY, JULY 1, 2026 | 5:30 PM

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

Chair: Nita Edde-Mitchell

Vice Chair: Marissa Haro

Commissioners: Catherine Cummins, Danny Mitchell, Sharpy Sandhu

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 the 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.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204.

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.



CITY OF GILROY
PERSONNEL COMMISSION
SPECIAL MEETING AGENDA



The agenda for this meeting is outlined as follows:

1. OPENING

1.1. Call to Order

1.2. Roll Call

1.3. Report on Posting the Agenda

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 the Minutes from the Personnel Commission Meeting of February 23, 2026

4. HUMAN RESOURCES DIRECTORS REPORT

5. INFORMATIONAL ITEMS

5.1. Recruitment & Employment Status Report

6. NEW BUSINESS

6.1. Job Description and Salary Range for Classification of Assistant City Administrator

6.2. Updates to the Job Description for Part-Time Water Conservation Officer

7. FUTURE BUSINESS

7.1. Updates to Civil Engineer Job Classifications in Public Works and Utilities Departments

7.2. Updates to Maintenance Worker I and II Classifications in Public Works and Utilities Departments

7.3. Updates to Sworn and Non-Sworn Job Classifications in the Police Department

7.4. Updates to Accounting Assistant I and II Job Classifications in the Finance Department

8. ADJOURNMENT

NEXT MEETING DATES

Monday, July 27, 2026 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

February 23, 2026, Regular Meeting – DRAFT MINUTES

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

Members Present

Catherine Cummins
Nita Edde-Mitchell
Marissa Haro
Danny Mitchell
Sharpy Sandhu

Members Absent

I. WELCOME AND INTRODUCTION OF NEW PERSONNEL COMMISSION MEMBERS

The Commission welcomed Danny Mitchell and Sharpy Sandhu to the Personnel Commission.

II. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Edde-Mitchell called the meeting of February 23, 2026, to order at 5:34 p.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell, Haro, Mitchell, and Sandhu were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on Friday, February 20, 2026.

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

IV. APPROVAL OF MINUTES

- A. *For the meeting dated January 26, 2026 – on a motion from Commissioner Cummins, seconded by Commissioner Haro, the minutes for the meeting of January 26, 2026, meeting were approved on 5-0 vote.*

V. HUMAN RESOURCES DIRECTOR'S REPORT – *The Human Resources Director reported that updated organization charts for all departments are nearing completion and will be shared with the Personnel Commission once finalized.*

VI. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*
- B. *Harassment, Discrimination, Retaliation Prevention Training Materials – the materials from recent training provided for all city employees was shared with the Personnel Commission.*

VII. NEW BUSINESS

- A. *Updates to the Job Description for Human Resources Director/Risk Manager – Interim Human Resources Director/Risk Manager McPhillips provided a staff report; item was discussed and*

questions answered; on a motion from Commissioner Haro, seconded by Commissioner Mitchell, the updated job description for Human Resources Director/Risk Manager was approved; approved on a 5-0 vote.

- B. Updates to Job Description for the Part-Time Position of Assistant Fleet Technician – Human Resources Director McPhillips provided a staff report; item was discussed and questions answered; on a motion from Commissioner Mitchell, seconded by Commissioner Cummins, updates to the job description for the part-time position of Assistant Fleet Technician were approved on a 5-0 vote.

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

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

- IX. ADJOURNMENT** – On a motion from Commission Cummins, seconded by Commissioner Mitchell, Chair Edde-Mitchell adjourned the meeting at 6:05 p.m.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Interim Human Resources Director/
Staff to the Personnel Commission

CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT

Recruitments Posted as of June 2026	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 6/30/26
Police Officer – All Levels	7/28/25	Continuous	3	Accepting and screening applications	67
Public Safety Communicator – Lateral	7//28/25	Continuous	2 – Lateral or Trainee	Accepting & screening applications	72
Public Safety Communicator Trainee	10/28/25	Continuous	2 – Lateral or Trainee	Accepting & screening applications	69
Housing & Community Services Manager	5/29/26	7/5/26	1	Accepting & screening applications	28
Operations Services Supervisor - STSWD	4/22/26	Open Until Filled	1	Accepting applications; one candidate to department interview	23
Planner I/II	n/a	n/a	1	Job flyer under development	n/a
Senior Maintenance Worker – Water	n/a	n/a	1	Job flyer under development	n/a
Building Inspector I/II	n/a	n/a	1	Job flyer under development	n/a
PT Assistant Fleet Technician	n/a	n/a	1	Finalizing updated job flyer	n/a
Maintenance Worker I - PW	n/a	n/a	1	Job flyer under development	n/a

Recruitments in Process – June 2026	Status
Community Engagement Coordinator – Police Dept.	Eligibility List under review
Detention Services Officer	1 candidate in final pre-hire steps
Police Officer Trainee	1 in background; 1 at Chief’s interview
Fire Engineer – 3 promotion opportunities	3 to Chief’s Interview
Code Enforcement Officer – 2 openings	Screening applications (49)
Public Safety Communicator Trainee	1 candidate in background; 1 candidate to department interview
PT Maintenance Worker Assistant	2 candidates in background check
Community Resilience Coordinator (Grant Funded)	Screening applications (43)
Accounting Assistant I	1 candidate in background check; 1 candidate to begin work on 7/1/26
Management Assistant – 2 openings	Screening applications (74)
Maintenance Worker I – Utilities	1 candidate to start work on 6/29/26; 1 candidate to start work on 7/6/26; three candidates in final pre-hire steps

Recruitments in Process – June 2026	Status
Civil Engineering Summer Intern – Public Works	1 candidate begins work on 7/7/26
Limited Term Extra Help Finance Manager	1 candidate in background check
Recreation Supervisor	1 candidate to begin work on 7/6/26
Human Resources Director/Risk Manager	1 candidate to begin work on 7/6/26
Utilities Director	1 candidate to begin work on 7/21/26

Hiring/Promotion/Separation Information (February 2026 – June 2026)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
JARED ZUNIGA	RECREATION LEADER III <i>*promotion*</i>	3/01/2026
YENI MARTINEZ	MANAGEMENT ANALYST TRAINEE - UTILITIES <i>*promotion*</i>	3/01/2026
TYSON ENZWEILER	UTILITIES OPERATIONS MANAGER	3/02/2026
LOGAN LYONS	POLICE OFFICER <i>*upgrade from Trainee*</i>	3/06/2026
KEVIN FIGUEROA-FLORES	POLICE OFFICER <i>*upgrade from Trainee*</i>	3/07/2026
ABEL PUENTES	PT CUSTODIAN	3/09/2026
JORGE MUNOZ LOPEZ	PT MAINTENANCE WORKER ASSISTANT	3/09/2026
VICTORIA ZEPEDA	COMMUNITY SERVICES OFFICER	3/23/2026
HARJOT SANGHA	ASSISTANT CITY ADMINISTRATOR <i>*Position Change*</i>	4/01/2026
PAUL LOCSIN	WATER OPERATOR <i>*promotion*</i>	4/06/2026
HECTOR ESPARZA MEDINA	WATER OPERATOR <i>*promotion*</i>	4/07/2026
MARSHALL SILVA	SUPV WATER QUALITY SPECIALIST <i>*promotion*</i>	4/20/2026
CINDY MURPHY	FINANCE DIRECTOR <i>*position change*</i>	4/27/2026
RODNEY AARON CAMPBELL	SENIOR PLANNER	5/01/2026
SEBASTIAN GUITRON	ENGINEER I	5/11/2026
MICHAEL O'CONNELL	TEMP INTERIM UTILITIES DIRECTOR	5/26/2026
DIANA HEREDIA	PT HUMAN RESOURCES ASSISTANT II <i>*Upgrade*</i>	6/01/2026
BRANDON SANCHEZ	POLICE CHIEF	6/01/2026
ETHAN PAULSON	COMMUNITY DEVELOPMENT SUMMER INTERN	6/02/2026
PEYTON TURNER	FIRE ENGINEER <i>*promotion*</i>	6/03/2026
SPENCER QUILLEN	ECONOMIC DEVELOPMENT SUMMER INTERN	6/03/2026
CESAR RUELAS	FIRE ENGINEER <i>*promotion*</i>	6/05/2026
CRAIG MUSICH	FIRE ENGINEER <i>*promotion*</i>	6/07/2026
AMELIE LINZY	RECREATION LEADER II - <i>rehire</i>	6/08/2026

