



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



**MONDAY, JANUARY 26, 2026 | 5:30 PM**

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

**Chair:** Catherine Cummins

**Vice Chair:** Nita Edde-Mitchell

**Commissioners:** Marissa Haro, Vacant, Vacant

**Staff Liaison:** LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or [cityclerk@cityofgilroy.org](mailto: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](http://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**  
**REGULAR MEETING AGENDA**



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 November 6, 2025 Special Meeting of the Personnel Commission.**

**4. HUMAN RESOURCES DIRECTORS REPORT**

**5. INFORMATIONAL ITEMS**

**5.1. 2026 Personnel Commission Meeting Schedule**

**5.2. Recruitment & Employment Status Report**

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

**7.1. Selection of Chair and Vice Chair for 2026**

**7.2. Approve Updates to the Hourly Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with the January 1, 2026 California Minimum Wage Requirement**

**7.3. Approve Updates to Human Resources & Risk Management Technician II Job Description**

**8. FUTURE BUSINESS**

**8.1. Updates to the job description for the classification of Human Resources Director/Risk Manager.**

**8.2. Welcome newly appointed Personnel Commission members.**

**8.3. Updates to Sworn and Non-Sworn Police Department job descriptions**

**9. ADJOURNMENT**

**NEXT MEETING DATE**

February 23, 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. in the Administrative Services East Conference Room or City Council Chambers

**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**

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**November 6, 2025, Special 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*

***Members Absent***

**I. REPORT ON POSTING THE AGENDA AND ROLL CALL**

*Chair Cummins called the special meeting of November 6, 2025, to order at 5:39 p.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell, and Haro were present. Human Resources Director McPhillips reported that the agenda for this special meeting was posted on November 5, 2025.*

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

**III. CLOSED SESSION** – At 5:41 p.m. the Personnel Commission adjourned to closed session pursuant to Government Code Section 54957; Gilroy Open Government Ordinance 17A.11(2) (employee discipline); PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE; NUMBER OF EMPLOYEES AFFECTED: 1; there was no public comment prior to adjourning to closed session.

**IV. RETURN TO OPEN SESSION** – At 6:26 p.m. the Personnel Commission adjourned to open session; there was no reportable action.

***The Personnel Commission took a short break from 6:27 p.m. – 6:32 p.m.***

**V. APPROVAL OF MINUTES**

*A. For the regular meeting dated September 22, 2025, the regular meeting of October 27, 2025, and the special meeting of October 30, 2025 – on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Haro, the minutes for the meetings of September 22, 2025, October 27, 2025, and October 30, 2025, were approved on 3-0 vote.*

**VI. HUMAN RESOURCES DIRECTOR’S REPORT** – *the Human Resources Director shared some upcoming training for employees with the Personnel Commission: Injury Illness Prevention Program (IIPP) training – October 30, 2025; Ergonomics Safety Training – November 12, 2025; and Mandatory Harassment, Discrimination, Retaliation Prevention Training – scheduled for a few different dates in January/February 2026.*

**VII. INFORMATIONAL ITEMS**

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

## **VIII. UNFINISHED BUSINESS - NONE**

### **IX. NEW BUSINESS**

- A. *Updates to Job Description of Police Crime Analyst – Human Resources Director McPhillips provided a staff report; Commission questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, updates to the job description for the position of Police Crime Analyst were approved on a 3-0 vote.*
- B. *Job Description and Salary Range for New Position of Water Operator – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Haro, the job description and salary range for the position of Water Operator were approved on a 3-0 vote.*
- C. *Job Description and Salary Range for New Position of Supervising Water Quality Specialist – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro, the job description and salary range for the position of Supervising Water Quality Specialist were approved on a 3-0 vote.*

### **X. FUTURE PERSONNEL COMMISSION BUSINESS**

- Updates to Sworn & Non-Sworn Police Department job descriptions are in progress.

### **XI. ADJOURNMENT – Chair Cummins adjourned the meeting at 6:25 p.m.**

Respectfully Submitted,

*LeeAnn McPhillips*

LeeAnn McPhillips  
Human Resources Director/  
Staff to the Personnel Commission

**2026 GILROY PERSONNEL COMMISSION MEETINGS  
(4<sup>th</sup> Monday of Each Month at 5:30 p.m.)**

Administrative Services Conference Room or Gilroy City Council Chambers  
7351 Rosanna Street  
Gilroy, California

Monday, January 26

Monday, February 23

Monday, March 23

Monday, April 27

Monday, May 18\*

Monday, June 22

Monday, July 27

Monday, August 24

Monday, September 28

Monday, October 26

Monday, November 23

Monday, December 28

\*May meeting moved up to May 18 (special meeting) as May 25 is a holiday and there is not a 5<sup>th</sup> Monday in May.

