



AGENDA SPECIAL MEETING OF THE OAKLEY CITY COUNCIL

**Tuesday, August 22, 2023
6:30 PM**

Oakley City Council Chambers located at 3231 Main Street, Oakley, California 94561 Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.

MISSION STATEMENT: The City of Oakley will create a resilient future that fosters and attracts a vibrant and evolving community that welcomes and values all people.

VISION STATEMENT: The City of Oakley celebrates our unique Delta lifestyle and small-town feel where we **Live** in a safe, dynamic community, **Work** together to build the future, and **Play** in our own backyard.

Agendas are posted in Oakley at Oakley City Hall-3231 Main Street, outside the gym at Delta Vista Middle School-4901 Frank Hengel Way and outside the Library at Freedom High School-1050 Neroly Road. Agendas are also posted on the City's Internet Website www.ci.oakley.ca.us.

A complete packet of information containing staff reports and exhibits related to each item is available for public review prior to an Oakley City Council and/or City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority meeting at Oakley City Hall, 3231 Main Street, Oakley, CA 94561. Any writings or documents provided to a majority of the Oakley City Council, Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency or Oakley Public Financing Authority regarding any item on this agenda will be made available for public inspection, during regular business hours, at the front counter in the Main Lobby of the Oakley City Hall located at 3231 Main Street, Oakley, CA 94561. Agendas may be picked up at the Oakley City Hall located at 3231 Main Street, Oakley, CA 94561 for no charge. To request information regarding placement on the City's agenda e-mail distribution list, please contact us at (925) 625-7000.

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If you have a physically challenging condition and require special accommodations, please call the City Clerk's office at (925) 625-7000.

Please keep cell phones/electronic devices turned off during the meeting. Please be advised that City Council meetings are video recorded and attendees may appear on video.

Information Regarding Public Comment

Members of the public may address the Council on items of interest that are within the City's jurisdiction. In compliance with State law, the council may not take action or have discussion on any item that is not specifically listed on the agenda. Public comment on items not listed on the agenda will be heard under the Public Comments section of the agenda. Public comments on items listed on the agenda will be heard as the Mayor calls the items. In compliance with State law, the Council may not take action on an item that is not specifically listed on the agenda. If you would like to speak on any agenda item, please fill out a public speaker card available in the lobby and submit it to the City Clerk seated in the Council Chamber **prior to the agenda item being called**. The Mayor will call you by name to the podium to hear your comment. PUBLIC COMMENTS ARE LIMITED TO THREE (3) MINUTES. Online public comments are accepted until 5 p.m. the day of the meeting and can be submitted at <https://www.ci.oakley.ca.us/online-public-comment-card/>.

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. PUBLIC COMMENTS

At this time, the public is permitted to address the Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority on non-agendized items.

4. REGULAR CALENDAR

4.1 Adopt a Resolution approving the reorganization of City Departments, including the amendment to the Salary Schedule for Fiscal Year 2023/2024, and authorizing the addition and removal of specific job classifications and a budget amendment appropriating funds to specified salary accounts (Jeri Tejada, Human Resources Director)

Staff Report

1. Resolution
2. Amended Salary Schedule FY 2023/2024
3. Proposed Organizational Charts
4. Accountant Job Description
5. Accounting Technician Job Description
6. Administrative Services Director Job Description
7. Administrative Supervisor Job Description
8. Assistant Engineer Job Description
9. Assistant Recreation Coordinator Job Description
10. Associate Engineer Job Description
11. Chief Building Official Job Description
12. Code Enforcement Officer Job Description

13. Engineering Manager Job Description
14. Finance Manager Job Description
15. Human Resources Manager Job Description
16. Information Technology Manager Job Description
17. Payroll Specialist Job Description
18. Permit Technician Job Description
19. Public Works Maintenance Foreman Job Description
20. Public Works Maintenance Manager Job Description
21. Public Works Maintenance Supervisor Job Description
22. Public Works Maintenance Worker Job Description
23. Recreation Manager Job Description
24. Senior Permit Technician Job Description

5.ADJOURN

DATE: August 22, 2023
TO: Joshua McMurray, City Manager
FROM: Jeri Tejada, Human Resources Director

Approved and
Forwarded to the
City Council

SUBJECT: Adopt a Resolution approving the reorganization of City Departments, including the amendment to the Salary Schedule for Fiscal Year 2023/2024, and authorizing the addition and removal of specific job classifications and a budget amendment appropriating funds to specified salary accounts.

Background and Analysis

Recent vacancies at the director level have provided an opportunity for staff to assess the City and community's needs and expedite and see to fruition many of the objectives outlined in the Oakley Strategic Plan 27+.

As staff prepared for the proposed reorganization, the goal of a sustainable organization and its objectives remained at the forefront. These include, succession planning, upgrading IT services, growing departments to keep up with demands, staff retention, sustaining service levels to our residents, employee wellness, and building a well-rounded team that is prepared to serve the City now and well into the future.

The proposed re-organization will allow for the addition of several positions over the next few years and will help to create a better structure within each department. This proposal will set up room for growth as well as succession planning within the departments while keeping the costs to fund these positions to a minimum.

The proposed organizational charts anticipate changes, not just in FY 2024 but beyond. The net annual cost for the first year is anticipated to be \$150,000 to add a total of 2.75 FTE. This is accomplished by eliminating higher paid positions and replacing them with multiple lower classifications. Included in the net cost is also the reduction to multiple contract positions that will not be needed once an in-house employee is hired. FY 2024 anticipated costs are under \$50,000 as hiring employees will take some time and therefore will not require a full year's salary at the time of hire.

Anticipated new positions beyond FY 2024 are not included in the cost and will be evaluated during the budget study sessions in future years and brought to the



Council with the budget. The approval of the resolution will allow for the creation of the positions with the intent to fill them as budget allows.

Below are the significant changes that are proposed.

1. Remove the Recreation Director Classification and add a Recreation Manager Classification. (FY 2024)
2. Add an Assistant Recreation Coordinator Classification. (FY 2024)
3. Remove the Part Time Administrative Assistant (FY 2024)
4. Remove the Human Resources Director Classification and add the Administrative Services Director Classification. (FY 2024)
5. Remove the Human Resources Technician Classification and add the Human Resources Manager Classification. (FY 2024)
6. Remove the part time Human Resources Assistant Classification (FY 2025)
7. Remove the Finance Director Classification and add the Finance Manager Classification. (FY 2024)
8. Remove the Accounting Manager Classification and add the Accountant Classification. (FY 2024)
9. Remove the Sr. Accounting Technician Classification and add the Payroll Specialist Classification. (FY 2024)
10. Remove the Accounting Assistant Classification and add the Accounting Technician Classification. (FY 2024)
11. Add the Chief Building Official Classification. (FY 2024)
12. Remove the Code Enforcement Officer II Classification. (FY 2024)
13. Remove the Code Enforcement Officer I and add the Code Enforcement Officer Classification. (FY 2024)
14. Add the IT Manager Classification. (FY 2024)
15. Remove the Permit Technician II Classification and the Permit Technician II Y-rate Classification and add the Sr. Permit Technician Classification. (FY 2024)
16. Remove the Permit Technician I Classification and add the Permit Technician Classification. (FY 2024)
17. Remove the Capital Projects Engineer Classification and add the Associate Engineer Classification. (FY 2024)
18. Remove the Principal Engineer Classification and add the Engineering Manager Classification. (FY 2024)
19. Remove the Administrative Specialist Classification and the Administrative Specialist Y-Rate Classification add the Administrative Supervisor Classification. (FY 2024)
20. Add the Assistant Engineer Classification. This classification will not be filled at this time but as budget allows in future years, staff will recommend a reclassification of the Engineering Technician Classification. (FY 2025)



21. Add the Public Works Maintenance Supervisor Classification. This classification will not be filled at this time but as budget allows in future years, staff will recommend with the budget. (FY 2025)
22. Remove the Parks & Landscaping Maintenance Division Manager Classification and add the Public Works Maintenance Manager Classification. (FY 2024)
23. Remove the Parks & Landscaping Maintenance Foreman Classification and the Streets Maintenance Foreman Classification and add the Public Works Maintenance Foreman Classification. (FY 2024)
24. Remove the Parks & Landscaping Maintenance Worker Classification. (FY 2024)

Consistency with the Oakley Strategic Plan 27+

As mentioned above, this item is consistent with our Oakley Strategic Plan 27+ sustainable organization goals: succession planning, upgrading IT services, growing departments to keep up with demands, staff retention, sustain service levels to our residents, employee wellness, and build a well-rounded team that is prepared to serve the City now and well into the future.

Fiscal Impact

The total proposed reorganization is anticipated to cost approx. \$50,000 in the fiscal year 2023/2024 budget and approving this would require an amendment to the budget allocating \$50,000 from general fund undesignated fund balance to specific salary and benefit accounts.

Staff Recommendation

Adopt a Resolution approving the reorganization of City Departments, including the amendment to the Salary Schedule for Fiscal Year 2023/2024, and authorizing the addition and removal of specific job classifications and a budget amendment appropriating funds to specified salary accounts.

Attachments

1. Resolution
2. Amended Salary Schedule FY 2023/2024
3. Proposed Organizational Charts
4. Accountant Job Description
5. Accounting Technician Job Description
6. Administrative Services Director Job Description
7. Administrative Supervisor Job Description
8. Assistant Engineer Job Description



9. Assistant Recreation Coordinator Job Description
10. Associate Engineer Job Description
11. Chief Building Official Job Description
12. Code Enforcement Officer Job Description
13. Engineering Manager Job Description
14. Finance Manager Job Description
15. Human Resources Manager Job Description
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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
AUTHORIZING THE RE-ORGANIZATION OF CITY DEPARTMENTS, INCLUDING
THE AMENDMENT TO THE SALARY SCHEDULE FOR FISCAL YEAR 2023/2024,
AND AUTHORIZING THE ADDITION AND REMOVAL OF SPECIFIC JOB
CLASSIFICATIONS AND A BUDGET AMENDMENT APPROPRIATING FUNDS TO
SPECIFIC SALARY ACCOUNTS.**

WHEREAS, the SP27+ has a goal of sustainable organization with several objectives surrounding succession planning, upgrading IT services, growing department to keep up with demand, staff retention, employee wellness and building a well-rounded team, and

WHEREAS, recent vacancies at the director level allowed for staff to reorganize departments and replace higher paying classification with lower paying classifications, and

WHEREAS, this allows for the addition of 2.75 FTE at a minimal cost in the FY 23/24 budget, and

WHEREAS, the reorganization of departments is intended to align the City with other cities of similar size and allow for growth, retention and succession planning, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the following:

The reorganization of City Departments as shown in the organizational charts in Exhibit A.

The employee position classifications as well as the amended salary schedule for FY 23/24 as shown in Exhibit B. All new classifications will be added to the salary schedule effective August 22, 2023. Removal of classifications will occur when the person in the classification is reclassified or promoted.

A budget appropriation of \$50,000 from the general fund undesignated balance to specific salary accounts in the new departments.

The foregoing resolution was introduced at a special meeting of the Council of the City of Oakley held on the 22nd day of August 2023 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

Aaron Meadows, Mayor

ATTEST:

Libby Vreonis, City Clerk

Date



City of Oakley
Master Salary Schedule
All Positions
Effective August 22, 2023



Position	Unit	Hourly/Salary	Frequency	Step AA	Step A	Step B	Step C	Step D	Step E	Step F
Accounting Assistant	UNREP	H	Hourly		~~\$ 29.69~~	~~\$ 31.17~~	~~\$ 32.73~~	~~\$ 34.37~~	~~\$ 36.08~~	
			Bi-Weekly		~~\$ 2,374.95~~	~~\$ 2,493.70~~	~~\$ 2,618.39~~	~~\$ 2,749.31~~	~~\$ 2,886.77~~	
			Monthly		~~\$ 5,145.74~~	~~\$ 5,403.02~~	~~\$ 5,673.17~~	~~\$ 5,956.83~~	~~\$ 6,254.67~~	
			Annually		~~\$ 61,748.83~~	~~\$ 64,836.27~~	~~\$ 68,078.08~~	~~\$ 71,481.99~~	~~\$ 75,056.09~~	
Accountant	UNREP	S	Hourly		~~\$ 44.27~~	~~\$ 46.48~~	~~\$ 48.81~~	~~\$ 51.25~~	~~\$ 53.81~~	
			Bi-Weekly		~~\$ 3,541.55~~	~~\$ 3,718.62~~	~~\$ 3,904.55~~	~~\$ 4,099.78~~	~~\$ 4,304.77~~	
			Monthly		~~\$ 7,673.35~~	~~\$ 8,057.02~~	~~\$ 8,459.87~~	~~\$ 8,882.86~~	~~\$ 9,327.00~~	
			Annually		~~\$ 92,080.20~~	~~\$ 96,684.21~~	~~\$ 101,518.42~~	~~\$ 106,594.34~~	~~\$ 111,924.06~~	
Accounting Technician	UNREP	H	Hourly		~~\$ 33.31~~	~~\$ 34.97~~	~~\$ 36.72~~	~~\$ 38.56~~	~~\$ 40.49~~	
			Bi-Weekly		~~\$ 2,664.60~~	~~\$ 2,797.83~~	~~\$ 2,937.73~~	~~\$ 3,084.61~~	~~\$ 3,238.84~~	
			Monthly		~~\$ 5,773.31~~	~~\$ 6,061.98~~	~~\$ 6,365.07~~	~~\$ 6,683.33~~	~~\$ 7,017.49~~	
			Annually		~~\$ 69,279.72~~	~~\$ 72,743.71~~	~~\$ 76,380.89~~	~~\$ 80,199.94~~	~~\$ 84,209.93~~	
Accounting Manager	UNREP	S	Hourly		~~\$ 60.84~~	~~\$ 63.88~~	~~\$ 67.07~~	~~\$ 70.43~~	~~\$ 73.95~~	
			Bi-Weekly		~~\$ 4,866.89~~	~~\$ 5,110.24~~	~~\$ 5,365.75~~	~~\$ 5,634.04~~	~~\$ 5,915.74~~	
			Monthly		~~\$ 10,544.93~~	~~\$ 11,072.18~~	~~\$ 11,625.79~~	~~\$ 12,207.08~~	~~\$ 12,817.43~~	
			Annually		~~\$ 126,539.21~~	~~\$ 132,866.17~~	~~\$ 139,509.48~~	~~\$ 146,484.95~~	~~\$ 153,809.20~~	
Administrative Assistant	UNREP	H	Hourly		~~\$ 29.69~~	~~\$ 31.17~~	~~\$ 32.73~~	~~\$ 34.37~~	~~\$ 36.08~~	
			Bi-Weekly		~~\$ 2,374.95~~	~~\$ 2,493.70~~	~~\$ 2,618.39~~	~~\$ 2,749.31~~	~~\$ 2,886.77~~	
			Monthly		~~\$ 5,145.74~~	~~\$ 5,403.02~~	~~\$ 5,673.17~~	~~\$ 5,956.83~~	~~\$ 6,254.67~~	
			Annually		~~\$ 61,748.83~~	~~\$ 64,836.27~~	~~\$ 68,078.08~~	~~\$ 71,481.99~~	~~\$ 75,056.09~~	
Administrative Services Director	UNREP	S	Hourly		~~\$ 89.02~~	~~\$ 93.47~~	~~\$ 98.14~~	~~\$ 103.05~~	~~\$ 108.20~~	
			Bi-Weekly		~~\$ 7,121.23~~	~~\$ 7,477.29~~	~~\$ 7,851.16~~	~~\$ 8,243.71~~	~~\$ 8,655.90~~	
			Monthly		~~\$ 15,429.33~~	~~\$ 16,200.80~~	~~\$ 17,010.84~~	~~\$ 17,861.38~~	~~\$ 18,754.45~~	
			Annually		~~\$ 185,151.96~~	~~\$ 194,409.56~~	~~\$ 204,130.04~~	~~\$ 214,336.54~~	~~\$ 225,053.36~~	
Administrative Supervisor	UNREP	S	Hourly		~~\$ 37.42~~	~~\$ 39.29~~	~~\$ 41.26~~	~~\$ 43.32~~	~~\$ 45.48~~	
			Bi-Weekly		~~\$ 2,993.64~~	~~\$ 3,143.32~~	~~\$ 3,300.48~~	~~\$ 3,465.51~~	~~\$ 3,638.78~~	
			Monthly		~~\$ 6,486.21~~	~~\$ 6,810.52~~	~~\$ 7,151.05~~	~~\$ 7,508.60~~	~~\$ 7,884.03~~	
			Annually		~~\$ 77,834.52~~	~~\$ 81,726.25~~	~~\$ 85,812.56~~	~~\$ 90,103.19~~	~~\$ 94,608.35~~	
Administrative Specialist	UNREP	H	Hourly		~~\$ 32.95~~	~~\$ 34.60~~	~~\$ 36.33~~	~~\$ 38.14~~	~~\$ 40.05~~	
			Bi-Weekly		~~\$ 2,636.04~~	~~\$ 2,767.84~~	~~\$ 2,906.23~~	~~\$ 3,051.54~~	~~\$ 3,204.12~~	
			Monthly		~~\$ 5,711.41~~	~~\$ 5,996.98~~	~~\$ 6,296.83~~	~~\$ 6,611.67~~	~~\$ 6,942.26~~	
			Annually		~~\$ 68,536.94~~	~~\$ 71,963.79~~	~~\$ 75,561.98~~	~~\$ 79,340.08~~	~~\$ 83,307.08~~	
Administrative Specialist (Y-RATE)	UNREP	H	Hourly						~~\$ 45.48~~	
			Bi-Weekly						~~\$ 3,638.78~~	
			Monthly						~~\$ 7,884.03~~	
			Annually						~~\$ 94,608.38~~	
Administrative Technician	UNREP	H	Hourly		~~\$ 31.58~~	~~\$ 33.16~~	~~\$ 34.81~~	~~\$ 36.55~~	~~\$ 38.38~~	
			Bi-Weekly		~~\$ 2,526.12~~	~~\$ 2,652.42~~	~~\$ 2,785.04~~	~~\$ 2,924.30~~	~~\$ 3,070.51~~	
			Monthly		~~\$ 5,473.26~~	~~\$ 5,746.92~~	~~\$ 6,034.26~~	~~\$ 6,335.98~~	~~\$ 6,652.78~~	
			Annually		~~\$ 65,679.06~~	~~\$ 68,963.02~~	~~\$ 72,411.17~~	~~\$ 76,031.72~~	~~\$ 79,833.31~~	
Assistant City Manager	UNREP	S	Hourly		~~\$ 95.34~~	~~\$ 100.10~~	~~\$ 105.11~~	~~\$ 110.36~~	~~\$ 115.88~~	
			Bi-Weekly		~~\$ 7,626.86~~	~~\$ 8,008.20~~	~~\$ 8,408.61~~	~~\$ 8,829.04~~	~~\$ 9,270.49~~	
			Monthly		~~\$ 16,524.86~~	~~\$ 17,351.10~~	~~\$ 18,218.65~~	~~\$ 19,129.59~~	~~\$ 20,086.07~~	
			Annually		~~\$ 198,298.28~~	~~\$ 208,213.19~~	~~\$ 218,623.85~~	~~\$ 229,555.04~~	~~\$ 241,032.80~~	