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
MAYA SANCHEZ	RECREATION LEADER II - <i>rehire</i>	6/08/2026
ETHAN MACIAS	RECREATION LEADER I	6/08/2026
LEORA FRONEN	RECREATION LEADER II - <i>rehire</i>	6/08/2026
MONICA PACHECO	RECREATION LEADER I	6/08/2026
ALIYA MELO	EMERGENCY MANAGEMENT SUMMER INTERN	6/08/2026
BRANDON PHAN	CIVIL ENGINEERING SUMMER INTERN	6/08/2026
NATALIE LOPEZ	RECREATION LEADER I	6/08/2026
LEAH MARTINEZ	RECREATION LEADER III - <i>rehire</i>	6/09/2026
STEPHANIE TILLEY	POLICE RECORDS TECH I	6/09/2026
MATEO JUAREZ	RECREATION LEADER I	6/10/2026
ANISA CASTENEDA	RECREATION LEADER II	6/10/2026
AARON DUTRA	RECREATION LEADER III - <i>rehire</i>	6/15/2026
ALEXANDRIA KASSEL	PUBLIC SAFETY COMMUNICATOR TRAINEE	6/15/2026
ALYSSA TRAN	HUMAN RESOURCES SUMMER INTERN	6/15/2026
GRACE LONGORIA	YOUTH TASK FORCE SUMMER INTERN	6/15/2026
MELISSA TALBERT	PUBLIC SAFETY COMMUNICATOR TRAINEE	6/16/2026
NATHANIEL MARINO	POLICE ADMINISTRATION SUMMER INTERN	6/18/2026
JULIANA TAM	POLICE CRIME ANALYST	6/22/2026
GILENA RODRIGUEZ	POLICE ADMINISTRATION SUMMER INTERN	6/24/2026
AARON MAZIKOWSKI	PART-TIME MAINTENANCE WORKER ASSISTANT – STSWD	6/29/2026
BENNY SILVA	MAINTENANCE WORKER I – UTILITIES/WASTEWATER	6/29/2026

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
SHAUN WRIGHT	ENGINEER I - PUBLIC WORKS	2/26/2026
JONATHAN CASTRO JR.	MAINTENANCE WORKER I	2/26/2026
SCOTT DANIEL	COMMUNITY RESILIENCE COORDINATOR	3/12/2026
NATALIA BECERRA-BATIZ	ACCOUNTING ASSISTANT II	3/20/2026
JUAN BECERRA	CODE ENFORCEMENT OFFICER	4/02/2026
CAMILLA AGUILAR-HERNANDEZ	POLICE OFFICER	4/03/2026
JORGE MUNOZ LOPEZ	PT MAINTENANCE WORKER ASSISTANT	4/10/2026
CHRISTIE THOMAS	HOUSING & COMMUNITY SRVCS MGR <i>*Retired*</i>	5/06/2026
JERRY PINEDA	MAINTENANCE WORKER I	5/15/2026
JOSE JACOBO	BUILDING INSPECTOR II	5/20/2026

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
LEAH MARTINEZ	YOUTH TASK FORCE SUMMER INTERN	5/20/2026
SCOT SMITHEE	INTERIM APPOINTMENT - RETIRED ANNUITANT – INTERIM POLICE CHIEF	5/30/2026
JONATHAN OLIVAS	PLANNER II	6/10/2026
JESSICA GAETA	OFFICE ASSISTANT I	6/17/2026
DARREN HERNANDEZ	RECREATION LEADER II	6/18/2026
SALVATORE RUSSO	MAINTENANCE WORKER I	6/18/2026