**CITY OF GILROY  
RECRUITMENT AND EMPLOYMENT STATUS REPORT**

<b>Recruitments Posted as of January 2026</b>	<b>Date Open</b>	<b>Date Closed</b>	<b># to Fill</b>	<b>Status/ Interview/Assessment Date</b>	<b># of Applications as of 1/23/2026</b>
Police Officer – Lateral & Academy Graduate	7/28/25	Continuous	2	Accepting and screening applications	13
Police Chief	6/25/25	Open Until Filled	1	Screening applications; search firm interviews; developing schedule to implement upon hire of new City Administrator (2/9/26)	19
Public Safety Communicator (Lateral)	7/28/25	Continuous	4	Accepting & screening applications	45
Public Safety Communicator Trainee	10/28/25	Continuous	4	Accepting & screening applications	21
PT Recreation Leader II/III – Youth & Community Services	10/30/25	Open Until Filled	1	Accepting applications	21
Senior Planner	1/6/26	2/2/26	1	Accepting applications	4
Supervising Water Quality Specialist	1/6/26	2/5/26	1	Accepting applications	7
Water Operator	1/21/26	2/17/26	2	Accepting applications	5
Assistant to the City Administrator	1/21/26	2/17/26	1	Accepting applications	14
Operations Services Supervisor (Streets/Trees/Stormwater & Drainage)	n/a	n/a	1	Job flyer under development	n/a
Engineer I/II (Public Works and Utilities)	n/a	n/a	2 – one for PW and one for Utilities	Job flyer under development	n/a
PT Environmental Programs Analyst	n/a	n/a	1	Job flyer under development	n/a
Maintenance Worker I	n/a	n/a	1	Job flyer under development	n/a
Utilities Director	n/a	n/a	1	Selecting search firm; preparing Agreement for Services	n/a
Human Resources Director/Risk Manager	n/a	n/a	1	Updating job description; selecting a search firm to work on search	n/a

<b>Recruitments in Process – January 2026</b>	<b>Status</b>
Police Officer (all levels)	2 Trainees hired, training with GPD, and preparing to start the Academy
Community Services Officer	Background report under review
Detention Services Officer	1 candidate starts work 1/26/26
Community Coordinator	1 candidate starts work 1/26/26
Part-Time Custodian	1 candidate in background check
Utilities Operations Manager	1 candidate to department interview 1/26/26
Systems Administrator	1 candidate starts work 1/28/26
Police Records Technician I	2 candidates in background
Police Crime Analyst	Interviews 2/10/26
City Administrator	Matt Morley begins work 2/9/26
Economic Development Director	Council consent of appointment 1/26/26; candidate to begin work on 2/2/26
PT Maintenance Worker Assistant	2 candidates with conditional offers; completing final pre-hire steps
PT Custodian	1 candidate in background check
Management Analyst/Management Analyst Trainee – Utilities Department	Department interviews held 1/22/26

**Hiring/Promotion/Separation Information (11/3/25 – 1/23/26)**

**HIRES/PROMOTIONS:**

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF HIRE/PROMOTION</b>
BRYCE ATKINS	DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT <i>*lateral position change*</i>	11/03/2025
MD KARIM YOUSUF	SENIOR CIVIL ENGINEER - <i>Utilities</i>	11/10/2025
SUMMER JIMENEZ GARCIA	PUBLIC SFTY COMMUNICATOR <i>*upgrade from Trainee*</i>	11/19/2025
JUAN BECERRA	CODE ENFORCEMENT OFFICER – <i>Limited Term</i>	11/24/2025
ALYSSA REMILY	HUMAN RESOURCES & RISK MANAGEMENT TECHNICIAN I	11/24/2025
KRISTOPHER TERESI	FIRE CAPTAIN <i>*promotion*</i>	11/27/2025
CARLOS HERNANDEZ	FIRE CAPTAIN <i>*promotion*</i>	11/29/2025
DIEGO ZEPEDA-AMADOR	EQUIPMENT MECHANIC	12/01/2025
SALVADOR ZENDEJAS	POLICE OFFICER TRAINEE	12/01/2025
HEINZ MAIBAUM	FIRE CAPTAIN <i>*promotion*</i>	12/01/2025
LUIS SILVEIRA	SENIOR FACILITIES MAINTENANCE SPECIALIST	12/02/2025
MIGUEL RODRIGUEZ	FIRE CAPTAIN <i>*promotion*</i>	12/05/2025