City of Oakley
Master Salary Schedule
All Positions
Effective August 22, 2023



Position	Unit	Hourly/Salary	Frequency	Step AA	Step A	Step B	Step C	Step D	Step E	Step F
Assistant Engineer	UNREP	H	Hourly		\$ 47.28	\$ 49.64	\$ 52.12	\$ 54.73	\$ 57.47	
			Bi-Weekly		\$ 3,782.28	\$ 3,971.39	\$ 4,169.96	\$ 4,378.46	\$ 4,597.38	
			Monthly		\$ 8,194.94	\$ 8,604.69	\$ 9,034.92	\$ 9,486.67	\$ 9,961.00	
			Annually		\$ 98,339.28	\$ 103,256.24	\$ 108,419.06	\$ 113,840.01	\$ 119,532.01	
Assistant Recreation Coordinator	UNREP	H	Hourly		\$ 30.54	\$ 32.07	\$ 33.67	\$ 35.35	\$ 37.12	
			Bi-Weekly		\$ 2,443.20	\$ 2,565.36	\$ 2,693.63	\$ 2,828.31	\$ 2,969.73	
			Monthly		\$ 5,293.61	\$ 5,558.29	\$ 5,836.21	\$ 6,128.02	\$ 6,434.42	
			Annually		\$ 63,523.32	\$ 66,699.49	\$ 70,034.46	\$ 73,536.18	\$ 77,212.99	
Associate Engineer	UNREP	S	Hourly		\$ 55.73	\$ 58.51	\$ 61.44	\$ 64.51	\$ 67.74	
			Bi-Weekly		\$ 4,458.07	\$ 4,680.97	\$ 4,915.02	\$ 5,160.77	\$ 5,418.81	
			Monthly		\$ 9,659.15	\$ 10,142.11	\$ 10,649.21	\$ 11,181.67	\$ 11,740.76	
			Annually		\$ 115,909.80	\$ 121,705.29	\$ 127,790.55	\$ 134,180.08	\$ 140,889.09	
Associate Planner	UNREP	S	Hourly		\$ 48.28	\$ 50.69	\$ 53.22	\$ 55.89	\$ 58.68	
			Bi-Weekly		\$ 3,862.11	\$ 4,055.22	\$ 4,257.98	\$ 4,470.88	\$ 4,694.42	
			Monthly		\$ 8,367.92	\$ 8,786.31	\$ 9,225.63	\$ 9,686.91	\$ 10,171.25	
			Annually		\$ 100,414.99	\$ 105,435.74	\$ 110,707.52	\$ 116,242.90	\$ 122,055.05	
Building Inspector I	UNREP	H	Hourly		\$ 38.74	\$ 40.68	\$ 42.71	\$ 44.85	\$ 47.09	
			Bi-Weekly		\$ 3,099.17	\$ 3,254.13	\$ 3,416.84	\$ 3,587.68	\$ 3,767.06	
			Monthly		\$ 6,714.87	\$ 7,050.61	\$ 7,403.14	\$ 7,773.30	\$ 8,161.96	
			Annually		\$ 80,578.42	\$ 84,607.35	\$ 88,837.71	\$ 93,279.60	\$ 97,943.58	
Building Inspector I (Y-RATE)	UNREP	H	Hourly					\$ 48.85	\$ 51.68	
			Bi-Weekly		\$ -	\$ -	\$ -	\$ 3,908.23	\$ 4,134.01	
			Monthly		\$ -	\$ -	\$ -	\$ 8,467.84	\$ 8,957.02	
			Annually		\$ -	\$ -	\$ -	\$ 101,614.03	\$ 107,484.21	
Building Inspector II w/Combo Cert	UNREP	H	Hourly		\$ 42.61	\$ 44.74	\$ 46.98	\$ 49.33	\$ 51.80	
			Bi-Weekly		\$ 3,409.09	\$ 3,579.54	\$ 3,758.52	\$ 3,946.45	\$ 4,143.77	
			Monthly		\$ 7,386.36	\$ 7,755.67	\$ 8,143.46	\$ 8,550.63	\$ 8,978.16	
			Annually		\$ 88,636.28	\$ 93,068.09	\$ 97,721.50	\$ 102,607.57	\$ 107,737.95	
Capital Projects Engineer	UNREP	S	Hourly		~~\$ 55.73~~	~~\$ 58.51~~	~~\$ 61.44~~	~~\$ 64.51~~	~~\$ 67.74~~	
			Bi-Weekly		~~\$ 4,458.07~~	~~\$ 4,680.97~~	~~\$ 4,915.02~~	~~\$ 5,160.77~~	~~\$ 5,418.81~~	
			Monthly		~~\$ 9,659.15~~	~~\$ 10,142.11~~	~~\$ 10,649.21~~	~~\$ 11,181.68~~	~~\$ 11,740.76~~	
			Annually		~~\$ 115,909.86~~	~~\$ 121,705.35~~	~~\$ 127,790.62~~	~~\$ 134,180.15~~	~~\$ 140,889.15~~	
Chief Building Official	UNREP	S	Hourly		\$ 72.29	\$ 75.91	\$ 79.70	\$ 83.69	\$ 87.87	
			Bi-Weekly		\$ 5,783.34	\$ 6,072.51	\$ 6,376.14	\$ 6,694.94	\$ 7,029.69	
			Monthly		\$ 12,530.58	\$ 13,157.11	\$ 13,814.96	\$ 14,505.71	\$ 15,231.00	
			Annually		\$ 150,366.96	\$ 157,885.31	\$ 165,779.57	\$ 174,068.55	\$ 182,771.98	
City Clerk/Paralegal	UNREP	S	Hourly		\$ 65.41	\$ 68.68	\$ 72.11	\$ 75.72	\$ 79.50	
			Bi-Weekly		\$ 5,232.60	\$ 5,494.23	\$ 5,768.94	\$ 6,057.39	\$ 6,360.26	
			Monthly		\$ 11,337.30	\$ 11,904.16	\$ 12,499.37	\$ 13,124.34	\$ 13,780.56	
			Annually		\$ 136,047.57	\$ 142,849.95	\$ 149,992.45	\$ 157,492.07	\$ 165,366.67	
City Manager*	Contract	S	Hourly						\$ 133.41	
			Bi-Weekly						\$ 10,673.08	
			Monthly						\$ 23,125.00	
			Annually						\$ 277,500.00	



City of Oakley
Master Salary Schedule
All Positions
Effective August 22, 2023



Position	Unit	Hourly/Salary	Frequency	Step AA	Step A	Step B	Step C	Step D	Step E	Step F
Code Enforcement Technician	UNREP	H	Hourly		\$ 32.28	\$ 33.90	\$ 35.59	\$ 37.37	\$ 39.24	
			Bi-Weekly		\$ 2,582.64	\$ 2,711.77	\$ 2,847.36	\$ 2,989.73	\$ 3,139.22	
			Monthly		\$ 5,595.72	\$ 5,875.51	\$ 6,169.28	\$ 6,477.75	\$ 6,801.64	
			Annually		\$ 67,148.67	\$ 70,506.10	\$ 74,031.40	\$ 77,732.97	\$ 81,619.62	
Code Enforcement Officer I	UNREP	H	Hourly		\$ 38.74	\$ 40.68	\$ 42.71	\$ 44.85	\$ 47.09	
			Bi-Weekly		\$ 3,099.17	\$ 3,254.13	\$ 3,416.84	\$ 3,587.68	\$ 3,767.06	
			Monthly		\$ 6,714.87	\$ 7,050.61	\$ 7,403.14	\$ 7,773.30	\$ 8,161.96	
			Annually		\$ 80,578.42	\$ 84,607.35	\$ 88,837.71	\$ 93,279.60	\$ 97,943.58	
Code Enforcement Officer II	UNREP	H	Hourly		~~\$ 42.61~~	~~\$ 44.74~~	~~\$ 46.98~~	~~\$ 49.33~~	~~\$ 51.80~~	
			Bi-Weekly		~~\$ 3,409.09~~	~~\$ 3,579.54~~	~~\$ 3,758.52~~	~~\$ 3,946.45~~	~~\$ 4,143.77~~	
			Monthly		~~\$ 7,386.36~~	~~\$ 7,755.67~~	~~\$ 8,143.46~~	~~\$ 8,550.63~~	~~\$ 8,978.16~~	
			Annually		~~\$ 88,636.28~~	~~\$ 93,068.09~~	~~\$ 97,721.50~~	~~\$ 102,607.57~~	~~\$ 107,737.95~~	
Community Development Director	UNREP	S	Hourly		\$ 88.54	\$ 92.96	\$ 97.61	\$ 102.49	\$ 107.62	
			Bi-Weekly		\$ 7,083.01	\$ 7,437.16	\$ 7,809.02	\$ 8,199.47	\$ 8,609.44	
			Monthly		\$ 15,346.52	\$ 16,113.84	\$ 16,919.53	\$ 17,765.51	\$ 18,653.79	
			Annually		\$ 184,158.19	\$ 193,366.10	\$ 203,034.41	\$ 213,186.13	\$ 223,845.43	
Custodian	UNREP	H	Hourly		\$ 27.17	\$ 28.53	\$ 29.95	\$ 31.45	\$ 33.02	
			Bi-Weekly		\$ 2,173.35	\$ 2,282.02	\$ 2,396.12	\$ 2,515.92	\$ 2,641.72	
			Monthly		\$ 4,708.92	\$ 4,944.37	\$ 5,191.59	\$ 5,451.17	\$ 5,723.73	
			Annually		\$ 56,507.08	\$ 59,332.43	\$ 62,299.05	\$ 65,414.01	\$ 68,684.71	
Deputy City Clerk	UNREP	H	Hourly		\$ 34.06	\$ 35.76	\$ 37.55	\$ 39.42	\$ 41.39	
			Bi-Weekly		\$ 2,724.41	\$ 2,860.63	\$ 3,003.66	\$ 3,153.84	\$ 3,311.53	
			Monthly		\$ 5,902.88	\$ 6,198.02	\$ 6,507.92	\$ 6,833.32	\$ 7,174.99	
			Annually		\$ 70,834.54	\$ 74,376.27	\$ 78,095.08	\$ 81,999.84	\$ 86,099.83	
Economic Development Analyst	UNREP	S	Hourly		\$ 51.27	\$ 53.83	\$ 56.52	\$ 59.35	\$ 62.32	
			Bi-Weekly		\$ 4,101.36	\$ 4,306.42	\$ 4,521.75	\$ 4,747.83	\$ 4,985.23	
			Monthly		\$ 8,886.27	\$ 9,330.59	\$ 9,797.12	\$ 10,286.97	\$ 10,801.32	
			Annually		\$ 106,635.28	\$ 111,967.05	\$ 117,565.40	\$ 123,443.67	\$ 129,615.85	
Engineering Manager	UNREP	S	Hourly		\$ 68.84	\$ 72.28	\$ 75.90	\$ 79.69	\$ 83.68	
			Bi-Weekly		\$ 5,507.30	\$ 5,782.67	\$ 6,071.80	\$ 6,375.39	\$ 6,694.16	
			Monthly		\$ 11,932.49	\$ 12,529.11	\$ 13,155.56	\$ 13,813.34	\$ 14,504.01	
			Annually		\$ 143,189.82	\$ 150,349.31	\$ 157,866.78	\$ 165,760.12	\$ 174,048.12	
Engineering Technician	UNREP	H	Hourly		\$ 37.10	\$ 38.95	\$ 40.90	\$ 42.94	\$ 45.09	
			Bi-Weekly		\$ 2,967.67	\$ 3,116.05	\$ 3,271.86	\$ 3,435.45	\$ 3,607.22	
			Monthly		\$ 6,429.95	\$ 6,751.45	\$ 7,089.02	\$ 7,443.47	\$ 7,815.64	
			Annually		\$ 77,159.40	\$ 81,017.37	\$ 85,068.24	\$ 89,321.65	\$ 93,787.73	
Facilities Maintenance Worker	UNREP	H	Hourly		\$ 31.91	\$ 33.51	\$ 35.18	\$ 36.94	\$ 38.79	
			Bi-Weekly		\$ 2,552.80	\$ 2,680.44	\$ 2,814.46	\$ 2,955.19	\$ 3,102.95	
			Monthly		\$ 5,531.07	\$ 5,807.62	\$ 6,098.00	\$ 6,402.90	\$ 6,723.05	
			Annually		\$ 66,372.83	\$ 69,691.47	\$ 73,176.04	\$ 76,834.85	\$ 80,676.59	
Finance Manager	UNREP	S	Hourly		\$ 66.41	\$ 69.73	\$ 73.22	\$ 76.88	\$ 80.72	
			Bi-Weekly		\$ 5,312.83	\$ 5,578.47	\$ 5,857.39	\$ 6,150.26	\$ 6,457.78	
			Monthly		\$ 11,511.13	\$ 12,086.69	\$ 12,691.02	\$ 13,325.57	\$ 13,991.85	
			Annually		\$ 138,133.56	\$ 145,040.24	\$ 152,292.25	\$ 159,906.86	\$ 167,902.21	



City of Oakley
Master Salary Schedule
All Positions
Effective August 22, 2023



Position	Unit	Hourly/Salary	Frequency	Step AA	Step A	Step B	Step C	Step D	Step E	Step F
Human Resources Manager	UNREP	\$	Hourly		\$ 66.41	\$ 69.73	\$ 73.22	\$ 76.88	\$ 80.72	
			Bi-Weekly		\$ 5,312.83	\$ 5,578.47	\$ 5,857.39	\$ 6,150.26	\$ 6,457.78	
			Monthly		\$ 11,511.13	\$ 12,086.69	\$ 12,691.02	\$ 13,325.57	\$ 13,991.85	
			Annually		\$ 138,133.56	\$ 145,040.24	\$ 152,292.25	\$ 159,906.86	\$ 167,902.21	
Information Technology Manager	UNREP	\$	Hourly		\$ 60.96	\$ 64.01	\$ 67.21	\$ 70.57	\$ 74.10	
			Bi-Weekly		\$ 4,876.98	\$ 5,120.83	\$ 5,376.87	\$ 5,645.71	\$ 5,928.00	
			Monthly		\$ 10,566.79	\$ 11,095.13	\$ 11,649.89	\$ 12,232.38	\$ 12,844.00	
			Annually		\$ 126,801.48	\$ 133,141.55	\$ 139,798.63	\$ 146,788.56	\$ 154,127.99	
Finance Director	UNREP	\$	Hourly		~~\$ 83.15~~	~~\$ 87.31~~	~~\$ 91.68~~	~~\$ 96.26~~	~~\$ 101.07~~	
			Bi-Weekly		~~\$ 6,652.22~~	~~\$ 6,984.83~~	~~\$ 7,334.08~~	~~\$ 7,700.78~~	~~\$ 8,085.82~~	
			Monthly		~~\$ 14,413.15~~	~~\$ 15,133.81~~	~~\$ 15,890.50~~	~~\$ 16,685.02~~	~~\$ 17,519.27~~	
			Annually		~~\$ 172,957.81~~	~~\$ 181,605.70~~	~~\$ 190,685.98~~	~~\$ 200,220.28~~	~~\$ 210,231.29~~	
Human Resources Director	UNREP	\$	Hourly		~~\$ 83.81~~	~~\$ 86.95~~	~~\$ 91.30~~	~~\$ 95.86~~	~~\$ 100.66~~	
			Bi-Weekly		~~\$ 6,624.74~~	~~\$ 6,955.98~~	~~\$ 7,303.78~~	~~\$ 7,668.97~~	~~\$ 8,052.41~~	
			Monthly		~~\$ 14,353.61~~	~~\$ 15,071.29~~	~~\$ 15,824.85~~	~~\$ 16,616.09~~	~~\$ 17,446.90~~	
			Annually		~~\$ 172,243.27~~	~~\$ 180,855.44~~	~~\$ 189,898.21~~	~~\$ 199,393.12~~	~~\$ 209,262.78~~	
Human Resources Technician	UNREP	H	Hourly		~~\$ 34.29~~	~~\$ 36.00~~	~~\$ 37.80~~	~~\$ 39.69~~	~~\$ 41.68~~	
			Bi-Weekly		~~\$ 2,743.18~~	~~\$ 2,880.34~~	~~\$ 3,024.35~~	~~\$ 3,175.57~~	~~\$ 3,334.35~~	
			Monthly		~~\$ 5,943.55~~	~~\$ 6,240.73~~	~~\$ 6,552.77~~	~~\$ 6,880.41~~	~~\$ 7,224.43~~	
			Annually		~~\$ 71,322.64~~	~~\$ 74,888.77~~	~~\$ 78,633.21~~	~~\$ 82,564.87~~	~~\$ 86,693.11~~	
Office Assistant	UNREP	H	Hourly		\$ 22.18	\$ 23.29	\$ 24.45	\$ 25.68	\$ 26.96	
			Bi-Weekly		\$ 1,774.36	\$ 1,863.08	\$ 1,956.24	\$ 2,054.05	\$ 2,156.75	
			Monthly		\$ 3,844.45	\$ 4,036.68	\$ 4,238.51	\$ 4,450.44	\$ 4,672.96	
			Annually		\$ 46,133.45	\$ 48,440.13	\$ 50,862.13	\$ 53,405.24	\$ 56,075.50	
Payroll Specialist	UNREP	H	Hourly		\$ 38.88	\$ 40.82	\$ 42.86	\$ 45.01	\$ 47.26	
			Bi-Weekly		\$ 3,110.26	\$ 3,265.77	\$ 3,429.06	\$ 3,600.51	\$ 3,780.54	
			Monthly		\$ 6,738.89	\$ 7,075.83	\$ 7,429.63	\$ 7,801.11	\$ 8,191.16	
			Annually		\$ 80,866.68	\$ 84,910.01	\$ 89,155.51	\$ 93,613.29	\$ 98,293.95	
Parks & Landscape Maintenance Foreman	UNREP	H	Hourly		~~\$ 34.94~~	~~\$ 36.69~~	~~\$ 38.53~~	~~\$ 40.45~~	~~\$ 42.47~~	
			Bi-Weekly		~~\$ 2,795.47~~	~~\$ 2,935.24~~	~~\$ 3,082.01~~	~~\$ 3,236.11~~	~~\$ 3,397.91~~	
			Monthly		~~\$ 6,056.85~~	~~\$ 6,359.70~~	~~\$ 6,677.68~~	~~\$ 7,011.56~~	~~\$ 7,362.14~~	
			Annually		~~\$ 72,682.24~~	~~\$ 76,316.35~~	~~\$ 80,132.17~~	~~\$ 84,138.78~~	~~\$ 88,345.72~~	
Parks & Landscape Maintenance Worker	UNREP	H	Hourly		~~\$ 32.36~~	~~\$ 33.98~~	~~\$ 35.68~~	~~\$ 37.46~~	~~\$ 39.33~~	
			Bi-Weekly		~~\$ 2,588.69~~	~~\$ 2,718.13~~	~~\$ 2,854.03~~	~~\$ 2,996.74~~	~~\$ 3,146.57~~	
			Monthly		~~\$ 5,608.83~~	~~\$ 5,889.28~~	~~\$ 6,183.74~~	~~\$ 6,492.93~~	~~\$ 6,817.57~~	
			Annually		~~\$ 67,306.01~~	~~\$ 70,671.31~~	~~\$ 74,204.88~~	~~\$ 77,915.12~~	~~\$ 81,810.87~~	
Park Ranger	UNREP	H	Hourly		\$ 38.74	\$ 40.68	\$ 42.71	\$ 44.85	\$ 47.09	
			Bi-Weekly		\$ 3,099.17	\$ 3,254.13	\$ 3,416.84	\$ 3,587.68	\$ 3,767.06	
			Monthly		\$ 6,714.87	\$ 7,050.61	\$ 7,403.14	\$ 7,773.30	\$ 8,161.96	
			Annually		\$ 80,578.42	\$ 84,607.35	\$ 88,837.71	\$ 93,279.60	\$ 97,943.58	
Permit Technician I	UNREP	H	Hourly		~~\$ 29.56~~	~~\$ 31.04~~	~~\$ 32.59~~	~~\$ 34.22~~	~~\$ 35.94~~	
			Bi-Weekly		~~\$ 2,365.12~~	~~\$ 2,483.38~~	~~\$ 2,607.54~~	~~\$ 2,737.92~~	~~\$ 2,874.82~~	
			Monthly		~~\$ 5,124.43~~	~~\$ 5,380.65~~	~~\$ 5,649.68~~	~~\$ 5,932.16~~	~~\$ 6,228.77~~	
			Annually		~~\$ 61,493.10~~	~~\$ 64,567.76~~	~~\$ 67,796.14~~	~~\$ 71,185.95~~	~~\$ 74,745.25~~	