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Job Description and Salary Range for Classification of Assistant City Administrator

Meeting Date: July 1, 2026

From: LeeAnn McPhillips, Interim Human Resources Director/Risk Manager

Department: Human Resources/Risk Management

Submitted by:

Prepared by: LeeAnn McPhillips, Interim Human Resources Director/Risk Manager.

RECOMMENDATION

Approve the following:

1. Job description for the classification of Assistant City Administrator
2. Salary range for the classification of Assistant City Administrator

BACKGROUND

The position of Assistant to the City Administrator was vacant as the incumbent made a lateral move to the Deputy Director of Community Development position to gain some different work experience. A new City Administrator began work with the City of Gilroy in early February and within a couple of months realized the need to fill the position at the higher level of Assistant City Administrator. Over the past few years, the Assistant City Administrator role was a special assignment that the City Administrator could assign to a department head who would then assume some additional duties and responsibilities in addition to their regular department head position. Given that the department head's base role and duties continued, the amount of time that could be dedicated to Assistant City Administrator duties was limited. Increasing the vacant Assistant to the City Administrator position to the classification of Assistant City Administrator would provide dedication support to City Administration at a department head level and create a true, full-time, number two leader for the organization.

Further, the City Administrator envisioned the Assistant City Administrator being focused on strategic initiatives impacting the organization, leading cross-department teams, evaluating processes and looking for ways to streamline, implementing new technological initiatives to include the use of tools like artificial intelligence to achieve efficiencies where appropriate, conducting studies involving complex issues and operational problems, and serving as the Acting City Administrator in the absence of the City Administrator. The attached job description describes the executive-level nature of this classification and strategic role within the organization.

Due to the need to move quickly due to the vacancy and needs of the organization, the City Council approved the City Administrator's recommendation to appoint Harjot Sangha to the position of Assistant City Administrator. Harjot was serving as Gilroy's Finance Director and has smoothly transitioned into the Assistant City Administrator role, filling a vital workload need in City Administration. As luck may have it, Gilroy's former Finance Director, Cindy Murphy, who was working for the city on a limited-term, extra help basis, expressed interest in returning to a full-time role. After evaluation by the City Administrator, Cindy Murphy was recommended for re-appointment to the senior executive position of Finance Director and the City Council consented to the City Administrator's recommendation. This action avoided a vacancy in the Finance Director role and allowed us to secure a seasoned and well-respected Finance Director. Cindy has jumped right into the Finance Director position as if she never left the organization.

The draft job description for Assistant City Administrator was reviewed by the City Administrator prior to placement on the Personnel Commission agenda. Further, the incumbent, Harjot Sangha, reviewed the draft job description and validated that it is reflective of the work and duties of the position.

The salary range for the Assistant City Administrator was discussed at the time of the budget amendment and is currently set for the same salary range as other department heads/senior executives in the organization. Actual salary placement within the range is determined by the City Administrator after considering qualifications and experience related to the position. Advancement within the range is based upon performance. The Assistant City Administrator classification salary was budgeted at \$204,675 - \$281,132. This range will increase by three percent (3%) to \$210,815 - \$289,566 effective July 1, 2026, consistent with the salary schedule approved by City Council.

Attachments:

1. Assistant City Administrator June 2026 DRAFT

**ASSISTANT CITY ADMINISTRATOR
ADMINISTRATION**

GENERAL DUTIES: Under general direction of the City Administrator, the Assistant City Administrator serves as the City Administrator's principal assistant; directs the goals, objectives, and activities of assigned functional areas; coordinates and administers major City programs; serves as a liaison with key community groups and organizations; and undertakes special projects to include city-wide/multi-department initiatives as assigned. This position is a member of the City's Senior Executive Team and serves as Acting City Administrator in the City Administrator's absence. This is an at-will, executive management position that serves at the pleasure of the City Administrator.