NAME	JOB CLASSIFICATION	DATE OF HIRE/PROMOTION
ANTONIO DE SANTIAGO SALAZAR	POLICE OFFICER TRAINEE	12/15/2025
SCOT SMITHEE	INTERIM APPOINTMENT - RETIRED ANNUITANT – INTERIM POLICE CHIEF	12/18/2025
KARL BJARKE	INTERIM APPOINTMENT - RETIRED ANNUITANT – INTERIM UTILITIES DIRECTOR	12/23/2025
LEEANN MCPHILLIPS	INTERIM APPOINTMENT - RETIRED ANNUITANT – INTERIM ADMINISTRATIVE SERVICES & HUMAN RESOURCES DIRECTOR/RISK MANAGER	12/31/2025
BRIAN DUTTON	POLICE CAPTAIN <i>*promotion*</i>	01/01/2026
OMAR PANIAGUA	FACILITIES MAINTENANCE SPECIALIST	01/05/2026
JARED ZUNIGA	PT RECREATION LEADER II - <i>rehire</i>	01/05/2026
MIGUEL MARTIN DEL CAMPO	POLICE CORPORAL <i>*promotion*</i>	01/12/2026
RICHARD JENKINS	POLICE SERGEANT <i>*promotion*</i>	01/16/2026

**SEPARATIONS:**

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
MATTHEW LATSHAW	POLICE OFFICER	11/07/2025
KENNETH BINDER III	INTERIM APPOINTMENT – RETIRED ANNUITANT – INTERIM POLICE CHIEF	11/12/2025
NICO DEVILLIRES	POLICE OFFICER	11/12/2025
ERIN FREITAS	SENIOR PLANNER	11/13/2025
STEVE BATY	PUBLIC SAFETY SYSTEMS ADMINISTRATOR <i>*Retired*</i>	11/20/2025
JUAN ROCHA	POLICE CAPTAIN	12/16/2025
JOSE MUNIZ	MAINTENANCE WORKER II <i>*Retired*</i>	12/18/2025
ROBERT RUSSELL	EXTRA HELP RETIRED ANNUITANT – Engineer – Public Works	12/18/2025
VALERIE AGUILAR	ENGINEERING INTERN - BACHELOR'S	12/19/2025
MADISEN RUELAS	PUBLIC SAFETY COMMUNICATOR TRAINEE	12/24/2025
HEATH MCMAHON	UTILITIES DIRECTOR	12/29/2025
LEEANN MCPHILLIPS	ASSISTANT CITY ADMINISTRATOR/ADMINISTRATIVE SERVICES & HUMAN RESOURCES DIRECTOR/RISK MANAGER <i>*Retired*</i>	12/30/2025
BRAD KILGER	INTERIM CITY ADMINISTRATOR	1/4/2026
GUILIANNA LAURENZANO	ENGINEER I - <i>Utilities</i>	1/14/2026



# City of Gilroy

## Personnel Commission

### STAFF REPORT

**Agenda Item Title:** Selection of Chair and Vice Chair for 2026  
**Meeting Date:** January 26, 2026  
**From:** LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager  
**Department:** Administrative Services  
**Submitted by:**  
**Prepared by:** LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager.

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## RECOMMENDATION

1. Appoint a Personnel Commissioner to the Position of Chair for 2026.
2. Appoint a Personnel Commissioner to the Position of Vice Chair for 2026.

## BACKGROUND

Once per year, the Personnel Commission must take action to appoint a Commissioner to the position of Chair and another Commissioner to the position of Vice Chair. Currently, Commissioner Cummins is the Personnel Commission Chair and Commissioner Edde-Mitchell is the Vice Chair. At this time, the Personnel Commission has three members and two vacancies. Typically, a newly appointed member is not immediately appointed to the role of Chair or Vice Chair. Therefore, it is recommended that the 2026 appointments take place at this time.