City of Oakley
Master Salary Schedule
All Positions
Effective August 22, 2023



Position	Unit	Hourly/Salary	Frequency	Step AA	Step A	Step B	Step C	Step D	Step E	Step F
Permit Technician H	UNREP	H	Hourly		\$ 31.04	\$ 32.59	\$ 34.22	\$ 35.93	\$ 37.73	
			Bi-Weekly		\$ 2,483.20	\$ 2,607.36	\$ 2,737.73	\$ 2,874.62	\$ 3,018.35	
			Monthly		\$ 5,380.27	\$ 5,649.28	\$ 5,931.75	\$ 6,228.34	\$ 6,539.75	
			Annually		\$ 64,563.24	\$ 67,791.40	\$ 71,180.97	\$ 74,740.02	\$ 78,477.02	
Permit Technician II (Y-RATE)	UNREP	H	Hourly						~~\$ 43.83~~	
			Bi-Weekly		~~\$~~	~~\$~~	~~\$~~	~~\$~~	~~\$ 3,514.36~~	
			Monthly		~~\$~~	~~\$~~	~~\$~~	~~\$~~	~~\$ 7,614.45~~	
			Annually		~~\$~~	~~\$~~	~~\$~~	~~\$~~	~~\$ 91,373.36~~	
Planning Manager	UNREP	S	Hourly		\$ 72.25	\$ 75.87	\$ 79.66	\$ 83.64	\$ 87.82	
			Bi-Weekly		\$ 5,780.20	\$ 6,069.21	\$ 6,372.67	\$ 6,691.30	\$ 7,025.87	
			Monthly		\$ 12,523.76	\$ 13,149.95	\$ 13,807.45	\$ 14,497.82	\$ 15,222.71	
			Annually		\$ 150,285.12	\$ 157,799.37	\$ 165,689.34	\$ 173,973.81	\$ 182,672.50	
Police Chief	Contract	S	Hourly						\$ 114.96	
			Bi-Weekly						\$ 9,196.62	
			Monthly						\$ 19,926.00	
			Annually						\$ 239,112.00	
Police Lieutenant	UNREP	S	Hourly		\$ 74.95	\$ 78.70	\$ 82.64	\$ 86.77	\$ 91.11	\$ 95.66
			Bi-Weekly		\$ 5,996.25	\$ 6,296.06	\$ 6,610.86	\$ 6,941.41	\$ 7,288.48	\$ 7,652.90
			Monthly		\$ 12,991.87	\$ 13,641.46	\$ 14,323.54	\$ 15,039.71	\$ 15,791.70	\$ 16,581.28
			Annually		\$ 155,902.45	\$ 163,697.57	\$ 171,882.45	\$ 180,476.57	\$ 189,500.40	\$ 198,975.42
Police Officer	OPOA	H	Hourly	48.23	\$ 50.64	\$ 53.17	\$ 55.83	\$ 58.62	\$ 61.55	\$ 64.63
			Bi-Weekly	\$ 3,858.13	\$ 4,051.04	\$ 4,253.59	\$ 4,466.27	\$ 4,689.59	\$ 4,924.06	\$ 5,170.27
			Monthly	\$ 8,359.29	\$ 8,777.25	\$ 9,216.12	\$ 9,676.92	\$ 10,160.77	\$ 10,668.81	\$ 11,202.25
			Annually	\$ 100,311.47	\$ 105,327.04	\$ 110,593.39	\$ 116,123.06	\$ 121,929.21	\$ 128,025.68	\$ 134,426.96
Police Records Assistant	UNREP	H	Hourly		\$ 28.18	\$ 29.59	\$ 31.07	\$ 32.62	\$ 34.25	
			Bi-Weekly		\$ 2,254.16	\$ 2,366.87	\$ 2,485.22	\$ 2,609.48	\$ 2,739.95	
			Monthly		\$ 4,884.02	\$ 5,128.22	\$ 5,384.64	\$ 5,653.87	\$ 5,936.56	
			Annually		\$ 58,608.28	\$ 61,538.69	\$ 64,615.63	\$ 67,846.41	\$ 71,238.73	
Police Records Supervisor	UNREP	S	Hourly		\$ 41.03	\$ 43.08	\$ 45.24	\$ 47.50	\$ 49.87	
			Bi-Weekly		\$ 3,282.49	\$ 3,446.61	\$ 3,618.94	\$ 3,799.89	\$ 3,989.88	
			Monthly		\$ 7,112.05	\$ 7,467.66	\$ 7,841.04	\$ 8,233.09	\$ 8,644.75	
			Annually		\$ 85,344.65	\$ 89,611.88	\$ 94,092.47	\$ 98,797.10	\$ 103,736.95	
Police Sergeant	OPOA	H	Hourly		\$ 60.64	\$ 63.67	\$ 66.86	\$ 70.20	\$ 73.71	\$ 77.39
			Bi-Weekly		\$ 4,851.28	\$ 5,093.84	\$ 5,348.54	\$ 5,615.96	\$ 5,896.76	\$ 6,191.60
			Monthly		\$ 10,511.11	\$ 11,036.66	\$ 11,588.50	\$ 12,167.92	\$ 12,776.32	\$ 13,415.13
			Annually		\$ 126,133.28	\$ 132,439.94	\$ 139,061.94	\$ 146,015.04	\$ 153,315.79	\$ 160,981.58
Police Services Assistant	UNREP	H	Hourly		\$ 31.58	\$ 33.16	\$ 34.81	\$ 36.55	\$ 38.38	
			Bi-Weekly		\$ 2,526.12	\$ 2,652.42	\$ 2,785.04	\$ 2,924.30	\$ 3,070.51	
			Monthly		\$ 5,473.26	\$ 5,746.92	\$ 6,034.26	\$ 6,335.98	\$ 6,652.78	
			Annually		\$ 65,679.06	\$ 68,963.02	\$ 72,411.17	\$ 76,031.72	\$ 79,833.31	
Principal Engineer	UNREP	S	Hourly		~~\$ 68.84~~	~~\$ 72.28~~	~~\$ 75.90~~	~~\$ 79.69~~	~~\$ 83.68~~	
			Bi-Weekly		~~\$ 5,507.30~~	~~\$ 5,782.67~~	~~\$ 6,071.80~~	~~\$ 6,375.39~~	~~\$ 6,694.16~~	
			Monthly		~~\$ 11,932.49~~	~~\$ 12,529.11~~	~~\$ 13,155.57~~	~~\$ 13,813.35~~	~~\$ 14,504.01~~	
			Annually		~~\$ 143,189.86~~	~~\$ 150,349.35~~	~~\$ 157,866.82~~	~~\$ 165,760.16~~	~~\$ 174,048.17~~	



City of Oakley
Master Salary Schedule
All Positions
Effective August 22, 2023



Position	Unit	Hourly/Salary	Frequency	Step AA	Step A	Step B	Step C	Step D	Step E	Step F
Property & Evidence Technician	UNREP	S	Hourly		\$ 34.07	\$ 35.77	\$ 37.56	\$ 39.44	\$ 41.41	
			Bi-Weekly		\$ 2,725.46	\$ 2,861.73	\$ 3,004.82	\$ 3,155.06	\$ 3,312.81	
			Monthly		\$ 5,905.17	\$ 6,200.42	\$ 6,510.44	\$ 6,835.97	\$ 7,177.77	
			Annually		\$ 70,861.98	\$ 74,405.08	\$ 78,125.33	\$ 82,031.60	\$ 86,133.18	
Public Works Director/City Engineer	UNREP	S	Hourly		\$ 86.05	\$ 90.35	\$ 94.87	\$ 99.62	\$ 104.60	
			Bi-Weekly		\$ 6,884.13	\$ 7,228.34	\$ 7,589.75	\$ 7,969.24	\$ 8,367.70	
			Monthly		\$ 14,915.62	\$ 15,661.40	\$ 16,444.47	\$ 17,266.69	\$ 18,130.02	
			Annually		\$ 178,987.38	\$ 187,936.75	\$ 197,333.59	\$ 207,200.27	\$ 217,560.28	
Public Works Inspector	UNREP	H	Hourly		\$ 42.64	\$ 44.77	\$ 47.01	\$ 49.36	\$ 51.83	
			Bi-Weekly		\$ 3,411.23	\$ 3,581.79	\$ 3,760.88	\$ 3,948.92	\$ 4,146.37	
			Monthly		\$ 7,390.99	\$ 7,760.54	\$ 8,148.57	\$ 8,556.00	\$ 8,983.80	
			Annually		\$ 88,691.90	\$ 93,126.49	\$ 97,782.82	\$ 102,671.96	\$ 107,805.56	
Public Works Maintenance Foreman	UNREP	H	Hourly		\$ 36.03	\$ 37.83	\$ 39.73	\$ 41.71	\$ 43.80	
			Bi-Weekly		\$ 2,882.57	\$ 3,026.70	\$ 3,178.03	\$ 3,336.94	\$ 3,503.78	
			Monthly		\$ 6,245.57	\$ 6,557.85	\$ 6,885.74	\$ 7,230.03	\$ 7,591.53	
			Annually		\$ 74,946.84	\$ 78,694.18	\$ 82,628.89	\$ 86,760.33	\$ 91,098.35	
Public Works Maintenance Manager	UNREP	S	Hourly		\$ 61.29	\$ 64.36	\$ 67.58	\$ 70.96	\$ 74.50	
Parks & Landscape Maintenance Division Manager			Bi-Weekly		\$ 4,903.54	\$ 5,148.72	\$ 5,406.16	\$ 5,676.47	\$ 5,960.29	
			Monthly		\$ 10,624.35	\$ 11,155.56	\$ 11,713.34	\$ 12,299.01	\$ 12,913.96	
			Annually		\$ 127,492.16	\$ 133,866.77	\$ 140,560.11	\$ 147,588.12	\$ 154,967.52	
Public Works Maintenance Supervisor	UNREP	S	Hourly		\$ 46.91	\$ 49.25	\$ 51.71	\$ 54.30	\$ 57.01	
			Bi-Weekly		\$ 3,752.47	\$ 3,940.10	\$ 4,137.10	\$ 4,343.96	\$ 4,561.16	
			Monthly		\$ 8,130.36	\$ 8,536.88	\$ 8,963.72	\$ 9,411.91	\$ 9,882.50	
			Annually		\$ 97,564.32	\$ 102,442.54	\$ 107,564.66	\$ 112,942.90	\$ 118,590.04	
Public Works Maintenance Worker	UNREP	H	Hourly		\$ 32.36	\$ 33.98	\$ 35.68	\$ 37.46	\$ 39.33	
			Bi-Weekly		\$ 2,588.69	\$ 2,718.13	\$ 2,854.03	\$ 2,996.74	\$ 3,146.57	
			Monthly		\$ 5,608.83	\$ 5,889.28	\$ 6,183.74	\$ 6,492.93	\$ 6,817.57	
			Annually		\$ 67,306.01	\$ 70,671.31	\$ 74,204.88	\$ 77,915.12	\$ 81,810.87	
Recreation & Events Coordinator	UNREP	H	Hourly		\$ 32.83	\$ 34.47	\$ 36.20	\$ 38.01	\$ 39.91	
			Bi-Weekly		\$ 2,626.62	\$ 2,757.95	\$ 2,895.85	\$ 3,040.65	\$ 3,192.68	
			Monthly		\$ 5,691.02	\$ 5,975.57	\$ 6,274.35	\$ 6,588.06	\$ 6,917.47	
			Annually		\$ 68,292.21	\$ 71,706.82	\$ 75,292.17	\$ 79,056.77	\$ 83,009.61	
Recreation Manager	UNREP	S	Hourly		\$ 54.11	\$ 56.81	\$ 59.66	\$ 62.64	\$ 65.77	
			Bi-Weekly		\$ 4,328.71	\$ 4,545.15	\$ 4,772.41	\$ 5,011.03	\$ 5,261.58	
			Monthly		\$ 9,378.88	\$ 9,847.82	\$ 10,340.22	\$ 10,857.23	\$ 11,400.09	
			Annually		\$ 112,546.56	\$ 118,173.89	\$ 124,082.58	\$ 130,286.31	\$ 136,801.05	
Recreation Director	UNREP	S	Hourly		~~\$ 73.97~~	~~\$ 77.67~~	~~\$ 81.56~~	~~\$ 85.63~~	~~\$ 89.92~~	
			Bi-Weekly		~~\$ 5,917.93~~	~~\$ 6,213.83~~	~~\$ 6,524.52~~	~~\$ 6,850.74~~	~~\$ 7,193.28~~	
			Monthly		~~\$ 12,822.18~~	~~\$ 13,463.29~~	~~\$ 14,126.46~~	~~\$ 14,843.28~~	~~\$ 15,585.44~~	
			Annually		~~\$ 153,866.18~~	~~\$ 161,559.49~~	~~\$ 169,637.46~~	~~\$ 178,119.34~~	~~\$ 187,025.30~~	
Senior Permit Technician	UNREP	H	Hourly		\$ 36.14	\$ 37.95	\$ 39.84	\$ 41.84	\$ 43.93	
			Bi-Weekly		\$ 2,891.10	\$ 3,035.66	\$ 3,187.44	\$ 3,346.81	\$ 3,514.16	
			Monthly		\$ 6,264.06	\$ 6,577.26	\$ 6,906.13	\$ 7,251.43	\$ 7,614.00	
			Annually		\$ 75,168.72	\$ 78,927.16	\$ 82,873.51	\$ 87,017.19	\$ 91,368.05	



City of Oakley
Master Salary Schedule
All Positions
Effective August 22, 2023

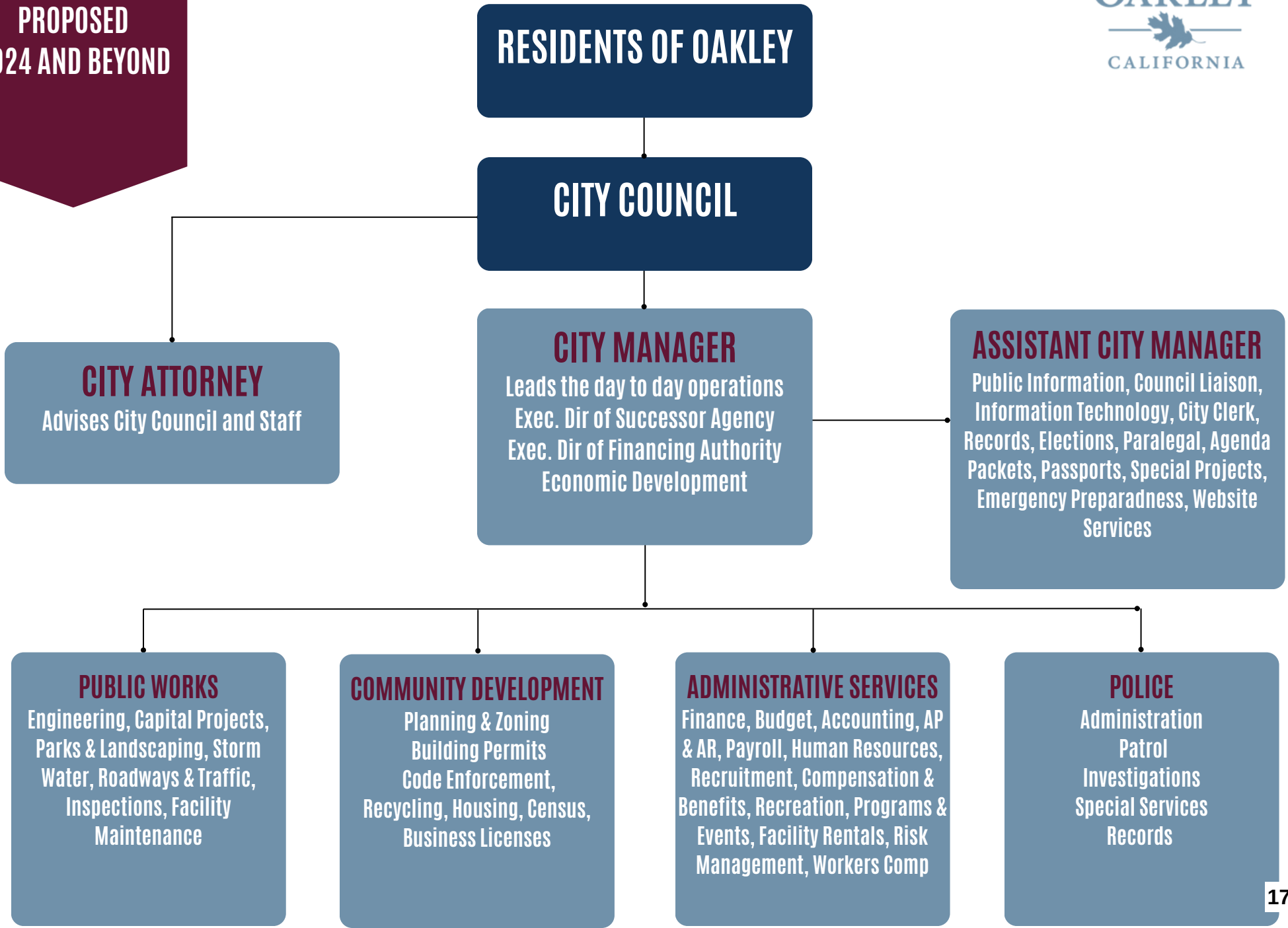


Position	Unit	Hourly/Salary	Frequency	Step AA	Step A	Step B	Step C	Step D	Step E	Step F
~~Senior Accounting Technician~~	~~UNREP~~	~~H~~	~~Hourly~~		~~\$ 38.88~~	~~\$ 40.82~~	~~\$ 42.86~~	~~\$ 45.01~~	~~\$ 47.26~~	
			~~Bi-Weekly~~		~~\$ 3,110.26~~	~~\$ 3,265.77~~	~~\$ 3,429.06~~	~~\$ 3,600.51~~	~~\$ 3,780.54~~	
			~~Monthly~~		~~\$ 6,738.89~~	~~\$ 7,075.83~~	~~\$ 7,429.62~~	~~\$ 7,801.11~~	~~\$ 8,191.16~~	
			~~Annually~~		~~\$ 80,866.66~~	~~\$ 84,909.99~~	~~\$ 89,155.49~~	~~\$ 93,613.27~~	~~\$ 98,293.93~~	
~~Streets Maintenance Foreman~~	~~UNREP~~	~~H~~	~~Hourly~~		~~\$ 36.03~~	~~\$ 37.83~~	~~\$ 39.73~~	~~\$ 41.71~~	~~\$ 43.80~~	
			~~Bi-Weekly~~		~~\$ 2,882.57~~	~~\$ 3,026.70~~	~~\$ 3,178.03~~	~~\$ 3,336.94~~	~~\$ 3,503.78~~	
			~~Monthly~~		~~\$ 6,245.57~~	~~\$ 6,557.85~~	~~\$ 6,885.74~~	~~\$ 7,230.03~~	~~\$ 7,591.53~~	
			~~Annually~~		~~\$ 74,946.84~~	~~\$ 78,694.18~~	~~\$ 82,628.89~~	~~\$ 86,760.33~~	~~\$ 91,098.35~~	
*Per contract is effective July 1, 2023										
City Council Member	Elected		Monthly						\$ 456.75	
~~Administrative Assistant~~	~~Part Time~~	~~H~~	~~Hourly~~		~~\$ 29.69~~				~~\$ 36.08~~	
~~Human Resources Assistant~~	~~Part Time~~	~~H~~	~~Hourly~~		~~\$ 31.17~~				~~\$ 37.89~~	
Police Service Assistant	Part Time	H	Hourly		\$ 31.58				\$ 38.38	
Recreation Leader	Part Time	H	Hourly		\$ 17.88				\$ 21.74	
Recreation Aide	Seasonal	H	Hourly		\$ 16.25				\$ 19.77	
Recreation Leader	Seasonal	H	Hourly		\$ 17.88				\$ 21.74	