GENERAL REQUIREMENTS:

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

Attendance - Follows department/City policy regarding punctuality and attendance.

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develop programs, policies, and plans related to all facets of City government.
2. Assist the City Administrator in coordinating and managing municipal and interdepartmental operations.
3. Direct, coordinate and oversee a variety of City functions as assigned.
4. Conduct administrative and special studies to resolve operational problems; identify administrative and operational opportunities and challenges.
5. Evaluate existing City programs and activities to determine efficiency and effectiveness.
6. Provide advice and assistance to department heads and City Administrator.

7. Assist in the resolution of issues between departments.
8. Contribute to the overall quality of departments' service delivery by developing, reviewing, and implementing policies and procedures to meet legal requirements and city needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of change.
5. Prepare and manage budget for assigned functional areas and assist in the overall City budget process as assigned.
6. Oversee the development of consultant requests for proposals for professional services; evaluate proposals and recommend selection of consultant/project award; coordinate with legal counsel to determine City needs and requirements for contractual services; negotiate contracts and agreements and administer after award.
7. Attend City Council meetings, board/commission meetings as assigned, attend partner agency meetings, community meetings and events; may serve as the main City representative at meetings as assigned.
8. Prepare, review, and present staff reports, various management and informational updates, and reports on special projects as assigned.
9. Participate and make presentations to the City Council and a wide variety of committees, boards, commissions, and internal staff.
10. Serve as the staff liaison to one or more boards or commissions, including preparation of agendas, minutes, and implementation of board/commission work efforts.
11. Develop and direct goals, objectives, policies, procedures, and work standards for assigned areas.
12. Select, train, motivate and direct assigned personnel; evaluate and review work for acceptability and conformance with City and department standards, including program and project priorities, strategic initiatives, and evaluations; work with employees to correct deficiencies; implement discipline and assist with disciplinary proceedings to include conducting Skelly meetings; respond to staff questions and concerns.
9. Represent the City in internal affairs and liaison activities with citizen advisory committees, community groups, other public agencies, and the business community.
10. Serves as the back-up Director of Emergency Services in the Emergency Operations Center.
11. Prepare regular and requested oral and written reports for presentation to the City Administrator, Senior Executive Team, and City Council.
12. Speak before civic, school, and other community groups.
13. Provide analysis and recommendations with respect to federal and state legislation and regulations.
14. Negotiate and prepare contracts, agreements and leases as assigned.
15. Respond to public inquiries on a variety of subjects; respond to public inquiries and complaints and assist with resolutions and alternative recommendations.
16. Attend meetings of the City Council as needed and advise Council on matters of administrative practices and City operations, policies, and problems.

17. Review and approve personnel actions for assigned functional areas and manage the selection and assignment of employees.
18. Administer branches of the City's Emergency Operations Center (EOC).
19. Direct the administration and long-range planning of City-wide information systems, ensuring systems are working efficiently and maintaining cost effectiveness; encourage and drive technology initiatives to achieve efficiencies in the performance of work across the organization and service delivery to residents and business owners.
20. Exercise a leadership style that fosters teamwork, promotes staff initiative, and provides professional development and growth opportunities for employees.
21. Manage complex and diverse workload on a proactive and timely basis.
22. Develop effective work teams and empower and energize staff.
23. Convey opinions and recommendations and be reliably to give professional recommendations.
24. Facilitate and encourage consensus building prior to issues reaching the City Council.
25. Act as City Administrator in his/her absence (appointment consistent with Charter Section 705 – City Administrator Pro Tempore).
26. Perform other related work as assigned.