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

Again, any Commissioner can serve in any role, but given the tenure of the three

remaining Commissioners and their past roles/dates, the staff recommendation would be for Commissioner Edde-Mitchell to serve as Chair for 2026 and Commissioner Haro to serve as Vice Chair for 2026.

**ANALYSIS**

**ALTERNATIVES**

**FISCAL IMPACT/FUNDING SOURCE**

**Attachments:**

None



# City of Gilroy

## Personnel Commission

### STAFF REPORT

**Agenda Item Title:** Approve Updates to the Hourly Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with the January 1, 2026 California Minimum Wage Requirement

**Meeting Date:** January 26, 2026

**From:** LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager

**Department:** Administrative Services

**Submitted by:**

**Prepared by:** LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager.

### RECOMMENDATION

Implement the following hourly pay rate changes for the part-time/temporary/seasonal classifications effective January 1, 2026:

Classification Title	Adjusted Rate or Range
Recreation Leader I	\$16.90
Student Worker	\$16.90
Bachelor's Intern	\$16.90 - \$18.84
Police Cadet (HS Student)	\$16.90 - \$17.69

### BACKGROUND

Effective January 1, 2026, the new California minimum wage is set at \$16.90 per hour (up from \$16.50 per hour) and the City of Gilroy must comply. There are a few positions that are just below the new minimum wage and need to be adjusted as follows:

Classification Title	Current Rate or Range	Adjusted Rate or Range
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Recreation Leader I	\$16.67	\$16.90
Student Worker	\$16.67	\$16.90
Bachelor's Intern	\$16.67 - \$18.84	\$16.90 - \$18.84
Police Cadet (HS Student)	\$16.67 - \$17.69	\$16.90 - \$17.69

These minor updates do not have a negative impact on any other classifications after reviewing internal equity alignment.

In future years, the minimum wage will continue to adjust based on an inflation factor, so staff will continue to monitor hourly rates to ensure compliance with any future changes.

### **ANALYSIS**

### **ALTERNATIVES**

### **FISCAL IMPACT/FUNDING SOURCE**

#### **Attachments:**

None



# City of Gilroy

## Personnel Commission

### STAFF REPORT

**Agenda Item Title:** Approve Updates to Human Resources & Risk Management Technician II Job Description

Meeting Date: January 26, 2026

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

Department: Administrative Services

Submitted by:

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

### RECOMMENDATION

Approve updates to the job description for the classification of Human Resources & Risk Management Technician II.

### BACKGROUND

At the September 22, 2025 meeting, the Personnel Commission approved updates to the job description for the classification of Human Resources & Risk Management Technician I. This update was necessary as the Management Assistant assigned to Human Resources and Risk Management, announced her retirement for September 30, 2025. As a result of this vacancy, a recruitment to fill the vacant position in the Human Resources & Risk Management was needed. The position was filled at the Human Resources & Risk Management Technician I level, a position lateral to the Management Assistant classification. Alyssa Remily began work with the Human Resources & Risk Management team in November 2025 and has been a great addition to our team.

A secondary clean-up item that was noted at the time of the Technician I update was to also update the Human Resources & Risk Management Technician II job description, as the two positions are aligned and have cross-over job duties. Currently, there is one employee in the classification of Human Resources & Risk Management Technician II so it is important to have an accurate and current job description for this position as well. Therefore, attached is an updated job description for the classification of Human

Resources & Risk Management Technician II. For the Personnel Commission's knowledge, this is a flexibly staffed position that allows someone working at the Technician I level to be upgraded to the II level once the employee gains the required experience and training/education and has a positive work performance record.

No changes to the salary range for the Human Resources & Risk Management Technician II position are proposed. The current salary range is: \$84,354 - \$118,693 plus excellent benefits.

**ANALYSIS**

**ALTERNATIVES**

**FISCAL IMPACT/FUNDING SOURCE**

**Attachments:**

1. HR RM Technician II DRAFT January 2026

**HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENT**  
**HUMAN RESOURCES & RISK MANAGEMENT TECHNICIAN II**

**GENERAL DUTIES:** Under general direction of the Human Resources Director/Risk Manager, provide a wide variety of paraprofessional and technical duties related to human resources and/or risk management operations. This is a generalist position and as such, projects and tasks may be assigned in some or all functional areas of Hhuman Resources and/or risk management. The Human Resources Technician II is the journey level position in this job series with the experience and specified training to perform the work described. It is expected that the Human Resources & Risk Management Technician II will be able to complete assignments and projects with less direction and oversight needed in the day to day work. This position will provide salary and benefits support, datadata, and information for labor negotiations and, therefore, is designated as a confidential, unrepresented job classification.