CITY OF OAKLEY ORGANIZATIONAL CHART

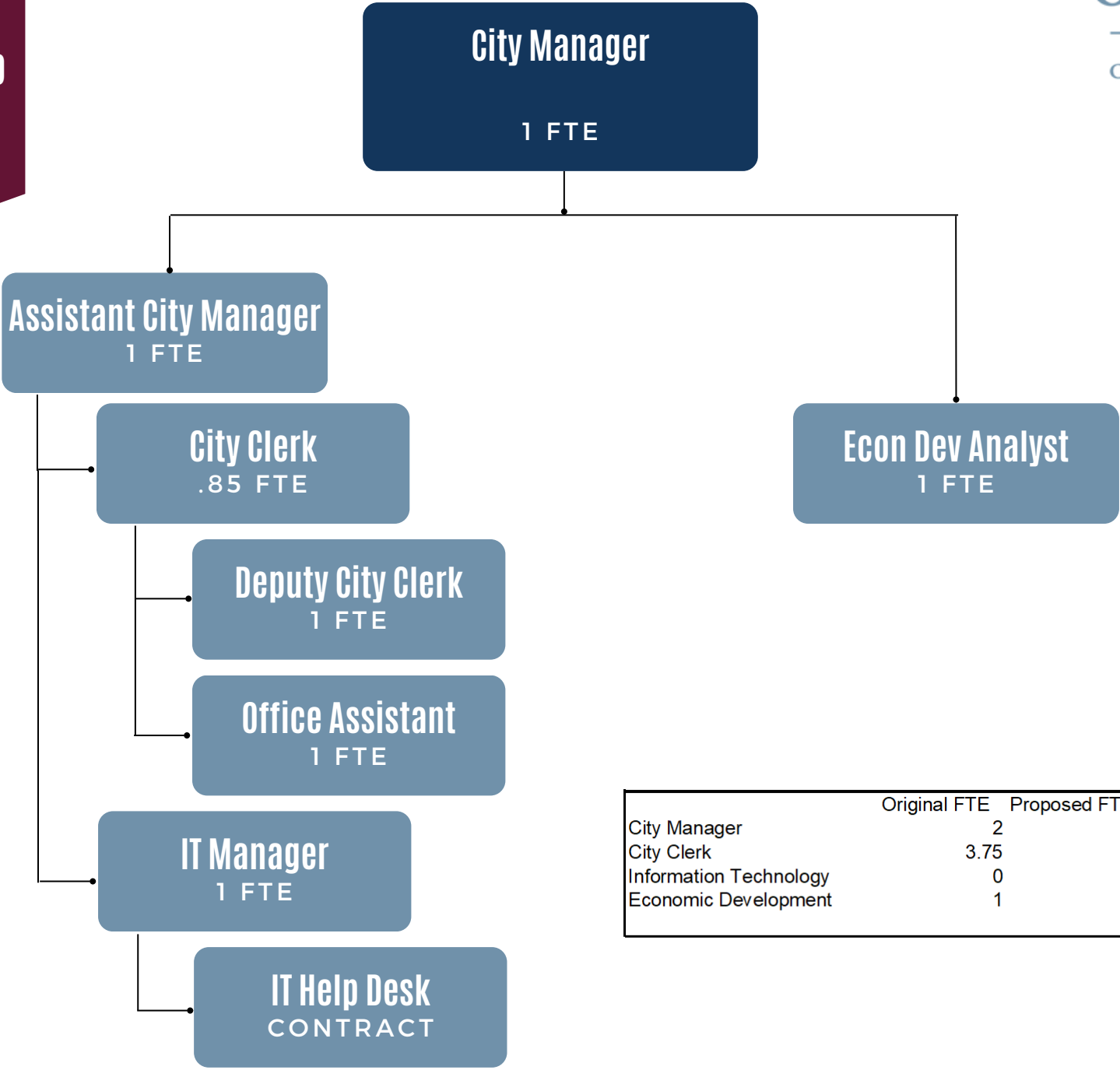


**PROPOSED
2024 AND BEYOND**



PROPOSED
2024 AND BEYOND

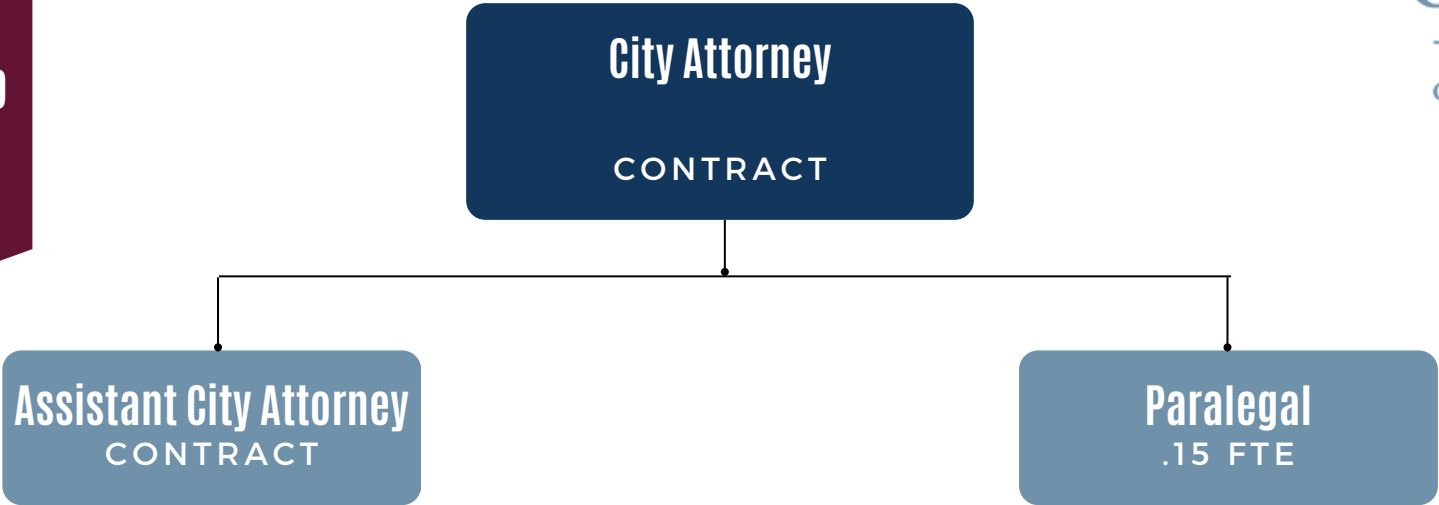
OFFICE OF THE CITY MANAGER



	Original FTE	Proposed FTE	Difference
City Manager	2	2	0
City Clerk	3.75	3	-0.75
Information Technology	0	1	1
Economic Development	1	1	0

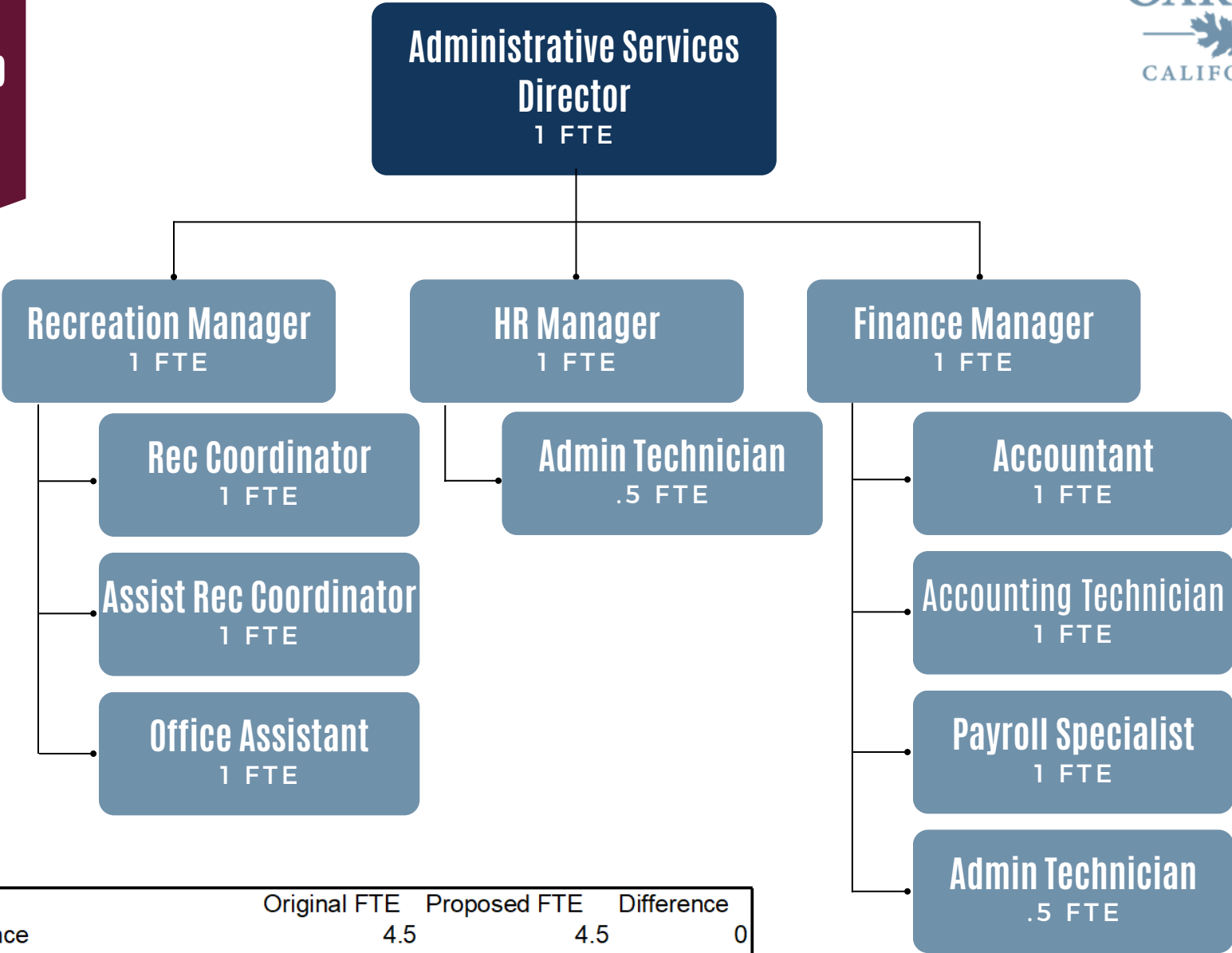
**PROPOSED
2024 AND BEYOND**

OFFICE OF THE CITY ATTORNEY



**PROPOSED
2024 AND BEYOND**

ADMINISTRATIVE SERVICES DEPARTMENT

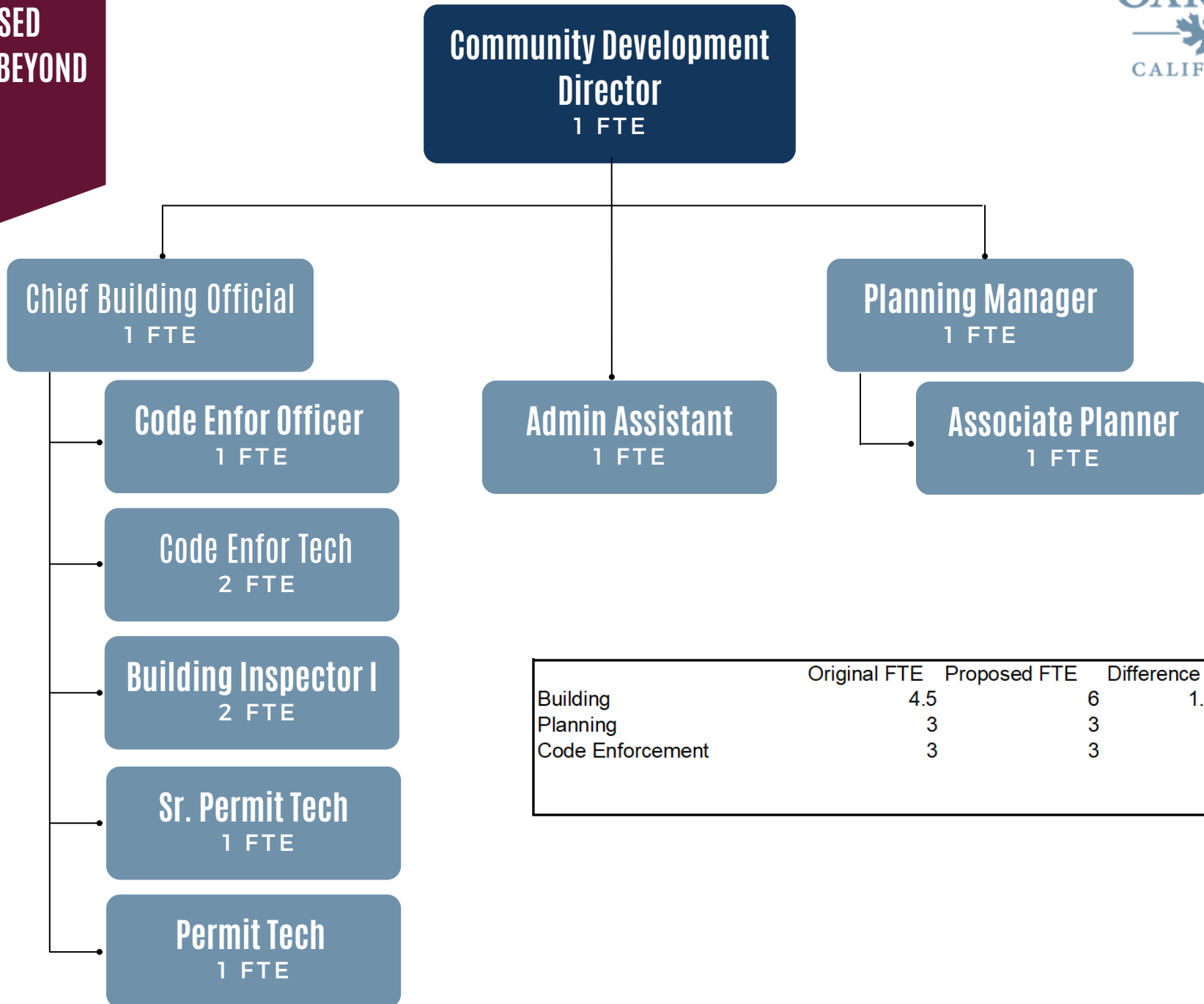


	Original FTE	Proposed FTE	Difference
Finance	4.5	4.5	0
Human Resources	2.5	2.5	0
Recreation	3	4	1

COMMUNITY DEVELOPMENT DEPARTMENT



**PROPOSED
2024 AND BEYOND**



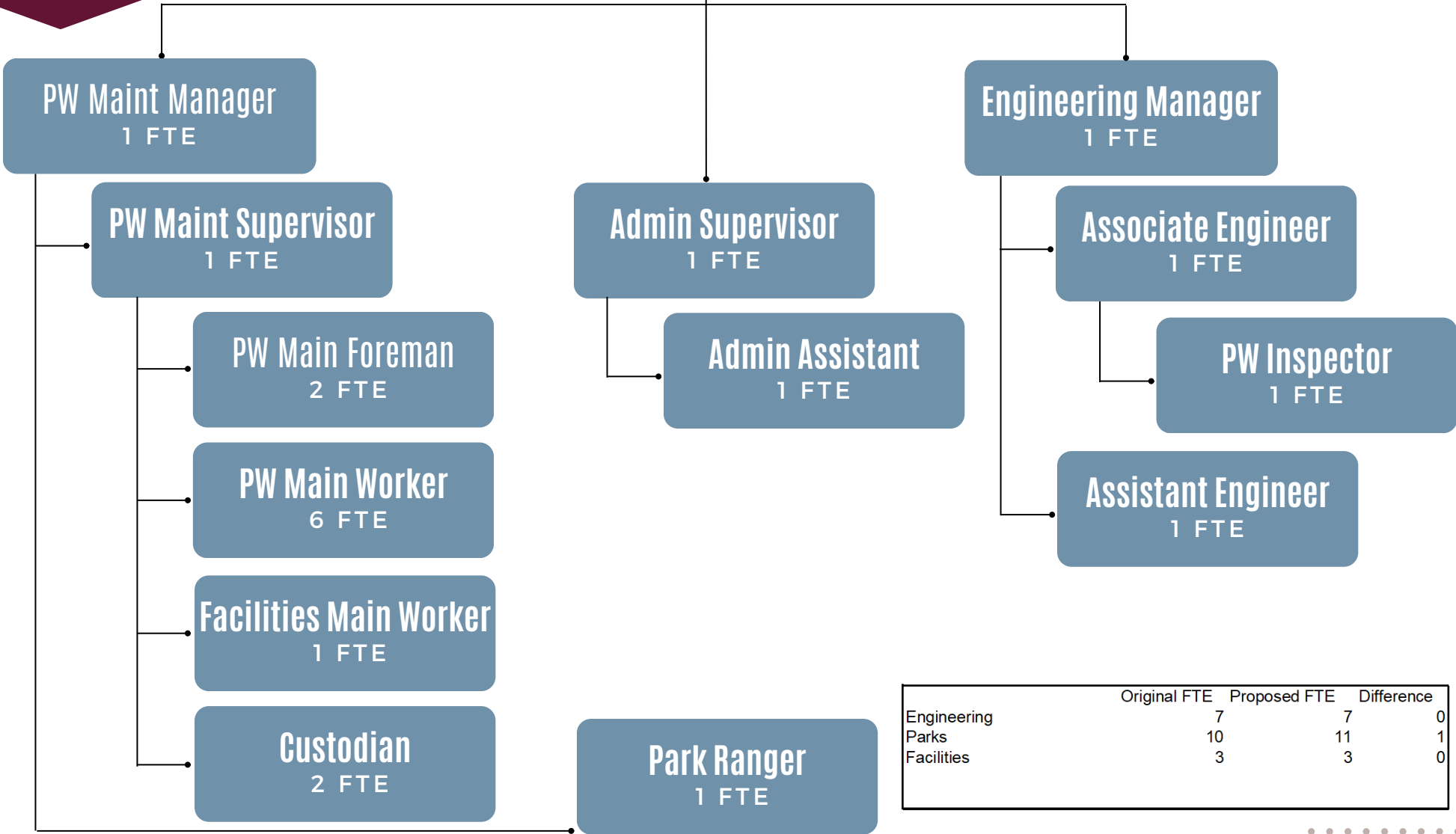
	Original FTE	Proposed FTE	Difference
Building	4.5	6	1.5
Planning	3	3	0
Code Enforcement	3	3	0

**PROPOSED
2024 AND BEYOND**

PUBLIC WORKS DEPARTMENT



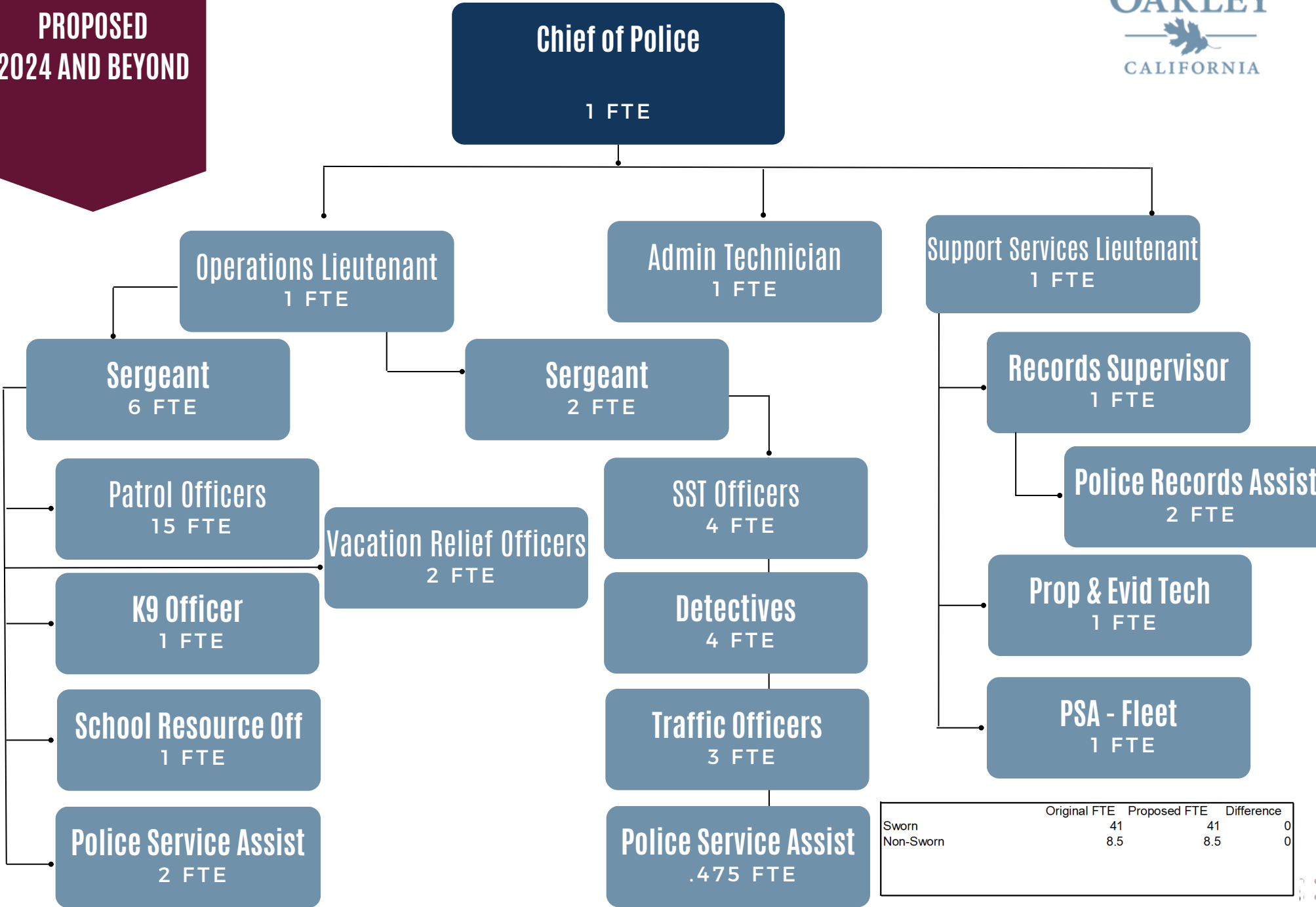
**Public Works Director-
City Engineer**
1 FTE



	Original FTE	Proposed FTE	Difference
Engineering	7	7	0
Parks	10	11	1
Facilities	3	3	0

**PROPOSED
2024 AND BEYOND**

POLICE DEPARTMENT



	Original FTE	Proposed FTE	Difference
Sworn	41	41	0
Non-Sworn	8.5	8.5	0

Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Administrative Services
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction of the Finance Manager, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares year-end audit reports and schedules; and performs related duties, as assigned.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Plans, organizes, assigns, leads, and reviews the work of division staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares a wide variety of financial and statistical reports, including year-end reporting, budgetary reports, assisting in the preparation of the Annual Comprehensive Finance Report (ACFR), and preparing other legal documents and management analysis.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including



- distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
 - Analyzes and reconciles expenditure and revenue accounts; reviews and processes appropriation transfer requests between accounts; reconciles bank statements to the general ledger.
 - Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, and special projects accounting; conducts and prepares special studies and reports.
 - Will serve as a backup to payroll processing in the absence of the Payroll Specialist.
 - Records and maintains appropriate controls for fixed assets, including City-owned vehicles and land; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.
 - Assists in the preparation for annual audits.
 - Assists with investments, portfolio management, and cash management.
 - Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
 - Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
 - Performs other related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.



Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Principles and Practices of Generally Accepted Accounting Principal (GAAP) and Generally Accepted Accounting Standards (GAAS).
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.



- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Equivalent to a bachelor's degree in accounting, finance, economics, or a related field.

Experience: Two (2) years of increasingly responsible experience in professional accounting, budget preparation or analysis experience. Public agency experience is highly desired.

Licenses and Certificates: Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.



Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Non-Exempt
Department: Administrative Services
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision of the Finance Manager, performs a variety of complex and technical accounting support duties in the areas of accounts payable, accounts receivable, general ledger, and other financial transactions; balances and maintains manual and computerized accounting and financial records; and performs related duties, as assigned.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Performs and provides technical support in the preparation, maintenance, and operation of the accounting function, including general ledger, accounts payable, accounts receivable, financial reporting, and administration.
- Posts, balances, adjusts, and maintains manual and computerized account and financial records according to established policies and procedures.
- Prepares journal entries and maintains and balances general ledger and subsidiary accounting ledgers related to postings from accounts payable, accounts receivable, and cash receipts according to established accounting policies and procedures.
- Prepares and monitors City disbursements; prepares checks and oversees distribution and mailing of checks to vendors or claimants.
- Participates in administering miscellaneous billing, collections and adjustments.



- Reconciles transactions and account statements; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Reviews and processes purchase orders for accuracy and compliance with City policy.
- Receives, balances, and audits cash receipts and disbursements; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.
- Reviews and processes invoices and purchase orders to support request for payments and reconciles discrepancies.
- Gathers financial and statistical information and materials for various reports and year-end auditing process.
- Prepares, processes, reviews and verifies documents, records, and forms related to assigned area for accuracy, completeness, and conformance to applicable policies, rules, and regulations.
- Establishes and maintains complete files and records related to assigned function.
- Closes and balances accounts, prepares bank deposits, and reconciles various bank accounts making adjustments due to cancellations and corrections.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies, general accounting procedures, and/or department specific issues and problems; research issues regarding specific transactions; and updates related files and departments on action items.
- Performs other related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.



Knowledge of:

- Principles and practices of accounts payable, accounts receivable, and other accounting and finance documents.
- Terminology and practices of financial and accounting document processing and record keeping, including general ledger, accounts payable, accounts receivable, and financial reporting.
- Basic principles and practices of fund accounting and public agency budgeting.
- Business arithmetic and basic financial and statistical techniques.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Prepare, process, maintain, and reconcile ledgers and journals according to accepted accounting policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.



- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Equivalent to the completion of the twelfth grade supplemented by college-level coursework or specialized training in accounting, finance, or a related field.

Experience: One (1) year of increasingly responsible clerical accounting experience preferably with a municipality.

Licenses and Certificates: Possession of a valid California driver's license, or the ability to obtain one upon hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.



Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Full-Time, At-Will
FLSA Designation: Exempt
Department: Administrative Services
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the City Manager, the Administrative Services Director plans, manages, oversees, and directs the operations and services of the Finance Division which includes general accounting, payroll processing, budget, purchasing and expenditure control, Human Resources Division which includes employee relations, labor relations, employee recruitment and selection, classification and compensation, employee benefits, and workers' compensation and the Recreation Division, which includes leisure programs, various community events, recreation programs and classes, and facility rental. This position coordinates activities with other City officials, departments, outside agencies, and organizations; provides responsible and complex staff support to the City Council and City Manager; performs other duties as required. The person appointed to this position is an "at-will" employee and serves at the pleasure of the City Manager.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Develops, implements, and maintains Department goals, objectives, policies, and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Manages Citywide investment portfolios, invests funds as authorized, and makes recommendations and updates the investment policy of the City as required.
- Directs, coordinates and participates in labor relations; performs various duties associated with labor negotiations, contract administration and handling of grievances.



- Assumes full responsibility for all Department activities and services including activities associated with general accounting, auditing, payroll processing, license and fee collection, purchasing, grant administration, assessment district bond administration and fixed assets, labor relations, employee recruitment and selection, classifications and compensation, employee benefits, workers' compensation, leisure programs, various community events, recreation programs and classes and facility rentals and operations.
- Plans, directs, and coordinates the Department's work plan through appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Oversees the selection, training and evaluation programs for all Human Resources Department personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes discipline and/or termination procedures.
- Provides support and guidance to management staff and employees on Human Resources issues, including performance evaluations, discipline, grievance procedures, interpretation of policies, procedures, rules, MOUs, and related matters.
- Administers the City's classification and compensation systems; performs job audits and analyses; prepares and revises job descriptions; conducts salary and benefit surveys; analyzes data; recommends adjustments as appropriate.
- Coordinates and implements organized leisure, recreation and facility rental operations, by assessing program needs, determining fees and coordinating schedule of staff and facilities.
- Maximizes public awareness of recreation programs and classes and availability of facilities for rental, by planning and implementing a comprehensive marketing and promotional program.
- Serves as the City Treasurer and Risk Manager.
- Oversees the accounting procedures for bookkeeping and for the processing of budget data, taxes and subventions, purchases, claims, expenditures, and paychecks.
- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships; identifies opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Prepares and presents reports and resolutions to the City Council for all divisions within the Department.



- Oversees the selection, training, and evaluation programs for all department personnel; provides or coordinate staff training; identifies and resolves staff deficiencies; executes discipline and/or termination procedures.
- Prepares, manages, and implements the City and related agency's annual operating and capital improvement budgets, forecasts revenues, expenditures, and year end balances and discusses and resolves budget issues with appropriate staff.
- Manages and coordinates the development of the citywide budget; monitors and approves expenditures; advises appropriate department personnel on budget matters; make adjustments to the budget as is necessary.
- Oversees internal audits of municipal funds; supervises perpetual inventory of City property.
- Provides administrative direction to citywide purchasing, the purchase of commodities, services, and equipment; ensures compliance with legal competition and bidding requirements.
- Represents the Department to other departments, divisions, and organizations; coordinates departmental activities with other departments and organizations.
- Presents, justifies, and defends department programs, operations, and activities; negotiates and resolves controversial department issues.
- Attends and participates in professional and community meetings as necessary; stays current on issues relative to the field of municipal finance administration, human resources and recreation relative to service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.



Knowledge of:

- Operations, services, and activities of comprehensive finance programs.
- Local government financial management principles and practices including financial planning, accounting, budgeting, investments, debt financing, purchasing, economic analysis and forecasting techniques and procedures.
- Pertinent Federal, State, and local laws, codes, regulations, and reporting requirements related to this job classification.
- Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Principles and practices of auditing and financial control.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluations.
- Methods and techniques of supervision, training, and motivation.
- Operations, services, and activities of a public human resources management program.
- Principles and practices of public human resources administration including methods and techniques used in employee relations, labor relations, employee recruitment and selection, diversity, equal employment, classification and compensation, job analysis and evaluation, benefits administration, training and personnel records management.
- Methods and techniques of conducting employee investigations.
- Principles and practices of municipal budget preparation and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and regulations.
- Operations, services, and activities of a recreation programs, classes and community events.
- Principles and practices of recreation program development and implementation.
- Common recreational and leisure programming and social needs of various age groups.
- Methods and techniques of special events planning and coordination.
- Marketing principles and practices specifically to recreation activities and facility rentals.



Ability to:

- Plan, direct, manage and coordinate the work of the Administrative Services Department.
- Develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels.
- Properly interpret and make decisions in accordance with laws, regulations, and policies
- Analyze complex accounting, purchasing and financial issues, evaluate alternatives and implement sound solutions; analyze and interpret financial, investment, and accounting records.
- Prepare clear and concise administrative and financial reports for all divisions within the department.
- Develop and install sound accounting and financial reporting systems and procedures.
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
- Supervise, train, and motivate department personnel.
- Facilitate group participation and consensus building.
- Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree in accounting, business administration, economics, human resources or a related field. A master's degree in accounting, public administration, business administration, or a related field is highly desirable.

Experience: Five (5) years of broad and extensive experience in professional municipal accounting or human resources, including at least two (2) years in a responsible management capacity.



Licenses and Certificates: Possession of or ability to obtain a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions and some travel to different sites. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Public Works
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction of the Department Director or designee, serves in the capacity of an office manager for a department, providing on-going supervision to administrative support staff; performs a wide variety of responsible, confidential, and complex administrative, technical, programmatic, and secretarial duties to relieve assigned staff of technical, as well as general administrative details; participates in the development, implementation, and administration of administrative policies, procedures, and programs; performs a full range of general accounting and bookkeeping duties for the assigned area; prepares a variety of fiscal, administrative, and operational reports; and serves as a liaison with other City departments and staff, outside agencies, and the general public to provide information regarding department policies, procedures, and functions.

This position contributes to the overall management of the assigned department by participating in the development of policies and procedures, coordinating with internal and external parties to improve delivery of service, providing guidance on all facets of customer communications, and participating in the development, monitoring, and administration of budgets. In addition, positions in this class are considered working supervisors that provide a variety of complex, responsible, and confidential secretarial and administrative support to the director of a department. Incumbents relieve the director and/or managers of detailed administrative work and are expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality. This class is distinguished from the lower-level class of Administrative Assistant by the performance of confidential secretarial and administrative duties of a highly sensitive nature in support of a department head as well as coordination of several administrative and budgetary functions and services. In addition, the Administrative Supervisor has significant on-going supervisory and office management responsibility.



ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Serves in the capacity of an office manager for assigned department, independently planning, administering, and coordinating administrative support functions and services and its various divisions.
- Plans, directs, coordinates, and reviews assigned activities and operations of the department and its divisions including assigned accounting, administrative support, technical, and/or programmatic service areas; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; recommends improvements in workflow, procedures, and use of equipment and forms; implements improvements as approved.
- Participates in the selection, training, and evaluation of assigned administrative support personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures.
- Conducts research, prepares, revises, and implements various administrative policies, procedures, rules, and regulations in accordance with sound organizational practices; develops and revises office forms and report formats; establishes procedural manual for clerical support services for assigned areas.
- Serves as primary contact and liaison for assigned functions and programs with other City departments and staff, the public, and outside agencies and organizations; negotiates and resolves sensitive and controversial issues; explains, justifies, and defends programs, policies, and activities.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; writes reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Provides support to and performs a wide variety of complex, responsible, and confidential duties for assigned Department Director and/or other management and department staff within the various divisions; relieves management staff of administrative work including investigating and answering complaints and aiding in resolving operational and administrative problems.
- Types, word processes, and proofreads a wide variety of reports, letters, memoranda, correspondence, and statistical charts; types from rough draft, verbal instruction, or transcribing machine; independently composes correspondence and reports related to assigned area of responsibility.
- Directs and participates in the maintenance of a calendar of activities, meetings, and various events for assigned staff; coordinates activities with other City



departments, the public, and outside agencies; directs and participates in coordinating and processing staff travel arrangements and prepares related expense reports.

- Screens calls, visitors, and mail; provides information and assistance including responding to sensitive requests for information and assistance; research information related to City regulations and departmental policies; assists the public and other City staff in interpreting and applying City policies, procedures, codes, and ordinances.
- Assists in coordinating, developing, and monitoring the assigned budget; compiles annual budget requests; prepares revenue projections; recommends expenditure requests for designated accounts; monitors approved budget accounts; monitors department expenditures and purchasing activities; prepares purchase orders; receives and records invoices and fees; recommends fund transfers as needed.
- Performs a full range of accounting duties in support of the department; coordinates and tracks accounts payable and accounts receivable; may collect fees for program enrollment or public facilities leasing.
- Coordinates and/or participates in the preparation of department timesheets for payroll processing; tracks overtime usage; retains and tracks timesheet records for by job performed.
- Initiates, organizes, maintains, and controls access to complex filing systems and records including highly sensitive files; conducts periodic retention and purging of files in compliance with applicable guidelines.
- Completes and monitors the flow of all necessary documents related to personnel matters for assigned areas; performs payroll reporting and related procedures for assigned areas.
- Utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
- May provide staff support to committees and/or commissions including coordinating and/or participating in the preparation of agendas and materials; may attend public meetings or hearings and be required to take and maintain minutes for such meetings.
- Participates in special projects as assigned and performs related duties as required.
- Provides administrative support functions and contracts administration to the assigned division. This may include managing the bid processes and purchase orders for the various contracts related to the budget process.
- Provides administrative support to the assigned division, including, but not limited to the management of all performance and maintenance bonds and turnovers related to the various development projects.
- Responsible for reviewing, managing, and issuing of all permits for the department related to the assigned department and its divisions.



- Oversees the claims process with internal staff and the City's subrogation consultant for all City public property damage caused by accidents and vandalism.
- Manages and implements the City's Underground Service Alert (USA) system notifications program.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of assigned functions, programs, and operations.
- Basic functions and organization of municipal government, work organization and office management principles and practices.
- Principles of supervision, training, and performance evaluation.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of business letter writing and report preparation. Methods and techniques of public relations.
- Principles and procedures of record keeping.
- Basic bookkeeping practices.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and ordinances.

Ability to:

- Oversee, direct, coordinate, and participate in the management of a comprehensive administrative support division.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent laws, regulations, and ordinances.



- Select, train, and evaluate assigned staff. Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.
- Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative. Participate in the preparation and administration of assigned budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, compile, analyze, and interpret data and prepare a variety of clear and concise administrative and financial reports.
- Implement and maintain filing systems.
- Independently prepare correspondence and memoranda.
- Respond to requests and inquiries from the public.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Manage multiple projects simultaneously.
- Plan and organize work to meet schedules and timelines.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Operate and use modern office equipment including a computer and various software packages.
- Type and enter data at a speed necessary for successful job performance. Take and transcribe dictation at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree from an accredited college or university with major course work in public administration, business administration, or related field.

Experience: Five (5) years of increasingly responsible administrative, or clerical experience including two years in a large department or organizational preferably in the government sector.



Licenses and Certificates: Possession of a valid driver's license or ability to obtain one upon hire. Possession of a California Commission as Notary Public or ability to obtain within twelve (12) months of hire date.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Non-Exempt
Department: Public Works
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the Engineering Manager or designee, performs professional level duties in support of the City's engineering services and activities including the design, evaluation and construction of street, traffic controls, landscaping, parks, storm drains and utilities and other public works projects; reviews engineering reports, drawings, specifications and calculations for buildings, structures, streets, and other public works facilities to ensure compliance with current industry practices, codes, regulations and ordinances; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.

This is the entry level class in the professional engineer series performing routine and less complex engineering duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Engineer level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

- Performs professional level engineering duties in support of the City's engineering services and activities including design and construction programs for City streets, lighting, storm drainage and utilities, traffic, parks and landscape.



- Prepares designs and specifications for assigned projects; develops engineering drawings, construction plans, specifications, contract documents, bid documents, calculations, and cost estimates for proposed projects; research project design requirements; prepares estimates of time and material costs.
- Performs plan check, review and processing of plans and specifications for projects affecting City streets, lighting, storm drainage and utilities, traffic, parks and landscape; interprets the application of design criteria; ensures compliance with professional and City standards and practices; coordinates reviews with other departments and agencies.
- Participates in the issuance of various construction permits including encroachment, transportation, and grading permits.
- Assists higher level engineers on large and complex public works construction projects or acts as a project management engineer on assigned construction projects; administers project from inception to completion including design, review, public meetings, bidding and construction; develops scope of work; serves as liaison to City staff, developers, engineers, consultants, the general public and external agencies on proposed development projects; develops project timelines and sets priorities; assigns work tasks and oversees the services of consultant staff.
- Interprets, plots, and supervises field survey data; reviews laboratory tests of construction materials; investigates field conditions related to public improvements, public utilities, and traffic safety operations; investigates field problems affecting property owners, contractors, and maintenance operations; works with public or private contractors on public improvements.
- Administers design and construction contracts; maintains logs and tracks bond expiration dates; prepares reports for the Administrative Services Department as required; collects all required inspection approvals; prepares staff reports for Council; prepares memos to City Clerk regarding accepting and releasing of bonds; prepares daily progress and final reports and prepares documentation associated bonds; prepares and maintains detail project records and plans; negotiates change orders, authorizes payment of invoices; responds to requests for information and construction correspondence.
- Administers and enforces City codes and standards on engineering projects; addresses and responds to citizen concerns related to engineering problems.
- Prepares a variety of engineering reports, studies, and technical documentation; utilizes specialized engineering applications, databases, programs and graphics.
- Responds to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding engineering and development projects.
- Prepares special engineering studies and reports.
- As assigned, performs surveys and analyses of traffic conditions, traffic volume, accidents, traffic hazards, parking, signing, and signal coordination; participates



- in planning of improvements and makes recommendations concerning street lighting, parking leading zones, and on- and off-street parking.
- Assists in overseeing assigned construction inspectors; reviews and approves inspection reports as necessary; resolves conflicts between developers, contractors, and City inspectors.
 - Assists in the design and development of public works and utility structures and the preparation of project specifications; consults with contractors; reviews plans submitted by consultants and developers to ensure conformity with established standards and regulations; assists in providing advice and instruction to subordinates on design standards and problems from the planning phase to completion of the project; prepares, reviews and recommends change orders.
 - Prepares and provides complex engineering reports, correspondence, staff reports, ordinances and resolutions to the City Manager, City Council, committees, City departments, outside agencies and the public; develops and reports statistics; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries and investigates complaints concerning engineering problems.
 - Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and outside agencies.
 - Serves as liaison for assigned section with other departments, divisions, and outside agencies; responds to and resolves issues and concerns related to assigned area of responsibility.
 - Serve as the GIS manager for all City related GIS projects and operations.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering.
 - Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipal engineering design and construction program.
- Modern and complex principles and practices of civil engineering. Principles and practices of traffic engineering.
- Structural, street, and highway design principles.



- GIS programs and applications.
- Scientific and mathematical principles as applied to civil engineering work.
- Principles and practices of project management and administration.
- Methods and techniques of contract negotiations and administration.
- Principles and practices of project budget preparation and control.
- Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
- Mechanics and properties of materials.
- Methods and techniques of engineering plan review and analysis.
- Methods and techniques of conducting site and field investigation.
- Principles and practices of field surveying including topographic and construction surveying.
- Drafting methods, techniques, and equipment including those used in computer aided drafting.
- Engineering maps and records.
- Recent developments, current literature, and sources of information related to innovations and trends in civil and traffic engineering design and development.
- Principles and practices of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
- Principles and practices of geographic information systems programs.
- Occupational health and safety standards. Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform professional engineering duties involved in the design, development, and construction management of a variety of capital improvement projects.
- Serve as the project manager on one or more Capital Improvement Projects.
- Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
- Perform engineering computations and calculations. Analyze and evaluate design drawings and specifications.
- Prepare and manage project budgets.
- Negotiate with citizens, property owners, businesses and other agencies.
- Maintain detailed project management records and documentation.
- Prepare clear and concise administrative and technical reports.