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

1. Possess advanced personal computer operation skills.
2. Excellent interpersonal skills.
3. Conflict resolution skills and able to lead challenging and sensitive conversations with others.
4. Emotional intelligence skills.
5. Negotiation and collaboration skills to include consensus and team building.
6. Advanced supervisory and leadership skills.
7. Advanced oral and written communication skills.
8. Customer service techniques.
9. Organizational and project management skills.
10. Advanced presentation skills for varied audiences with the ability to synthesize complex information for the audience.
11. Planning, organizing, executing, controlling, and evaluating activities.
12. Performance measurement techniques.
13. Leading effective meetings.

KNOWLEDGE: Knowledge of:

1. Trends and current developments in city government.
2. Legal and administrative rules and regulations which apply to the operation of city government.
3. Principles and practices of public administration, personnel administration, and assigned functional areas.

4. Modern local government practices and administration.
5. Application and utilization of computer systems.
6. Municipal finance.
7. Statistical and research methodology.
8. Local government best practices.

ABILITIES: Ability to:

1. Analyze complex problems and information, to include financial information, evaluate alternatives and make creative recommendations.
2. Present ideas, information, and recommendations, orally and in writing.
3. Establish and maintain effective working relationships with elected officers, supervisors, co-workers, other departments, other agencies, business and community groups, and the general public.
4. Exercise sound independent judgement within general policy guidelines.
5. Select, train, lead, coach, supervise and evaluate assigned personnel; address performance and/or discipline issues as needed.
6. Participate in related training programs.
7. Mediate and negotiate complex, difficult, and potentially emotionally charged situations.
7. Provide leadership and consultation to City Administrator and other managers.
8. Meet the public to discuss problems and complaints tactfully, courteously, and effectively.
9. Analyze the effectiveness of, and make recommendations for, changes in procedures, policies, and organization structures.
10. Formulate and enforce departmental rules, policies, and procedures.
11. Formulate and administer assigned budget areas.
12. Administer an effective customer service program.
13. Gain cooperation through discussion, persuasion, and goal setting.
14. Interpret and apply local, state, and federal laws and regulations and department/city policies, procedures, rules, and regulations.
15. Identify opportunities for process improvement, make recommendations to enhance governmental operations, and foster a culture of continuous improvement.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard, and monitor
2. Computer printer
3. Laptop computer or tablet
4. Telephone (desk and cell)
5. Multi-Function Machine (print/copy/scan/fax)
6. Calculator
7. Specialized computer software
8. Presentation equipment, microphones, easels, overhead projectors, digital recorder, etc.
9. Television and related equipment
10. Automobile

PHYSICAL DEMANDS:

Under typical office or 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 working at a computer or attending meetings, including Council meetings which may last over 6 hours.
2. Walking
3. Standing, for up to 4 hours during presentations and training seminars.
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 and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, calculator, fax machine, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, etc.:

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

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

Field Conditions:

1. Outdoors: Typical conditions, traveling to meetings, or attending training sessions, less than 10% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 10% of the time.
3. Flooring: Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, asphalt, etc.

4. Noise Level: Normal outdoor levels when working or traveling in the field.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, telephone, copier, calculator, microphone, easel, overhead projector, digital recorder, etc.

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, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Political Science, Public Policy, or a closely related field. A Master's degree in Public Administration, Public Policy, Political Science, or related of field of study desired, but not required.
2. Eight years of increasingly responsible recent experience in local government that has included broad and complex management experience at a department head or similar level (including the supervision of professional, technical and support staff) and exposure to a wide variety of municipal government operations and functions.
3. Strong computer skills are required.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Pass a detailed background check for employment, including a Department of Justice criminal records check.
6. May be required to pass a post-offer medical examination, which includes a drug test.
7. Prefer non-tobacco user.
8. Bilingual (Spanish/English) desired, but not required.



City of Gilroy

Personnel Commission

STAFF REPORT

Agenda Item Title: Updates to the Job Description for Part-Time Water Conservation Officer

Meeting Date: July 1, 2026

From: LeeAnn McPhillips, Interim Human Resources Director

Department: Human Resources/Risk Management

Submitted by:

Prepared by: LeeAnn McPhillips, Interim Human Resources Director/Risk Manager.