**GENERAL REQUIREMENTS:**

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

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

Compliance with Work Instructions - Follows all work instruction 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 sexual gender-identity differences of others, and others and avoids derogatory statements regarding these differences.

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

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Assist employees and the public by providing information regarding human resources and/or risk management, including, but not limited to, recruitment processes, liability claims, workers compensation, classification and compensation, employee onboarding, employee programs and events, employee safety programs, employee performance evaluations and merit increases, and personnel policies and procedures, in a courteous and professional manner to both internal and external customers as appropriate.

2. Utilizing the Human Capital Management system, enter employee data, create personnel actions for new hires, separations, and other employee changes for full-time and/or part-time/temporary/seasonal employees, and enter employee information into various employee benefit portals. Accuracy and attention to detail are vital to ensuring correct employee transactions and enrollments.
3. Track and prepare reports for employee performance evaluations; track probation periods; process related personnel actions; and provide monthly evaluation reports to department heads.
4. Using the Enterprise Resource Planning (ERP) system, process payments/invoices related to assigned program areas in a timely manner using correct account numbers and following purchasing processes; reconcile accounts as assigned.
5. Reconcile and enter accurate information for department purchasing cards following established procedures.
6. Run reports from the ERP system related to payments and/or various aspects of the Human Capital Management system.
7. Organize, coordinate, and maintain records and files (paper and electronic) related to assigned program areas to include providing support for records retention practices.
8. Assist with updating documents used for the annual open enrollment process for employee health benefits, including the City's cafeteria program and assist with coordination of the annual Employee Health and Wellness Fair.
9. Receive and create files for new workers compensation and/or general liability claims; timely provide claim to claims examiner, third-party administrator, and/or director; provide claim information to risk pool, third party-administrator, employee, or claimant as appropriate; gather and prepare information for outside agencies related to risk management programs.
10. Coordinate and participate in periodic claim review meetings for general liability and/or workers compensation claims with assigned claim examiner; maintain current claim tracking charts; process claim related information as assigned.
11. Coordinate the agenda packet, minutes, and follow-up action items related to the city-wide employee safety committee and/or accident review board.
12. Provide technical and/or administrative support for the work of the Personnel Commission.
13. Regularly obtain and provide updates for Department of Justice criminal records check information for employees and/or volunteers as assigned; completed required training for DOJ program access.
14. Create and/or update forms and documents used for human resources and/or risk management to include creation of fillable forms using Adobe or other forms software.
15. Track employee certificate pay and/or drivers licenses expiration dates; coordinate with employee for updates and appointments; process transactions related to licenses and/or certificate pay.
16. Track employee service dates for service awards/employee recognition; track and order inventory of supplies needed for service award recognition.
17. Provide general information and tracking related to certain employees leaves to include union time off and/or catastrophic donation of leaves.
18. Provide timely benefit notices to separating employees related to COBRA benefits and/or retirement.

19. Assist with the development and provision of annual employee benefits statements and benefit summary documents to ensure that employees have accurate information regarding benefit enrollment and cost.
20. Coordinate projects to further a paperless office concept to improve the efficiency and storage of records within human resources and risk management.
21. Provide administrative and/or set-up support for recruitment and selection processes, including, but not limited to interview and/or testing processes as assigned.
22. Interpret rules, regulations, contracts, policies, procedures, and apply them in the performance of assigned job responsibilities.
23. Prepare quarterly report data and information for review and submittal.
24. Coordinate and/or assist in the coordination of group life, accidental death and dismemberment, and long-term disability programs, including researching and responding to claims.
25. Gather information and/or data as needed for informational purposes and/or for labor negotiations.
26. Update and maintain current data and information on the human resources and risk management related pages of the City's website.
27. Establish and maintain a variety of files and official records, most being confidential in nature.
28. May coordinate projects or special events and/or participate on employee committees.
29. Provide technical and/or administrative support to director and/or analysts as needed.
30. Participate in training and enrichment programs and provide training to internal team members on topics as assigned.
31. Perform work with a record of regular attendance and punctuality.
32. Perform related tasks and projects as assigned.