- Interpret, apply, and ensure compliance with pertinent Federal, State, and local laws, codes, and regulations.
- Interpret, explain and enforce department policies and procedures.
- Manage the work of outside consultants.
- Administer programs involving Federal, State and local grants.
- Safely and effectively operate engineering tools and equipment.
- Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
- Research, review, update, and revise existing ordinances, policies, and design standards.
- Conduct analytical traffic studies accurately and reliably.
- Coordinate activities with internal and external agencies and committees.
- Use and care for engineering, surveying, and drafting instruments and equipment.
- Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree from an accredited college or university with major course work in civil engineering or related field.

Experience: Two (2) years of professional engineering experience preferably in with a governmental agency.

Licenses and Certificates: Possession of, or ability to obtain, an appropriate driver's license. Possession of a valid certificate of registration as an Engineer-in-Training, issued by the California State Board of Registration for Professional Engineers and Land Surveyors is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT



The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date





Classification: Regular Full-Time
FLSA Designation: Non-Exempt
Department: Administrative Services
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Recreation Manager or designee, plans, organizes, coordinates, promotes, implements, and evaluates the delivery of assigned recreation programs, activities and events within the Recreation Division with particular emphasis on recreation programs. Coordinates facility rentals and tours to interested parties.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, implements, and evaluates the delivery of assigned recreation programs and activities offered within the City's Recreation Division, including an emphasis on community events
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Assists in the development and coordination of schedules of activities for all programs offered by the recreation division.
- Assesses community needs and interests; participates in the development of new recreation programs and events to meet community needs; develops curriculum.
- Develops schedules and work methods for performing assigned duties; monitors work flow and work activities; ensures adherence to safe work practices, methods, procedures, and practices.



- Supports front-line customer service staff; responds to and resolves difficult and sensitive inquiries and complaints.
- Markets and promotes assigned recreation programs, services and activities, and events to the community; prepares and coordinates the development and distribution of marketing and publicity material including press releases, brochures, pamphlets, flyers, and printed schedules.
- Assists with the supervision of facilities; coordinates joint use agreements with school district and affiliated groups; coordinates facility rentals and intercity use.
- Maintains records, statistics, program evaluations and other documents related to program activities and events; prepares and submits a variety of reports and memoranda on related subjects.
- Participates in the development and implementation of policies and procedures for providing assigned recreation services, with a particular emphasis on events.
- Assists with the collection and coding of invoices and receipts.
- Prepares division PO's as required.
- Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
- Assists the Recreation & Events Coordinator with community events and fills in when the Recreation & Events Coordinator is unable to attend an event.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations and services of assigned recreation programs, activities, or classes.
- Methods and techniques of planning, organizing, implementing, and directing assigned recreation program, activity, and class.
- Recreational, cultural, and social needs of the community.
- Current trends in recreation/education/developmental programs.
- Techniques of assessing program needs.



- Program content for specialized community activities and events.
- Techniques used in public relations and customer services practices.
- Methods and techniques utilized in advertising and public information.
- Standard program evaluation methods.
- Basic methodology of organizing groups, programs, and services in recreational and community event settings.
- Rules and equipment used in assigned recreation program area.
- Principles and procedures of record keeping and filing.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Basic principles of municipal budget preparation and control.
- Basic principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and supporting software applications.
- Appropriate safety precautions and procedures within the area of assignment.

Ability to:

- Develop, coordinate, organize, and conduct assigned recreation programs, activities, events, and classes.
- Prepare publicity concerning new or ongoing recreation offerings and events.
- Elicit community and organization support for programs and events.
- Manage contracted program leaders and respond to requests.
- Assess community needs.
- Understand community needs in recreational and community event areas and evaluate activities according to those needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Respond to requests and inquiries from the general public.



- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Maintain program related records, statistics, and documents.
- Prepare clear and concise schedules and reports.
- Respond to emergency situations and administer first aid and CPR as necessary.
- Demonstrate excellent customer relation skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Equivalent to the completion of the twelfth grade. College level courses with coursework in recreation, public administration or related field is desired.

Experience: One (1) year of recreation experience or related field.

Licenses and Certificates: Possession of a valid driver's license or ability to obtain one upon hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions as well as at indoor and outdoor recreational facilities. At times, the incumbent may be asked to work extended hours including evenings and



weekends and may be required to travel outside City boundaries to attend meetings and training. Travel to different locations within the city will be required and incumbent may be exposed to inclement weather conditions. Incumbents may also be required to work and or walk on various types of surfaces including slippery or uneven surfaces.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Public Works
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the Engineering Manager or designee, performs professional level duties in support of the City's engineering services and activities including the design and construction of street, facility, storm drain, park, traffic signal capital projects; serves as a project manager on Capital Improvement Projects; reviews engineering reports, drawings, specifications and calculations for buildings, structures, streets, utilities, and other public works facilities to ensure compliance with current industry practices, codes, regulations, and ordinances; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering projects.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Performs professional level engineering duties in support of the City's engineering services and activities including design and construction programs for City streets, utilities, facilities, traffic, and park projects.
- Prepares designs and specifications for assigned projects; develops engineering drawings, construction plans, specifications, contract documents, bid documents, calculations, and cost estimates for proposed projects; research project design requirements; prepares estimates of time and material costs.
- Performs plan check review and processing of plans and specifications for projects affecting City streets, utilities, facilities, and park; interprets the application of design criteria; ensures compliance with professional and City



standards and practices; coordinates review with other departments and agencies.

- Participates in the issuance of various construction permits including encroachment, transportation, and grading permits.
- Assists higher level engineers on large and complex public works construction projects or acts as a project management engineer on assigned construction projects; administers projects from inception to completion including design, review, public meetings, bidding and construction; develops scope of work; serves as liaison to City staff, consultants, developers, the general public and external agencies on proposed projects; develops project timelines and sets priorities; assigns work tasks and oversees the services of consultant staff.
- Interprets, plots, and supervises field survey data; reviews laboratory tests of construction materials; investigates field conditions related to public improvements, utilities, and traffic safety operations; investigates field problems affecting property owners, contractors, and maintenance operations; works with public or private contractors on public improvements.
- Administers design and construction contracts; maintains logs and tracks bond expiration dates; prepares reports for the Administrative Services Department; collects all required inspection approvals; prepares staff reports for Council; prepares memos to City Clerk regarding accepting and releasing of bonds; prepares daily progress and final reports and prepares documentation for associated bonds; prepares and maintains detailed project records and plans; negotiates change orders, authorizes payment of invoices; responds to requests for information and construction correspondence.
- Administers and enforces City codes and standards on engineering projects; addresses and responds to citizen concerns related to engineering problems.
- Prepares a variety of engineering reports, studies, and technical documentation; utilizes specialized engineering applications, databases, programs, and graphics.
- Responds to questions and inquiries from the public, developers, contractors, engineering professionals and City staff regarding engineering projects.
- Prepares special engineering studies and reports.
- As assigned, supervises construction inspectors; reviews and approves inspection reports as necessary, resolves conflict between developers, contractors and City inspectors, performs performance reviews on assigned staff.
- Assists in the design and development of public facilities and utility structures, and the preparation of project specifications; consults with contractors; reviews plans submitted by consultants and developers to ensure conformity with established standards and regulations; assists in providing advice and instruction to subordinates on design standards and problems from the planning phase to completion of the project; prepares, reviews, and recommends change orders.



- Prepares and provides complex engineering reports, correspondence, staff reports, ordinances and resolutions to the City Manager, City Council, City departments, outside agencies and the public; develops and reports statistics; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries and investigates complaints concerning engineering problems.
- Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and outside agencies.
- Serves as liaison for assigned section with other departments, divisions, and outside agencies; responds to and resolves issues and concerns related to assigned area of responsibility.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of civil engineering.
- Performs related duties as may be requested by supervisory staff.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipal engineering design and construction program.
- Modern and complex principles and practices of civil engineering.
- Structural, street, and highway design principles.
- Scientific and mathematical principles as applied to civil engineering work.
- Principles and practices of project management and administration.
- Methods and techniques of contract negotiations and administration.
- Principles and practices of project budget preparation and control.
- Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
- Mechanics and properties of materials.
- Methods and techniques of engineering plan review and analysis.
- Methods and techniques of conducting site and field investigation.
- Principles and practices of field surveying including topography and construction surveying.



- Drafting methods, techniques, and equipment including those used in computer aided drafting.
- Recent developments, current literature, and sources of information related to innovations and trends in civil and traffic engineering design and development.
- Principles and practices of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
- Principles and practices of geographic information system programs.
- Occupational health and safety standards
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform professional engineering duties involved in the design, development, and construction management of a variety of capital improvement projects.
- Serve as the project manager on one or more Capital Improvement Projects.
- Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
- Perform engineering computations and calculations.
- Analyze and evaluate design drawings and specifications.
- Prepare and manage project budgets.
- Negotiate with citizens, property owners, businesses, and other agencies.
- Maintain detailed project management records and documentation.
- Prepare clear and concise administrative and technical reports.
- Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
- Manage the work of outside consultants.
- Administer programs involving Federal, State, and local grants.
- Safely and effectively operate engineering tools and equipment.
- Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
- Research, review, update, and revise existing ordinances, policies, and design standards.
- Coordinate activities with internal and external agencies and committees.
- Use and care of engineering, surveying, and drafting equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A Bachelor of Science in Civil Engineering from an accredited university

Experience: Five (5) years of increasingly responsible professional civil engineering work.

Licenses and Certificates: Possession of a valid driver's license or ability to obtain one upon hire. Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training. Field work may also be required that includes occasional exposure to loud noise levels, fluctuating temperatures, odors, gases or contact with water or wastewater.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.



Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Community Development
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction of the Community Development Director, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex support duties related to all programs and activities of the Building Division; administers Building Code activities; manages the effective use of the City's permit processing, plans examination, building inspection, and code compliance resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Director and in areas of expertise; and performs related duties, as assigned. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.:

- Plans, manages, and oversees the daily functions, operations, and activities of the Building Division, including building inspection, plans examination, permit processing, and code enforcement.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of building inspection, plans examination, code enforcement and permit processing services and activities; assesses and



- monitors workloads, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement.
- Manages and participates in the development and administration of and oversees the division budget.
 - Participates in the selection of, trains or coordinates training, motivates, and evaluates assigned personnel; works with employees on performance issues; implements discipline and termination procedures.
 - Provides highly complex staff assistance to the Director; develops and reviews staff reports related to building inspection, plans examination, and permit processing; presents reports to the City Council, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
 - Serves as source of information for developers, engineers, property owners, and contractors regarding Building Code and City construction regulations; reviews complex code applications for requested code modifications and alternate materials and methods; represents the division, department, and City in Building Code disputes and litigations.
 - Performs preliminary review of projects submitted to the City Council and Planning Commission; performs site inspections of construction projects to ensure compliance with Federal, State, and local construction codes works closely with other departments in addressing City construction projects and code interpretations.
 - Negotiates, administers, and manages contracts for services.
 - Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovations in building inspection, plans examination, permit processing, and code compliance; research emerging products and enhancements and their applicability to City needs.
 - Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
 - Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
 - Performs other related duties as assigned

QUALIFICATIONS



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Administrative principles and practices, including goal setting, program and project development, implementation, management, and evaluation.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the division.
- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, housing, zoning, and related codes.
- Principles and practices of plan checking and plan review processes; basic principles and practices of civil and structural engineering.
- Business letter writing and report preparation techniques.
- Records management principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.



Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff, train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES



Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree from an accredited college or university with major course work in engineering, construction management, architecture, or related field.

Experience: Five (5) years of increasingly responsible administrative experience leading or overseeing a comprehensive plans examination and enforcement of building codes in a public agency setting which included at least two (2) years of management or supervisory experience.

Licenses and Certificates: Possession of, or the ability to obtain, a valid Class C California driver's license upon hire. Possession of a Combination Inspector Certificate by the International Code Council (ICC). Possession of valid International Code Council (ICC) certification as either Building Official or Plans Examiner Certificate. If only one certification is possessed, other certification shall be obtained within twelve months of hire date. CASp certification is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training. Field work may also be required that includes occasional exposure to loud noise levels, fluctuating temperatures, odors, gases or contact with water or wastewater.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other



locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification:	Regular Full-Time
FLSA Designation:	Non-Exempt
Department:	Community Development
Last Updated:	August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the Chief Building Official, the Code Enforcement Officer performs a variety of technical duties in support of the City's code enforcement and building inspection programs; monitors and enforces a variety of codes and ordinances in support of the City's Building department including those related to zoning codes, building codes, public nuisances, abandoned vehicles, animals, license regulations, and other issues relating to health, safety, and welfare of the community; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Enforces compliance with City regulations and ordinances, including those pertaining to violation of zoning codes, building codes, public nuisances, abandoned vehicles, animals, license regulations, and other issues relating to health, safety, and welfare of the community.
- Initiates investigations as necessary for observed violations as well as citizen complaints; conducts field inspections of businesses, parcels of land, structures, vehicles, and stored materials to ensure compliance with applicable City ordinances and state laws; obtains statements from complainants; contacts responsible individuals in person and in writing; prepares and posts necessary citations, violations, and other notices related to required abatements, outlining proper correction methods and time limits,



- and all necessary remedial work required; issues Administrative citations; monitors and re-inspects properties to ensure continued compliance.
- Prepares warning letters to negligent owners or contractors and carries negligent cases through prosecution in situations of non-compliance, acts as a liaison with the City Attorney and the courts regarding property abatement.
 - Cites vehicles and coordinates the removal of abandoned and illegally parked vehicles; maintains reports on vehicle towing activities.
 - As needed, performs a range of duties in support of the City's business license program including those related enforcement; conducts business license verifications in the field; locates businesses working within the City that may not be licensed by newspaper, phone listings or drive by; prepares and mails letters to unlicensed businesses; prepares and mails non-compliance and delinquent status letters.
 - As needed, performs a range of duties in support of the City's Storm Water Pollution Prevention Program (SWPPP); coordinates with the State Water Quality Board to ensure procedures are being followed per the developers SWPPP plan; conducts SWPPP inspections; assists and provides information to contractors regarding their SWPPP program; issues citations at construction sites for non-compliance of City codes.
 - Maintains accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities; draws diagrams and illustrations and takes photographs of violations.
 - Prepares a variety of written reports, memos, and correspondence related to enforcement activities; assists in the preparation of legal documents and correspondence.
 - Provides customer service over the phone and at the front counter; receives and responds to complaints from the public and staff; responds to questions and concerns from the public, departmental staff, and other agencies; provides information as appropriate and resolves service issues and complaints; interprets codes and regulations; cooperates with neighborhood improvement groups and organizations interested in neighborhood beautification, improvement, and clean up.
 - Interfaces daily with the general public both face-to-face and via electronic communication.

QUALIFICATIONS



- The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipal code compliance program.
- Principles, practices, and methods used in the enforcement of a variety of codes.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- City services and organizational structure as they relate to code compliance.
- Legal actions applicable to code enforcement compliance.
- Effective public relations practices.
- Principles and procedures of record keeping.
- Methods and techniques of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Occupational hazards and standard safety procedures.

Ability to:

- Independently perform a full range of municipal code enforcement and compliance duties.
- Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Inspect and identify violations of applicable codes and ordinances.
- Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.
- Read and interpret legal documents and descriptions.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Investigate complaints and mediate resolutions in a timely and tactful manner.
- Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records, and files.
- Research, compile, and collect data.
- Prepare clear and concise technical reports.
- Work independently in the absence of supervision.



- Exercise sound and independent judgment.
- Follow written and oral instructions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Equivalent to the completion of the twelfth grade. Specialized training in building technology, architecture, engineering, law enforcement, or related field is desirable.

Experience: Two years of paid experience working effectively with the public including experience in the interpretation and application of codes, laws, rules and procedures, or responsible code enforcement experience equivalent to that of a Code Enforcement Technician with the City of Oakley.

Licenses and Certificates: Possession of an appropriate driver's license. Possession of, or ability to obtain within two years of appointment CACEO designation as a Certified Code Enforcement Officer (Basic, Intermediate and Advanced levels).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training. Field work may also be required that



includes occasional exposure to loud noise levels, fluctuating temperatures, odors, gases or contact with water or wastewater.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification:	Regular Full-Time
FLSA Designation:	Exempt
Department:	Public Works
Last Updated:	August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction of the Public Works Director, supervises and coordinates assigned activities and operations within the Engineering Division including staff responsible for professional and technical civil engineering work in the design, investigation, inspection and construction project management of streets, storm drainage facilities, landscape, lighting, parks, pump stations, buildings and other projects; coordinates assigned activities with other divisions, outside agencies and the general public; maintains appropriate work records; serves as a technical resource for assigned work staff; performs the more technical and complex tasks relative to assigned area of responsibility; and provides highly responsible and complex staff assistance to the Public Works Director.

The Engineering Manager provides advanced technical skills and leadership to assigned functions and programs within the Engineering Division including design, investigation, inspection, and construction project management services and activities. This is a single position class responsible for the development, implementation, and maintenance of policies and procedures relating to areas of assignment. In addition to managing and directing assigned staff, this position acts as a technical and management consultant to City staff on administrative issues related to areas of assignment. The Engineering Manager works on complex problems or projects where analysis of situations or data requires an evaluation of variables using specialized technical concepts creatively and effectively. The Engineering Manager is fully functional in all aspects of engineering and performs a full range of complex professional engineering work.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties



from those set forth below to address business needs and changing business practices.

- Coordinates the organization, staffing, and operational activities for assigned engineering services and activities including staff responsible for professional and technical civil engineering work in the design, investigation, inspection and construction project management of streets, traffic signal system, storm drainage facilities, landscape, lighting, utilities, parks, development and traffic engineering, buildings and other projects; ensures conformance of all development plans, maps, and specifications for local, state, and federal rules and regulations.
- Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.
- Identifies opportunities for improving service delivery and methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Oversees internal audit of assigned operations; analyzes procedures and determines that City operates in compliance with City rules and regulations; evaluates internal controls and makes recommendations for improvement.
- Directs, coordinates, and reviews the work plan for assigned Engineering operations and functions; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Participates in the selection of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Oversees and participates in performing a broad range of design activities on a variety of public works development projects including streets, storm drainage facilities, lighting, landscaping, parks, and buildings; performs field inspections; develops design procedures; prepares plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness.
- Reviews proposed development projects for entitlement and infrastructure needs; makes recommendations as appropriate.
- Supervises the plan review and permit programs, surveying, and the public and private development review process.
- Manages the operation of the City's traffic signal system.



- Serves as the Traffic Engineer working on all traffic and transportation related tasks and projects.
- Coordinates capital improvement projects with staff, project managers, contractors, utility companies and other agencies; administers construction contracts; supervises staff on construction sites; performs field inspections; plans, coordinates, prioritizes, monitors, and participates in the work of staff responsible for reviewing design conformance and accuracy of public and private development projects.
- Participates in the selection and supervision of contract professional engineers for the development of plans specifications, studies, and reports.
- Prepares and provides complex engineering reports, correspondence, staff reports, ordinances and resolutions to the Public Works Director, City Manager, City Council, committees, City departments, outside agencies and the public; develops and reports statistics; makes presentations on engineering activities as necessary.
- Accepts responsibility for the design and development of public works and utility structures and the preparation of project specifications; consults with contractors; reviews plans submitted by consultants and developers to ensure conformity with established standards and regulations; provides advice and instruction to subordinates on design standards and problems from the construction phase to completion of the project; provides supervision of field work; prepares, reviews and recommends change orders.
- Prepares various applications for state and federal grants; initiates and conducts engineering planning studies to identify public works facility needs.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints in an efficient and timely manner.
- Provides staff assistance to the Public Works Director; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary; prepares various reports for the City Council; prepares monthly internal financial reports, analyzes budget to actual percentages, and investigates significant variances.
- Coordinates assigned engineering activities with those of other divisions and outside agencies and organizations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of civil engineering; incorporates new developments as appropriate into programs.
- Performs traffic studies and analysis and manages the operation of the City's traffic control system.
- Performs related duties as required.



QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a municipal engineering design and construction program. Modern and complex principles and practices of civil engineering.
- Principles of supervision, training, and performance evaluation.
- Principles of municipal budget preparation and control.
- Principles and procedures of record keeping.
- Principles of Traffic System and Signal operations and programming.
- Principles of business letter writing and basic report preparation.
- Scientific and mathematical principles as applied to civil engineering work.
- Advanced principles and practices of project management and administration.
- Methods and techniques of contract negotiations and administration.
- Principles and practices of project budget preparation and control.
- Advanced methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
- Mechanics and properties of materials.
- Advanced methods and techniques of engineering plan review and analysis.
- Advanced methods and techniques of conducting site and field investigation.
- Principles and practices of field surveying including topographic and construction surveying.
- Advanced drafting methods, techniques, and equipment including those used in computer aided drafting.
- Engineering maps and records.
- Municipal engineering laws, ordinances, codes, specifications, and plans.
- Recent developments, current literature, and sources of information related to innovations and trends in civil and traffic engineering design and development.