RECOMMENDATION

Approve updates to the job description for the part-time position of Water Conservation Officer

BACKGROUND

As the Utilities Department organization structure has been vetted and the separation of the Utilities functions from the Public Works Department to the Utilities Department has been implemented, there are some "clean-up" changes needed to job descriptions to align with supervision. Gilroy has two part-time Water Conservation Officers who each work approximately twenty-five (25) hours per week. As part of the Utilities Department implementation plan, these two part-time positions will report to the Utilities Business Manager. This position is currently being underfilled by a Senior Management Analyst, a reclassification that was approved by the Personnel Commission last year.

Only minor updates to the part-time Water Conservation Officer job description are needed to align with the actual reporting structure in the Utilities Department. The changes being recommended are in track changes format in the attached job description.

Attachments:

1. Water Conservation Officer DRAFT June 2026

UTILITIES~~PUBLIC WORKS~~ DEPARTMENT
OPERATIONS DIVISION
WATER CONSERVATION OFFICER

GENERAL DUTIES: Under direct supervision of the Utilities Business Manager or other designated supervisor/manager position~~Senior Civil Engineer/Public Works Operations Manager~~, educate property and business owners regarding water conservation methods and applicable regulations; oversee water conservation programs and prepare educational materials for the public; monitor the wasting of water within the city; and enforce applicable laws, regulations, and ordinances. The Water Conservation Officer is a ~~temporary, unrepresented~~, part-time, at-will job classification.

GENERAL REQUIREMENTS:

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

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develop, monitor, and implement water conservation awareness program; provide presentations to individuals or groups; distribute educational materials in the field, online, via the city website, through the water bill process, or through other ways.
2. Conduct field reviews and investigate possible water waste violations; contact responsible persons in the field; issue warnings and/or citations; perform follow-up field reviews to be reassured that remedial action has been taken; document field contacts and interactions; may provide information and/or testify at judicial proceedings.
3. Useing excellent customer service techniques to respond to complaints regarding water waste

violations; investigate and resolve problems; provide water conservation information and regulations to the public in person, over the phone, and in the field.

4. Explain, interpret and make presentations of ordinances, codes, laws, rules and regulations to citizens and groups, agencies businesses, and other entities.
5. Visit homes and businesses to educate water customers on current water-use restrictions and conservation programs; may review water usage information with customers and suggest ways to reduce water usage. May inspect water fixtures and/or irrigation systems to provide feedback and suggestions for water reduction and/or to help identify leaks.
6. Compile information and prepare correspondence and staff reports on a variety of water conservation matters and attend meetings, some of which may be in the evening or on the weekend, as required.
7. Communicate and coordinate actions with other involved city departments.
8. Develop and maintain ongoing community contacts with local businesses, social service agencies, and community group; serve as a community resource for water conservation related issues.
9. Maintain an accurate and detailed files, records, and activity logs.
10. Serve as a city representative at various meetings or events.
11. Stay abreast of water conservation legislation, information, resources, and methods.
12. Perform other duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Strong oral and written communication skills.
2. Accurate and detailed record keeping.
3. Positive and professional customer service techniques with the ability to achieve results even under difficult circumstances.
4. Preparing clear and effective educational materials for the public.
5. Strong computer skills to include Microsoft Office Suite (Word, Publisher, Excel, Outlook, etc.) and other programs to create professional public outreach and education materials.
6. Safely operate assigned vehicle.

KNOWLEDGE: Knowledge of:

1. Information, codes, laws, ordinances, and regulations related to water conservation and use of recycled water.
2. Methods for reducing water usage.
3. Computer equipment and software to perform the work of the position.
4. Enforcement strategies and methods.

5. Landscape irrigation auditing techniques and landscape water efficient practices.
6. Botanical knowledge of climate appropriate flora.
7. Operation and mechanics of irrigation hardware, such as controllers, valves, rotors, and backflow devices.
8. Safety methods, procedures, practices, and precautions related to the work.