- ~~1. Assist employees and the public by providing information regarding benefit programs, recruitment processes, workers compensation, and personnel policies and procedures, in a courteous and professional manner.~~
- ~~2. Organize and conduct new employee orientations for regular full time, part time and temporary employees by explaining conditions of employment including benefit pay plans, salary schedules, City organization, various policies, Human Resources Rules and Regulations and other related information.~~
- ~~3. Coordinate the annual open enrollment process for employee health benefits, including the City's cafeteria program and annual Employee Health and Wellness Fair.~~
- ~~4. Coordinate the development and provision of annual employee benefits statements and benefit summary documents to ensure that employee's have accurate information regarding benefit enrollment and cost.~~
- ~~5. Coordinate projects related to the City's HRIS system to improve the efficiency and flow within the Human Resources Department and with other departments.~~

- ~~6. Coordinate projects to further a paperless office concept to improve the efficiency and storage of records within the Human Resources Department.~~
- ~~7. Proctor recruitment and selection testing processes as assigned.~~
- ~~8. Process new workers compensation claims and monitor status of existing claims. Ensure timely and accurate communication and coordination between employee, manager/supervisor, City TPA, and health provider(s). Coordinate and participate in quarterly file review meetings with City TPA and HR Director. Calculate workers compensation salary type benefits due to employees each pay period. Reconcile these benefits with City TPA to ensure accurate reporting.~~
- ~~9. Provide technical support to the City Safety Committee including the coordination of safety training, preparing meeting agendas and minutes, and following up on items being tracked by the committee. Provide staff support to the City wide Safety Committee which includes taking minutes, preparing meeting agendas, monitoring attendance, reviewing and editing reports and programs, coordinating with outside safety consultant, scheduling and coordinating training, and other related projects and tasks.~~
- ~~10. Assist with and coordinate employee medical, dental and vision insurance plans; respond to employee questions and complaints and attempt to mediate and resolve benefit problems in a timely manner.~~
- ~~11. Coordinate and monitor COBRA program; provide all required forms in a timely manner; follow up on paperwork and issues as needed; collect required payments from participants; notify participants of changes; and create forms and tracking systems as needed.~~
- ~~12. Coordinate the City's CalPERS retirement program including employee enrollments, separations, retirement applications, educational information for employees, and other related retirement program information.~~
- ~~13. Coordinate the City's deferred compensation programs; provide support to the City's deferred compensation committee.~~
- ~~14. Process, create, follow up and track a variety of documents and forms related to assigned human resources functions.~~
- ~~15. Accurately explain, process and track FMLA, CFRA, PDL, and IL leave time and provide reports or other related information as needed to ensure compliance with the regulations and City policies.~~
- ~~16. Interpret rules, regulations, contracts, policies, procedures, and apply them in the performance of assigned job responsibilities.~~
- ~~17. Prepare quarterly report data and information for review and submittal.~~
- ~~18. Coordinate and/or assist in the coordination of group life, accidental death and dismemberment, and long term disability programs, including researching and responding to claims.~~
- ~~19. Review benefit bills and invoices to ensure contract compliance and accuracy; monitor employee~~

~~benefit costs and provide information needed for labor negotiations; make recommendations regarding plan design and cost containment, process bills for payment in a timely manner, and reconcile billing to employee enrollment data to ensure that billing and City HRIS data is accurate.~~

- ~~20. Process employee transactions using the HRIS and various benefit web databases.~~
- ~~21. Monitor budgets and prepare requests for payments, credit card purchases, and purchase orders for assigned work areas.~~
- ~~22. Conduct salary surveys and benefits surveys as needed for informational purposes and/or for labor negotiations.~~
- ~~23. Provide updated information to outside groups such as Bay Area Employee Relations Service and IEDA to ensure that accurate information is provided and available on the City website.~~
- ~~24. Establish and maintain a variety of files and official records, most being confidential in nature.~~
- ~~25. Utilize the HRIS system to run standard and specialized reports as needed by human resources staff and management team.~~
- ~~26. Assist with the more technical and complex aspects of the recruitment and selection process, including background checks of candidates for employment and project coordination such as on-line application implementation and flow.~~
- ~~27. Track and report on various recruitment related data such as advertising sources and other data that will provide support for recruitment related decisions.~~
- ~~28. May coordinate projects or special events and/or participate on employee committees.~~
- ~~29. May serve as a trainer on the City's internal computer training team.~~
- ~~30. Provide staff support to the City-wide Safety Committee which includes taking minutes, preparing meeting agendas, monitoring attendance, reviewing and editing reports and programs, coordinating with outside safety consultant, scheduling and coordinating training, and other related projects and tasks.~~
- ~~31. Participate in training and enrichment programs and provide training to internal team members on topics as assigned.~~
- ~~32. Perform work with a record of regular attendance and punctuality.~~
- ~~33. Perform related tasks and projects as assigned.~~

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Prepare clear, accurate, and concise reports, correspondence, procedures, and other written Human Resources & Risk Management Technician II

materials.

2. Compile, summarize and maintain accurate records and files.
  3. Make accurate arithmetic, statistical and budgetary calculations.
  4. Use initiative, independent judgment and problem solving within established guidelines.
  5. Organize work, set ~~priorities~~ priorities, and meet critical deadlines.
  6. Establish and maintain effective working relationships with those contacted in the course of work.
  7. Use creative and innovative methods in assignments and problem resolution.
  8. Work as a member of a team positively adding to team cohesiveness and harmony.
  9. Use a computer, computer software related to the job, and other modern office machines and equipment.
  10. Proofreading own work and the work of others for accuracy prior to processing.
  11. Is welcoming, approachable, and helpful to internal and external customers and teammates and brings a positive attitude and approach to the workplace.
- ~~9.~~

KNOWLEDGE: Knowledge of:

1. Principles and practices of local government organization and administration, including human resources and risk management functions.
2. Benefits administration, public sector benefit programs, and technical processes and regulations related to employee benefits.
- ~~3. Public Employees' Retirement Systems (PERS) plans, laws and regulations.~~
- ~~4. COBRA laws, regulations, and administration.~~
- ~~5.3. Basic~~ Workers' compensation, general liability, and other risk management regulations and processes.
- ~~6.4. Basic~~ Recruitment and selection laws, rules, policies, and processes.
- ~~7.5.~~ Employee leave laws, including, but not limited to, FMLA, CFRA, industrial leave, disability leave, sick leave, etc.
- ~~8.6.~~ Proper English usage, spelling, grammar, and punctuation.
- ~~9.7.~~ Rules, regulations, laws and practices on privacy, confidentiality and disclosure as applied to

personnel records including but not limited to subpoenas for records, HIPPA, CMIA, medical record confidentiality, employment verification, and destruction of records.

**ABILITIES:** Ability to:

1. Deal successfully with a variety of individuals from various socio-economic, ~~ethnie~~ethnic, and cultural backgrounds, including representing the City successfully in meetings with representatives of other agencies.
2. Accurately and thoroughly complete assignments and projects under the pressure of deadlines while effectively handling several assignments at once.
3. Work independently with minimal supervision.
4. Maintain confidentiality and handle sensitive personnel information appropriately.
5. Provide excellent customer service.
6. ~~I~~Research and interpret data and information and make recommendations.
7. Write correspondence and reports clearly and concisely and using an appropriate customer service approach.
8. Learn and correctly apply the City's rules, policies, practices, regulations, and MOU's.
- ~~9. Research and analyze data.~~
- ~~10.~~9. Present information clearly in a one-on-one or ~~large~~ group setting.
- ~~11.~~10. Recognize program needs and develop strategies and solutions to implement more efficient systems and procedures.
- ~~12.~~11. Read, analyze, and interpret information such as rules, laws, and procedures and effectively apply them in a work situation.

**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. ~~Copier~~Multi-Function Machine (copy/scan/fax)
5. Calculator
- ~~6. 10 key adding machine~~
- ~~7. Facsimile machine~~
- ~~8.~~6. Postage meter and scale
- ~~9. Lettering machine~~

~~10.~~ Binding machine

~~11.~~ Microfiche reader

~~12.~~ 7. Digital camera

~~13.~~ 8. Paper shredder

~~14.~~ 9. Paper cutter

~~15.~~ 10. Computer scanner

~~16.~~ 11. Specialized computer software

~~17.~~ 12. Automobile

13. Handcart

14. Laminating equipment

~~18.~~ 15. Other general office supplies and equipment

### **PHYSICAL DEMANDS:**

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

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling, boxes of files or ~~training~~ materials, up to 100 lbs. with a hand cart
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, typewriter, telephone, ~~fax machine, copier, adding machine~~ Multi-Function Machine (copy/scan/fax), postage meter, paper shredder, paper cutter, camera, radio, or automobile. When working and traveling in the field, all senses are used.