ABILITIES: Ability to:

1. Read, understand and interpret codes and ordinances.
2. Perform routine inspection, investigation and enforcement of applicable laws, codes, ordinances, and regulations.
3. Communicate and work successfully with citizens, business owners, homeowners groups, outside organizations, and others. Strong emphasis will be placed on interpersonal skills, media relations, listening skills, conflict resolution, public speaking, decision making, letter writing, judgment, initiative and other public contact skills.
4. Write professional and effective correspondence, correction notices and reports in a clear and concise manner.
5. Read, interpret and evaluate landscape/irrigation plans and blue prints.
6. Contribute to the overall effectiveness of the division by being conscientious and professional in assigned work and relationships with staff and clients.

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
4. ~~Multi-Function Machine (print/copy/scan/fax)~~ ~~Copier~~
5. Calculator or 10-key adding machine
6. Facsimile machine
7. Microfiche reader
8. Automobile, truck or van
9. Paper shredder and cutter
10. Polaroid or digital camera
11. Specialized computer software
12. Cell phone or Two-way radio
13. Hand-pack radios
14. Tape measure
15. Flashlight
16. Raingear and boots
17. Safety goggles, booties, gloves, steel-toe shoes, masks and helmets
18. Disposable latex gloves and tyvex coveralls
19. Report forms, pencils and pens

WATER CONSERVATION OFFICER

PAGE 3 OF 6

20. Citation books
21. Gasoline pumps

PHYSICAL DEMANDS:

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

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, when conducting site visits, inspections or enforcement activities.
3. Standing, when conducting site visits, inspections, or enforcement activities.
4. Bending/squatting/crawling when conducting site visits, inspections or enforcement activities.
5. Climbing, ladders, stairs or roofs, when conducting site visits, inspections or enforcement activities.
6. Balancing, when using ladders.
7. Twisting/reaching.
8. Carrying, equipment and tools.
9. Lifting, up to 50 lbs.
10. Driving, to homes or business facilities when conducting site visits, inspections or enforcement activities, or when attending meeting and training.

SENSORY DEMANDS:

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

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 20% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Indoors/Outdoors: Typical field conditions, up to 80% of the time, when conducting site visits, inspections or enforcement activities. In some cases, employee may be required to crawl or work in cramped spaces when performing inspections.
2. Travel: Under varying conditions may travel up to 20% of the time in the field.
3. Flooring: Asphalt, linoleum, gravel, dirt, wood, rock, mud, uneven surfaces, etc.
4. Noise Level: Varying low to high levels, while working near traffic, at a construction site, manufacturing plant, park, near a stream, etc.
5. Lighting: Conducive to a day or night setting. In emergency situations, such as working a chemical spill, inspection or investigation, employee may work in poorly lit areas.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility and is restricted in poorly ventilated areas such as a chemical storage site or sewer test manholes.
7. Dust or Fumes: Normal to high levels of dust, pollen, gasoline, vehicle exhaust, methane or fumes when conducting site visits, inspections or enforcement activities.

HAZARDS:

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

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

ATMOSPHERIC CONDITIONS:

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

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

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Possess a high school diploma or GED. College-level coursework in related field of study highly desired.
2. Two years of work experience in a related job that involved high volume of contact with the general public and investigative or inspection work that has included preparation of reports, letters, and other documents. Additional experience involving the enforcement of codes, laws, or regulations is highly desired. Up to one year of experience can be attributed to a related college-level internship.
3. Strong oral and written communication skills required including strong customer service and conflict resolution skills.
4. Strong computer skills to include proficiency with the Microsoft Office Suite programs.
5. Must be available to work days, evenings, weekends and holidays as assigned.
6. Possess and maintain a valid California Driver License, along with a safe driving record, necessary to operate assigned vehicle(s).
7. Pass a post offer drug test.
8. Must pass a Department of Justice criminal record check for employment.
9. Bilingual (English/Spanish) highly desired.
10. Prefer non-tobacco user.