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, radios, and ~~computers~~ 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~~ Multi-Function Machines (copy/scan/fax) or other office-related equipment.

#### Field Conditions:

1. Outdoors: Typical outdoor conditions during travel to training, special events, or recruitment testing, less than 5% of the time.
2. Travel: Varying conditions in an automobile, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, and uneven surfaces while documenting claim information or when attending recruitment testing functions.
4. Noise Level: Varying low to high equipment noise during special events or at recruitment testing sites.
5. Lighting: Normal outdoor conditions, and ~~also~~ some limited exposure to extreme hot, cold, and rainy weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle and outdoor equipment.
7. Dust: Normal, outdoor levels to high outdoor levels associated with special events or recruitment activities.

#### HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, ~~copier~~ Multi-Function Machine (copy/scan/fax), adding machine, fax machine, calculator, radio, laminating equipment, paper shredder, or paper cutter. When working or traveling in the field, there is some exposure to mechanical hazards, especially when utilizing a vehicle.

#### ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office or field environment. Typical office related-exposure may result from use of ~~copiers~~ Multi-Function Machines (copy/scan/fax), dry erase pens, liquid paper tape, toner cartridges, ink pens, or other office supplies or equipment.

#### REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

##### 1. A combination of education and experience equivalent to (equivalency determined at the sole discretion of the City of Gilroy):

1. a. An Associate's degree, or sixty (60) semester units, in business administration, public administration, human resources, or another related field of study from an accredited college or university ~~is required; and~~

- b. Three years of related human resources and risk management experience in a city or

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county municipal agency at the Human Resources Technician level performing work similar to that described in the Human Resources Technician I job description.  
~~Evaluation of work experience shall be at the sole discretion of the City of Gilroy.~~

2. c. A Bachelor's degree in business administration, public administration, human resources, or another related field of study from an accredited college or university may be considered in place of one year of the required work experience at the Technician I level.

~~3.2.~~ Completion of at least twenty-four hours of human resources training in topics relevant to the City of Gilroy Human Resources Technician position within three years from date of ~~application~~ upgrade. Qualifying training shall be training equal or similar to CalGov HR, California Public Employee Relations Association (CalPELRA), Cooperative Personnel Services HR (CPS-HR), and/or Public Sector Human Resources Association (PSHRA), Society for Human Resources Management (SHRM) ~~NCC-IPMA~~ training sessions in at least two relevant subject areas. Evaluation of training shall be at the sole discretion of the City of Gilroy.

~~4.3.~~ Completion of at least twelve hours of human resources training in topics relevant to the City of Gilroy Human Resources Technician position within three years from date of ~~upgrade~~ application. Qualifying training shall be training equal to or similar to training courses offered via the Liebert Cassidy Whitmore training consortium in at least four different relevant subject areas. Evaluation of training shall be at the sole discretion of the City of Gilroy.

~~5.4.~~ Current work performance ~~is~~ at the Commendable or better rating level based on most recent performance appraisal with the City of Gilroy. Evaluation of performance appraisal reports at the sole discretion of the City of Gilroy.

~~6.5.~~ Computer keyboarding proficiency, with speed and accuracy, including experience using MS Office required. Strong skills in Word, Excel, ~~and Outlook, and Adobe~~ required. Experience with the use of an ERP – Human Capital Management System ~~HRIS and report writing systems~~ is required.

~~7.6.~~ May be required to P pass a post-offer medical examination, which includes a drug test for employment.

7. Possess and maintain a valid California Class C Driver License and a safe driving record necessary to operate assigned vehicles.

8. Willingness to attend related training programs to acquire and maintain skills, knowledge, and abilities related to the work.

9. Pass an employment background check, including a Department of Justice criminal record check, ~~for employment~~.

10. Prefer non-tobacco user.

11. Bilingual (English/Spanish) skills desired, but not required.