- Principles and practices of business correspondence and technical report preparation.
- Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
- Principles and practices of geographic information systems programs.
- Occupational health and safety standards.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Coordinate and direct assigned engineering programs.
- Supervise, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff. Recommend and implement goals, objectives, policies, and procedures for providing engineering programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Coordinate the project management of multiple Capital Improvement Projects.
- Interpret and apply applicable laws, codes and regulations.
- Negotiate and manage construction contracts.
- Maintain detailed project management records and documentation.
- Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
- Research, review, update, and revise existing ordinances, policies, and design standards.
- Analyze the operation of a traffic signal system and its programming.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Research, analyze, and evaluate new service delivery methods and techniques.



- Adjust operating procedures as necessary to improve organizational effectiveness.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Safely and effectively operate engineering tools and equipment.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree from an accredited college or university with major course work in civil engineering or related field.

Experience: Five (5) years of increasingly responsible engineering experience including two (2) years of lead supervisory responsibility.

Licenses and Certificates: Possession of, or ability to obtain, an appropriate driver's license. Possession of a valid certificate of registration as a Professional Civil Engineer and Traffic Engineer in the State of California as required by the assigned position.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date





Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Administrative Services
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction of the Administrative Services Director, plans, organizes, coordinates, and participates in the work and assigned operations of the accounting, accounts receivable, accounts payable, and payroll functions and internal and external auditing functions; supervises assigned staff; coordinates assigned activities with other divisions, outside agencies, and the general public; performs advanced level professional accounting work; coordinates assigned activities with those of other City departments; administers current and long-term planning activities; manages the effective use of department resources to improve productivity and customer service; and performs related duties, as assigned.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Plans, coordinates, and administers operations of the assigned Finance Division.
- Assigns work to assigned division staff; monitors work activities to ensure work quality and accuracy; ensures compliance to applicable rules, policies, and procedures.
- Prepares a variety of technical reports requiring research, analysis and interpretation.
- Recommends goals and objectives; assist in the development of policies and procedures.



- Directs, oversees and participates in the development of the Division work plan; assigns work activities, projects and programs; monitors work flow; implements policies and procedures; reviews and evaluates work products, methods and procedures.
- Plans, organizes, administers, reviews and evaluates the work of assigned staff.
- Provides for the selection, training, professional development and work evaluation of subordinate staff; makes recommendations on hiring, termination, promotion and discipline as required.
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies, recommends within policy, appropriate service and staffing levels.
- Compiles and prepares a variety of ledgers, schedules, financial statements, reports, and accounting records; examines accounting transactions to ensure accuracy; prepares or approves journal vouchers/entries to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Assists in the preparation of the City's annual budget; prepares expenditure and revenue calculations and projections, historical comparisons and trend analysis.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; assists in the preparation of the new-year, mid-year, year-end and special reports, including the State Controller's Report and Annual Comprehensive Financial Report (ACFR).
- Provides information and assistance to other staff, outside organizations and agencies regarding financial policies and procedures; interprets policies and procedures for departments.
- Manages interim and final annual audits.
- Participates in the recommendation of appointment of personnel provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Records City investments and interests on a quarterly basis as well as manages bond payments.
- Coordinates assigned activities with other City divisions, departments and outside agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.



- Attends meetings and conferences; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to City needs.
- Performs related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Principles and practices of Generally Accepted Accounting Principal (GAAP) and Generally Accepted Accounting Standards (GAAS).
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.



Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree in finance, accounting, business administration or equivalent.

Experience: Four (4) years of increasingly responsible experience in professional accounting, preferably in a municipal government setting, of which at least two (2) years is at a supervisory level.

Licenses and Certificates: Possession of a valid Class C California driver's license or the ability to obtain upon hire.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Administrative Services
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction of the Administrative Services Director, manages, supervises, and coordinates the activities and operations of the Human Resources Division including recruitment and selection, employer-employee relations, performance management, classification and compensation, workforce training and development, benefits administration, and workers' compensation; coordinates assigned activities with other division, departments, and outside agencies; and provides highly responsible and complex administrative support to the Administrative Services Director.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Assumes management responsibility for assigned services and activities of the division, including recruitment and selection, employer-employee relations, performance management, classification and compensation, workforce training and development, benefits administration, and workers' compensation.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within City policy, appropriate service and staffing levels.



- Plans, coordinates, and reviews the work plan for Human Resources staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Assists with the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Initiates, conducts, and/or oversees investigations relative to complaints of discrimination, harassment, and/or other workplace wrongdoing.
- Provides assistance and guidance to departments in the use of and appropriate procedures to follow in addressing performance issues with employees through the corrective discipline process.
- Administers the Citywide employee benefit and retirement program activities through contract administration and outside provider services, including open enrollment.
- Manages and tracks FMLA, CFRA, 4850 and all other leaves; remains current with laws and policies and procedures for required leaves.
- Prepares, reviews and analyzes employee personal, benefit and salary changes each pay period and approves these changes.
- Manages workers' compensation for the City and acts as a liaison between the employee and workers' compensation.
- Provides technical support to the Chief Negotiator for the City in the negotiation of labor agreements with employee organizations; initiates special studies for meet and confer purposes; coordinates cost analysis on negotiation proposals; drafts contract language; administers labor agreements; represents the City in labor and management issues.
- Conducts and/or oversees classification and compensation studies and makes recommendations to the Administrative Services Director.
- Serves as the liaison for the Human Resources Division with other divisions, departments, and outside agencies; serves as a technical resource; negotiates and resolves sensitive and controversial issues; consults with employment labor laws attorneys when necessary; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.



- Provides responsible staff assistance to the Administrative Services Director; conducts a variety of organizational studies, investigations, and operational studies; drafts proposed resolutions and ordinances; prepares correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of human resources, risk management, workers' compensation, and other service delivery responsibilities; incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic principles and practices of modern human resources function in a public agency setting.
- Methods, practices, terminology, and procedures used in benefits administration.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.



- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation

Ability to:

- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- Review documents for completeness and accuracy.
- Coordinate effective recruitment, testing, and selection practices.
- Maintain accurate and confidential human resources records.
- Review and reconcile employee benefit records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Respond to and effectively prioritize multiple requests for service.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Distribute, screen, and evaluate employment applications.
- Use sound judgment in recognizing scope of authority
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.



EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree from an accredited college or university with major course work in human resources, business administration, public administration, or related field.

Experience: Five (5) years of increasingly responsible human resources experience including two years of administrative and supervisory responsibility.

Licenses and Certificates: Possession of a valid California driver's license or the ability to obtain upon hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.



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EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

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Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Exempt
Department: City Manager
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Assistant City Manager, plans, coordinates, supervises and performs responsible computer hardware and software support activities to the City including system analysis, design, development, installation, operations and maintenance, need and feasibility analysis, data communications and database management; performs complex, technical and professional level work in information technology functions, operations and processes; serves as technical resource to staff; other duties as required.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Plans, coordinates, and administers programs and projects within the IT division.
- Assigns work to division staff, including any contract staff, monitors work activities, projects, and programs; ensures work quality, accuracy and compliance to applicable rules, policies, and procedures; monitors workflow implements policies and procedures; reviews and evaluates work products, and methods and procedures.
- Recommends and implements goals and objectives; monitors changes in applicable regulations and trends, programs, procedures that may affect department activities and functions; ensures compliance with local, State and Federal regulations concerning procedures and work methods; and resolves issues regarding activities.



- Participates in the recommendation of appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.
- Maintains the operation and performance of all local area networks and computer systems City-wide; troubleshoots hardware and software problems and errors; determines causes of error or system failure and takes corrective action.
- Manages, monitors, and coordinates of the work of consultants; prepares requests for proposals, reviews of bids, interviews and selection of consultants; manages workflow, communication of expectations and priorities, and monitors of outcomes; may negotiate contracts.
- Manages the operation of network servers, personal computers, micro-computers, and networked systems, including PC-based data-communication and telecommunications systems; maintains standards of operational capacity and ease of workflow.
- Plans and researches opportunities to develop improvements to computerization capabilities; confers with City departments to evaluate information needs; researches, develops and recommends solutions.
- Coordinates maintenance of servers, communication systems, personal computer hardware and peripheral equipment, performing routine maintenance and contacting service vendors as necessary.
- Participates in the development and administration of the departmental budget as it relates to assigned functions; forecasts funding needs for equipment, materials, supplies, and other necessary resources; monitors approved expenditures; implements mid-year adjustments and expenditures as directed.
- Analyzes, detects, identifies and corrects complex technical problems and deficiencies; integrates complex systems for interoperability over multiple platforms and technologies; evaluates recommendations in response to requests from departments related to systems development and/or the feasibility of computer applications.
- Maintains servers and related infrastructure; provides support for backup and recovery.
- Prepares and maintains system procedures and documentation; monitors system and network resources; maintains and administers security systems and methodologies.
- Researches, plans, installs, configures and maintains virtual infrastructure; monitors, servers, storage and network to ensure continuous availability of applications; installs, configures and maintains virtual desktop environment.



- Participates in the strategic planning for and establishment of division objectives and performance standards; evaluates operations and activities in terms of over-all effectiveness; implements improvements and modifications as necessary; and adjusts overall goals and objectives in response to changing directives and/or City needs and priorities.
- Assists users in identifying and meeting their automation needs and developing alternative solutions; directs the design and implementation for systems and procedures for improving the efficiency of operations; develop system design specifications; review and recommend new or modified programs, systems, upgrades and develop in-house software.
- Develops, implements, and manages assigned operational systems and processes to maximize the effectiveness and responsiveness of assigned programs; acts as a technical resource to staff in a positive and supportive manner.
- Conducts needs analysis; researches and recommends hardware and software systems and new technologies that meet user needs while providing a coordinated information systems approach throughout the City; conducts feasibility studies regarding system capability, equipment needs, time and cost constraints of proposed projects and products.
- Reviews and tests computer hardware and software; remains current on new hardware and software products.
- Installs and configures new personal computers (PC) and software; installs network components such as routers and switches, workstations and cables; develops and maintains computer systems.
- Responds to questions and concerns from employees regarding networks or software problems; provides information as is appropriate and resolves complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Manage and administer the City's telephone system, City website and the City's video security camera system.
- Maintains inventory and replacement schedule updates of information technology related equipment as well as maintaining a variety of records pertaining to inventory and systems.
- Coordinate user-training programs for employees; demonstrate software program application and peripheral equipment use; interact with management and staff concerning user operational support needs.
- Develops, implements, and maintains the City's community and meeting interface systems.



QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Information technology infrastructure components such as servers, storage, databases, operating systems, telecoms, desktop computers, mobile devices, network technologies, multiple client platforms.
- Personal computer hardware and software, network operating systems and peripheral equipment.
- Data-communications and telecommunications systems.
- Principles and techniques for computer systems analysis, design and administration.
- Principles and techniques for work planning, scheduling, measurement and reporting.
- Current hardware and software supply sources, pricing, and quality.
- Basic programming languages, programming techniques and a variety of operating systems, protocols, cabling methods and networking techniques.
- Utilization, security, and maintenance of cloud-based technology.
- Basic principles of supervision.

Ability to:

- Identify and resolve high complex problems with a high level of diagnostic skills related to hardware and software, evaluate new information technologies, prepare technical documentation, and maintain up-to-date knowledge of technology trends.
- Work independently; analyze computer operations and organize their component parts into logical systems.
- Analyze user needs and develop cost effective resolutions utilizing appropriate technology.
- Read and interpret complex manuals, documentation and reports relative to proper computer and systems operations.



- Install telecommunication and data-communication equipment.
- Conduct training on systems operations; understand, implement, and utilize cloud-based technologies.
- Prepare clear and concise written instructions on systems operations; work with various current operation platforms and systems; understand and interpret technical information (oral and written).
- Supervise others in the accomplishment of tasks.
- Adapt to rapidly changing technology.
- Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.
- Operate, maintain and repair network servers, cloud-based technologies, networked PCs, standalone PC computers, printers and a variety of peripheral hardware as well as customized software applications and standardized packages.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree, from an accredited university, in computer science, information technology or a related field.

Experience: Four (4) years of directly related experience in supporting a multi-user, multi-functional data management system preferably in a municipal government setting, of which at least two (2) years is at a supervisory level.

Licenses and Certificates: Possession of a valid driver's license or ability to obtain one upon hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.



Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Non-Exempt
Department: Administrative Services
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direct supervision of the Finance Manager, the Payroll Specialist plans and organizes the City's payroll function. This position is responsible for maintaining the payroll system, reviewing and reconciling payroll reports, providing information for journal entries, providing payroll information to other employees, and performing other duties as required.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Maintains the payroll system and employee pay records; posts and distributes time and attendance records; audits time sheets; inputs approved payroll and employee information; prepares bi-weekly records so the payroll liabilities are ready for posting; prepares paychecks; distributes paychecks and reports.
- Posts payroll records to the general ledger; prepares routine and special reports on payroll issues; reviews and approves vouchers for payment of payroll liabilities.
- Processes State and Federal tax forms, including all year end filings.
- Prepares City's quarterly tax reports for State and Federal compliance.
- Reviews flexible spending account audit for accuracy with the City's payroll records.
- Prepares the annual compensation report required by the State Controller's Office.



- Assists in the interpretation of collective bargaining agreement provisions and the personnel rules and recommends applicable changes to the payroll system.
- Identifies, reconciles and resolves inconsistencies relative to payroll accounts and accounting controls; prepares manual checks when necessary, and makes applicable wage adjustments.
- Reconciles employee payroll deductions with benefit insurance premiums and liability accounts, such as medical plans, life insurance plans, and disability insurance plans.
- Calculates and reconciles payroll corrections, adjustments and retro pay.
- Assists employees, benefit vendors, and outside agencies with payroll questions and assists employees with payroll related forms.
- Researches changes to wage and hour ordinances and recommends modifications to the payroll system to comply.
- Establishes and maintains effective working relationships with staff, the community, other agencies, and the public.
- Issues checks to CalPERS and prepares and maintains all required CalPERS reports that pertain to employees' salaries.
- Pays union dues in accordance with applicable collective bargaining agreements.
- Administers the provisions of FMLA/CFRA, COBRA, Labor Code 4850, temporary disability to applicable employees.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practice of municipal payroll processing and accounting, payroll records, maintenance; Federal, State and local wage and hour laws, codes, ordinances and labor agreements.
- Basic City budget practices relative to financial reporting.
- Generally accepted accounting principles; automated payroll systems and operations.
- Computerized record keeping systems.



- Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), COBRA law, Internal Revenue Code Section 125 rules, and wage garnishment.

Ability to:

- Maintain current knowledge of City, State and Federal regulations affecting payroll.
- Maintain internal control of payroll operations; interpret, explain, and apply the laws governing payroll administration.
- Accurately maintain payroll records and files.
- Accurately process a complex payroll on a timely basis; identify errors in records and correct them.
- Understand oral and written communications; accurately count, record and balance transactions.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships.
- Work a varied schedule or night or weekends on rare occasions.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Equivalent to an associate of arts degree in business or public administration, finance, or a related field. A bachelor's degree is preferred.

Experience: Three (3) years of experience in payroll accounting, preferably in a municipal government, is required.

Licenses and Certificates: Possession of a valid driver's license or ability to obtain one upon hire.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Non-Exempt
Department: Community Development
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Chief Building Official and within the Building Division, the Permit Technician is responsible for permit processing, public counter duties, and other technical duties in support of the division. The work has technical aspects, requiring the interpretation and application of policies, procedures, and regulations, and involves frequent contact with the public. Responsibilities require independent judgment as well as knowledge of departmental activities. The incumbent is responsible for coordinating the permit and plan check process, conducting preliminary plan checks for completeness and accuracy; administration of subdivision plan check/permit processes; and evaluating current procedures.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responsible as the first point of contact to the public.
- Offers professional customer service.
- Assists customers to get questions answered or concerns addressed for the permit and plan check process.
- Advises public on permit requirements and permit application process; calculates and assesses appropriate permit fees; collects and records fees and coordinates deposits with the finance department staff; processes, issues and accepts building permit applications and certificates of occupancy; reviews applications for completeness and accuracy; verifies contractors' licenses, workers' compensation, and insurance coverages.



- Calculate building permit fees for new single-family dwellings. Compose and maintain fee spreadsheets for multiple lots.
- Researches permit application status and records; routes applications and permits to other departments or outside agencies; logs permit activities and generates computer reports; updates permit records and files; enters data into automated system; retrieves and files documents.
- Responds to in-person and phone inquiries and concerns from the general public directs callers/customers to appropriate resources and/or provides information as appropriate and resolves service complaints.
- Provides information on code-related questions as they relate to building permits.
- Coordinates daily inspections and maintenance of inspection records with inspectors.
- Retrieves messages, verifies data, and logs inspections into automated system.
- Reviews, updates, maintains, and retrieves appropriate records and files using various media and retrieval methods; responds to data requests that may require extensive records duplication efforts.
- Provides information to City staff, other organizations, departments and agencies regarding departmental activities and functions.
- Coordinates the division's records retention with the City Clerk according to retention schedule and state regulations.
- Prepares a variety of correspondence including citations and property liens/releases, and maintains records, and tickler files.
- Evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Responsible for monthly and quarterly statistics on all permits issued.
- Responsible for tracking and tabulation of pass-through fees to State agencies.
- Assists Code Enforcement personnel and coordinates operation of Residential Rental Inspection Program.
- Assists Building Official and the Community Development Director with various administrative duties including coordination of the Vacant and Foreclosed Properties Program.
- Assists Engineering Division with assigning new subdivision addresses.



- Prepares approved address list and forward to builders and outside agencies.
- Performs related duties as assigned.

QUALIFICATIONS

- The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Standard office practices and procedures.
- Methods and techniques of leading, training and motivating.
- Filing systems and record keeping; construction practices and concepts.
- Building codes, ordinances and procedures; basic construction terminology.
- Modern office equipment including a computer and applicable software.
- Basic principles of mathematics.
- Records management principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read blueprints and maintain records.
- Follow oral and written directions.
- Learn the automated permit management system.
- Review applications for completion and accuracy; research permit applications.
- Work with and provide information to the public.



- Handle with poise and confidence all complaints and questions concerning Building, Code and Rental inspection programs.
- Be able to handle both walk-in and telephonic traffic concurrently.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A high school diploma or G.E.D. equivalent supplemented by some directly related college level course work.

Experience: Three years of experience in construction permit processing in a building department or the performance of related work.

Licenses and Certificates: Possession of, or ability to obtain, a valid class C California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT



The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

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Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Non-Exempt
Department: Public Works
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction of the Public Works Maintenance Manager or designee, leads, assigns, oversees, reviews and participates in the work of the in-house crew responsible for the maintenance and repair of streets, storm drainage infrastructure, parks, landscaping, medians, recreational fields, and buildings or facilities throughout the City. Assists in supervising maintenance and contract personnel as assigned; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions and outside agencies; maintains appropriate work records including timecards and work orders; serves as a technical resource for assigned work crew(s); and all tasks of the maintenance personnel with an emphasis on the more technical and complex tasks relative to assigned area of responsibility.

Incumbent in this classification performs a variety of complex and semi-skilled tasks related to the maintenance division. Employees in this classification are skilled workers, who provide field level supervision of the in-house maintenance crew and any contractors.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Leads, plans, trains, participates in and reviews the work of in-house staff responsible for the maintenance, repair, and/or renovation of assigned streets, storm drainage infrastructure, parks, landscaped areas, sports fields, trees, and street medians; develops and implements crew assignments and assists in the



discipline of staff as necessary; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.

- Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance.
- Assists the Division Manager in the day-to-day management of operations and supervision of contracted maintenance, tree and urban forest services.
- Oversees, monitors, and maintains the City's central irrigation system and coordinates directly with contractors.
- Leads the Division's safety program, ensuring proper training, record keeping, equipment, and storage are in compliance with laws, regulations, and City policy.
- Identifies and responds to streets, storm drainage infrastructure, parks, landscape, trees and/or facilities maintenance problems or alerts contractors to service needs; inspects the work of crew (and contractors) during the course of work.
- Oversees and participates in setting up a maintenance program when requested for community events, programs and activities.
- Investigates complaints related to the City's streets, storm drainage infrastructure, parks, trees, and facilities; responds to inquiries and requests from the public and City staff.
- Assists in assigned capital improvement projects including in the reviewing of all new plans related to the division; makes corrections as necessary; ensures that plans meet City standards and specifications.
- Enforces and observes testing of materials; reviews test reports; performs final inspection upon completion of project. Compiles detailed data on construction progress and inspection results including project punch-lists.
- Establishes and maintains a variety of logs, work orders, and records and prepares reports on operations periodically and upon request.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the general public.
- Implements the best use of City resources including researching costs for necessary equipment and materials, creates staff schedules, and determines workload.
- Operates and cares for a variety of motorized, power, and hand-powered machines and equipment to include roller, dump truck, backhoe/front loader, jackhammer, tamper, compressor, arc welder, mower, concrete saw, auger or sand blasting machine, pickup truck, shovels, rakes, picks, hoes, wrenches, edgers, drills and saws.



- Inspects all playgrounds routinely and other assigned areas; corrects and/or reports safety hazards, vandalism; reports graffiti; paints and repairs park furnishings; performs general grounds cleaning; cleans and maintains assigned areas; inspects, repairs, and replaces free standing awnings and shade coverings citywide; picks up and discards trash and litter; and oversees maintenance of city-owned public art.
- Removes weeds, trash and other debris from City public property.
- Repairs and installs traffic signs, sets up lane closures with traffic safety devices.
- Removes and repairs pavement surfaces and potholes.
- Sprays oil and traffic paint in accordance with established standards.
- Receives and responds to a variety of customer requests, concerns, and complaints regarding assigned public works functions and activities; researches answer or refers inquiry to appropriate resource.
- Reports to work during call-out situations that may occur during non-work hours and coordinate work activities of both non-emergency and emergency situations.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Best practices, methods, materials, terminology, and equipment, as it relates to the maintenance division.
- Considerable knowledge of grounds maintenance methods and techniques
- Considerable knowledge of trees, plants, flowers, weed and shrubs, including the diseases and insects with which they may become infected and their eradication.
- Considerable knowledge of streets and street repair.
- Operation and maintenance of tools and equipment used in ground maintenance.
- Principles and practices of employee supervision including work planning.
- Assignment review and evaluation, and the training of staff in work procedures.
- Budgeting preparation, procedures and techniques.



Ability to:

- Effectively plan, organize, supervise, review, and evaluate the work of assigned personnel.
- Plan, organize, and supervise the construction, maintenance, and repair of streets, storm drainage infrastructure, park grounds, landscape areas, and related park and recreation facilities.
- Train personnel on work related activities, procedures, and safe practices.
- Respond to emergency situations in a proper and effective manner.
- Program irrigation controllers and repair all components of irrigation systems. Recognize troubleshoot, and complete repair of irrigation deficiencies.
- Maintain equipment in good operating condition. Read, interpret and understand landscape diagrams, plans and drawings. Provide quality service in a cost-effective manner.
- Perform heavy physical labor.
- Learn and follow City of Oakley codes, regulations, and policies.
- Communicate effectively both orally and in writing.
- Operate a variety of light and heavy equipment, including hand and power tools.
- Work independently and perform heavy manual work on a regular basis.
- Effectively utilize computer applications and technology related to work.
- Prepare and maintain accurate, up-to-date reports and records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Apply safe work practices.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Equivalent to the completion of the twelfth grade. Specialized training or college level coursework in any of the related areas of responsibility is highly desired.

Experience: Four (4) years of broad and extensive experience in maintenance or a related field, including at least two (2) years of lead worker experience.



Licenses and Certificates: Possession of a valid driver's license. Highly desired, but not required: Possession of a valid California Department of Pesticide Regulations Qualified Applicators License or Qualified Applicators Certificate with categories: B, C and F; a valid Backflow Prevention Tester Certificate; a valid ISA Certified Arborist Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor setting and shop environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a shop environment; to walk, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operator assigned equipment and vehicles; and to verbally communicate to exchange information. Must possess sufficient strength and stamina to lift and carry objects weighing up to 90 pounds and perform sustained heavy physical labor.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Public Works
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the general direction of the Public Works Director/City Engineer, the Public Works Maintenance Manager plans, organizes and manages the day-to-day administration, planning, the work of assigned employees in the Maintenance Division, and monitors work performed by contract landscape services. Additionally, administers and controls the associated budget(s); manages and participates in the development, improvement, maintenance and repairs of all City parks, landscape, joint- use facilities, playgrounds, open space, trails, urban forest, planters and medians, ensures compliance with Cal OSHA requirements, and performs any other related or assigned parks and landscape responsibilities.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for assigned Division; interprets and complies with all applicable federal and state regulations.
- Monitors and directs daily operations to ensure that policies and procedures are being followed, that goals and objectives are met, and that services are being provided efficiently and effectively; takes corrective action as necessary; handles the most difficult, sensitive or controversial projects for the Division.
- Develops and monitors the Division's budget; oversees financial well-being of the Division by analyzing cost effectiveness and directing cost control activities; prepares, submits, and justifies budget enhancement requests to the Public Works Director.



- Plans, organizes, administers, reviews and evaluates the work of subordinate staff.
- Oversees and reviews the work of outside contractors and consultants; ensures work is performed consistent with project requirements, timelines, and budget guidelines; takes remedial action when necessary.
- Inspects City, developer and commercial landscape installations.
- Provides for the selection, training, professional development and work evaluation of subordinate staff; makes recommendations on hiring, termination, promotion and discipline as required.
- Assists in grant preparation and administration.
- Oversees the computerized Central Irrigation Control System.
- Creates and manages contracts and agreements with third parties regarding joint use facilities and/or maintenance of City property.
- Prepares and maintains records on park operations, equipment, and evaluation of service delivery methods and procedures.
- Monitors and oversees safety practices, works with staff in preparing reports of injuries, incidents, safety training and implementing preventative measures.
- Responds to public inquiries, comments, complaints and suggestions; resolves significant and controversial issues.
- Confers with and represents the Division in meetings with other City departments and divisions; serves as the City representative with a variety of public, business and community organizations; fosters collaborative relationships to the benefit of the Division, department and the City.
- Prioritizes and allocates available Division resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares and directs the preparation of a variety of written correspondence, reports, procedures, directives and other materials.
- Specifically responsible for the pest and chemical program, maintaining permits, written recommendations, training, and reports to the County.
- Performs occasional maintenance tasks to teach, instruct and assist in the work of other Division personnel.
- Performs other duties as assigned.



QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Park maintenance principles, practices, and work methods.
- Safety requirements and procedures within area of assignment.
- Public works contracting regulations and processes.
- Operations, services, and activities of a municipal Public Works Maintenance Division, including fleet coordination, streets, landscape and facilities and other various municipal operations.
- Advanced principles and practices of design, construction, maintenance and repair of parks, landscaped areas and related facilities.
- Methods and techniques of performing preventative maintenance including preventative maintenance inspection methods.
- Advanced methods and techniques for performing diagnostic troubleshooting services.
- Principles of mathematics.
- Operational characteristics of standard maintenance equipment.
- Principles, practices, rules and codes relating to work safety management.
- Acquisition and disposal practices for vehicles and equipment.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of record keeping.
- Effectively dealing with the public, vendors, contractors, and City Staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Principles of business letter writing and basic report preparation.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.



- Pertinent local, State and Federal laws, ordinances, codes, regulations, and rules, including those related to pesticide, herbicide and related hazardous materials management.

Ability to:

- Coordinate and direct operations and activities of the Maintenance Division.
- Supervise, organize, and review the work of assigned staff involved in the Maintenance Division.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing street maintenance programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Analyze a complex issue and develop and implement an appropriate response.
- Research, analyze, and evaluate new and existing service delivery methods and standard operating procedures.
- Assess and meet community service needs; deal effectively with various segments of the community; develop and maintain harmonious public relations.
- Identify and interpret technical and numerical information.
- Maintain required work logs, record-related operational and maintenance data with use of various computer software programs.
- Prepare clear and concise written reports.
- Learn, interpret, and apply City, Department, and Division rules, regulations, policies and practices.
- Follow written and oral directions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Safely and effectively operate a variety of equipment, tools, and materials; drive and operate trucks and construction equipment.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Effectively manage property and customers.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.



- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree from an accredited college or university with major course work in Parks Administration, Public Administration, or a closely related field.

Experience: Five (5) years of broad and extensive experience in the construction, maintenance, and improvement of parks and landscaped areas, including at least two (2) years in a responsible management/supervisory capacity.

Licenses and Certificates: Possession and maintenance of a valid California class C driver's license and a satisfactory driving record. Certifications in Playground Safety Inspector (NPSI), and CA Qualified Applicator Certificate (QAC) are required. Other job-related certification and or licensing are desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and shop environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.



Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a shop environment; to walk, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operator assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Public Works
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction of the Public Works Maintenance Manager or designee, directs, supervises, assigns, reviews, coordinates, and participates in the activities and operation of the Maintenance Division; functional areas of responsibility include Fleet coordination, Streets, Parks & Landscape, and Facilities. Ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions and outside agencies; maintains appropriate work records including timecards and work orders, serves as a technical resource for assigned work crews; performs the more technical and complex tasks relative to assigned area of responsibility; and provides highly responsible and complex administrative support to Department management.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the construction, maintenance, repair, and cleaning of City parks, streets, street lights, curbs, gutters, storm drains, rights-of-way and related structures including street and sidewalk resurfacing, repairing, patching, and cleaning, as well as curb and gutter removal and replacement; provide advice and assistance in the installation and maintenance of City signs, road markings, striping, and delineators; supervise the painting of street lines and crosswalks.
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of



approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.

- Participate in the selection of assigned staff; provide or coordinate staff training; plan, direct, coordinate, and review the work plan for all assigned staff; evaluate assigned personnel; work with employees to correct deficiencies; implement discipline procedures, as needed.
- Establish and implement Division safety guidelines and programs; coordinate and prepare materials for safety meetings; ensure safety training of all staff and ensure work environment is within compliance of government safety and environmental standards.
- Oversee and participate in the development and administration of assigned program budgets; submit budget recommendations; monitor expenditures; write grant proposals; prepare and maintain various accounting systems for analyzing Maintenance Division assessment costs and associated fees.
- Participate in Capital Improvement Projects (CIP); ensure that work is completed on time and within budget constraints.
- Prepare cost estimates for Division work and repair activities.
- Perform and coordinate the more technical and complex tasks of the work unit including planning and coordinating the purchase, utilization, replacement, and disposal of City owned cars, trucks and equipment; develop and prepare vehicle and equipment specifications for purchase as necessary; analyze and track vehicle replacement/repair costs; reading and interpreting complex construction plans and specifications.
- Prepare or review and maintain a wide variety of written reports including timesheets, work orders, and maintenance requests; input information into a computer system; prepare statistical and/or analytical reports on operations and activities, as necessary.
- Maintain inventory for fleet maintenance in coordination with the Fleet Manager; participate in ordering equipment and supplies, as necessary.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary; respond to emergency call outs, while in an “on-call” status or otherwise directed.
- Coordinate assigned Maintenance Division activities with those of other divisions, departments, and outside agencies and organizations.
- Oversee, coordinate, and inspect the work of contractors and staff in assigned functional areas.
- Monitor Division work sites to ensure adherence to safe work practices and procedures; check sidewalks, streets, curbs, gutters, signs, legends, and related systems and facilities for needed maintenance and repairs; respond to and resolve complex work related or equipment operating problems.



- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the Maintenance Division; incorporate new developments as appropriate into programs.
- Maintain inventory control; solicit bids and prepare specifications for purchasing of supplies, equipment, and materials; seek alternative forms of funding; prepare and manage materials and labor for City festivals and special events.
- Assist with new development designs; read and interpret engineering plans, develop project budgets; solicit bids from contractors and make recommendations for new construction; manage and oversee contracts and projects; provide basic plan checking for compliance with specifications; review change orders.
- Coordinate, organize, and implement public participation in Division related improvement and maintenance programs; meet with community groups, clubs, organizations, and agencies to explain and promote Division related programs.
- Provide responsible staff assistance to the Public Works Director and Public Works Maintenance Manager; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures within functional areas of responsibility, as appropriate.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipal Public Works Maintenance Division, including fleet coordination, streets, landscape and facilities and other various municipal operations.
- Advanced principles and practices of design, construction, maintenance and repair of parks, landscaped areas and related facilities.
- Methods and techniques of performing preventative maintenance including preventative maintenance inspection methods.
- Advanced methods and techniques for performing diagnostic troubleshooting services.
- Principles of mathematics.
- Operational characteristics of standard maintenance equipment.
- Principles, practices, rules and codes relating to work safety management.
- Acquisition and disposal practices for vehicles and equipment.



- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent local, state and federal laws, ordinances, codes, regulations, and rules, including those related to pesticide, herbicide and related hazardous materials management.

Ability to:

- Coordinate and direct operations and activities of the Maintenance Division.
- Supervise, organize, and review the work of assigned staff involved in the Maintenance Division.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing street maintenance programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Analyze a complex issue and develop and implement an appropriate response.
- Research, analyze, and evaluate new and existing service delivery methods and standard operating procedures.
- Assess and meet community service needs; deal effectively with various segments of the community; develop and maintain harmonious public relations.
- Identify and interpret technical and numerical information.
- Maintain required work logs, record-related operational and maintenance data with use of various computer software programs.
- Prepare clear and concise written reports.
- Learn, interpret, and apply City, Department, and Division rules, regulations, policies and practices.
- Follow written and oral directions.



- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Safely and effectively operate a variety of equipment, tools, and materials; drive and operate trucks and construction equipment.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Effectively manage property and customers.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Equivalent to the completion of the twelfth grade. Specialized training or college level coursework in any of the related areas of responsibility is highly desired.

Experience: Five (5) years of increasingly responsible experience in managing multiple program areas and maintenance operational activities, including the performance of supervisory functions.

Licenses and Certificates: Possession of a valid driver's license. Highly desired, but not required: Possession of a valid California Department of Pesticide Regulations Qualified Applicators License or Qualified Applicators Certificate with categories: B, C and F; a valid Backflow Prevention Tester Certificate; a valid ISA Certified Arborist Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT



The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and shop environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a shop environment; to walk, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operator assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification:	Regular Full-Time
FLSA Designation:	Non-Exempt
Department:	Public Works
Last Updated:	August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

This is the entry-level position in the Public Works Department, Maintenance Division, that works under the direction of the Public Works Maintenance Manager or designee and is responsible for the maintenance and repair of streets, storm drainage infrastructure, parks, landscaping, medians, recreational fields, and buildings or facilities throughout the City.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Removes weeds, trash and other debris from parks, landscape areas, and other public property.
- Trims trees, bushes, shrubs and mows turf areas.
- Digs, shovels, hauls, loads and unloads soils, sand, leaves, trimmings, and other materials.
- Removes and replaces pavement surfaces; repairs potholes.
- Cleans restrooms, pump houses, play courts and picnic areas.
- Paints, replaces light bulbs; clears plugged drains and toilets.
- Performs custodial duties.
- Sprays oil and traffic paint in accordance with established standards.
- Cleans storm channels and catch basins.
- Cleans, pump houses, play court and picnic areas.
- Paints and clears plugged drains.
- Operates and maintains a wide variety of hand and power tools and light equipment related to parks and general facilities maintenance.



- Inspects and/or repairs play equipment at frequent intervals to ensure equipment is safe and functioning safely.
- Installs, maintains, and repairs irrigation system.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Safely operates vehicles of various sizes and weights in the loading, hauling and unloading of various equipment, soil and sand, performing tree work, and other job functions.
- Provides leadership and direction to lower classified workers (FT, PT, and seasonal), volunteers, and community service workers.
- Performs required labor involved in construction and maintenance.
- Prunes trees and shrubs in conformance with established professional practices.
- Conducts traffic control when working in traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- Installs and repairs street signs.
- Breaks and removes concrete using jack hammers, pavement breakers, and other hand and power tools; dig, shovel, haul, load, and unloads materials; cleanup work sites upon completion of jobs.
- Performs minor repairs or replacement of cracked, raised, sunken or otherwise damaged sidewalks, curbs, and gutters; perform minor concrete work including removal of old surface material as well as pouring, forming, and finishing of concrete.
- Removes graffiti
- Other related duties as required.
- Observes safe working methods and practices.
- Responds to emergency off-hour work situations as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Best practices, methods, materials, terminology, and equipment, as it relates to the maintenance division.
- Considerable knowledge of grounds maintenance methods and techniques



- Considerable knowledge of trees, plants, flowers, weed and shrubs, including the diseases and insects with which they may become infected and their eradication.
- Considerable knowledge of streets and street repair.
- Operation and maintenance of tools and equipment used in ground maintenance.
- Principles and practices of employee supervision including work planning.
- Assignment review and evaluation, and the training of staff in work procedures.
- Budgeting preparation, procedures and techniques.

Ability to:

- Respond to emergency situations in a proper and effective manner.
- Follow all established safety standards.
- Maintain equipment in good operating condition. Read, interpret and understand landscape diagrams, plans and drawings. Provide quality service in a cost-effective manner.
- Perform heavy physical labor.
- Communicate effectively both orally and in writing.
- Operate a variety of light and heavy equipment, including hand and power tools.
- Work independently and perform heavy manual work on a regular basis.
- Effectively utilize computer applications and technology related to work.
- Prepare and maintain accurate, up-to-date reports and records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Apply safe work practices.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Equivalent to the completion of the twelfth grade.

Experience: One (1) year of broad in maintenance or a related field.

Licenses and Certificates: Possession of a valid driver's license or ability to obtain upon hire.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor setting and shop environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a shop environment; to walk, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operator assigned equipment and vehicles; and to verbally communicate to exchange information. Must possess sufficient strength and stamina to lift and carry objects weighing up to 90 pounds and perform sustained heavy physical labor.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Exempt
Department: Administrative Services
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction of the Administrative Services Director or designee, directs, manages, supervises, and coordinates the activities and operations of the Recreation Division including recreational and leisure services and the rental of community facilities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Administrative Services Director.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Assumes management responsibility for assigned services and activities of the Recreation Division including planning and supervising comprehensive recreational programs for adult and youth sports, contract classes and/or other recreation programs involving the supervision of group instructors, contractors and leaders in the planning of activities and events.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for assigned recreation staff include those involved in organizing and encouraging the formation of



- clubs, teams, leagues, and special events; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures to ensure safe work practices, work quality, and accuracy and to ensure compliance to applicable rules, policies, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
 - Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
 - Establishes and administers joint use agreements with school districts; establishes affiliation agreements with other organizations and collaborations with local and state organizations.
 - Oversees the marketing of recreation programs and activities; supervises and participates in the design, preparation, and distribution of recreation publicity including activity guides, press releases, brochures, pamphlets, flyers, and printed schedules; represents the department to the news media.
 - Prepares Contracts and Requests for Proposals.
 - Assists in the preparation of federal and state grants.
 - Serves as the liaison for the Recreation Division with other divisions, departments, and outside agencies; attends and participates in organizational and community meetings as necessary; establishes and maintains a customer service orientation within the division.
 - Serves as Recreation Division liaison during processes involved in the development of parks and City facilities.
 - Manages Capital Improvement Projects related to recreation facilities.
 - Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to inquiries or requests for service from interested community groups and citizens; interprets City policy for community groups, commissions, advisory boards, and citizens; negotiates and resolves sensitive and controversial issues.
 - Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
 - Provides responsible staff assistance to the Administrative Services Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to recreation programs, policies, and procedures as appropriate.



- Gathers and interprets statistical and fiscal data; prepares and submits a variety of reports and memoranda on a number of recreation related subjects.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of recreation and leisure services; incorporates new developments as appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a recreation and leisure services program.
- Recreational, cultural, social, and leisure needs of youth, teen, and adult populations of the community.
- Human services including health, education, and social services for youth through senior populations.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs through community participation.
- Principles and practices of program development and administration.
- Current trends in recreational/educational/developmental programs.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation. Pertinent Federal, State, and local laws, codes, and regulations.
- Marketing principles and practices.
- Standard program evaluation methods and techniques of assessing program needs.



- Food safety and health code requirements for managing the kitchen facility.
- Techniques used in public relations and customer services practices.
- Methods and techniques utilized in advertising and public information.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Modern office procedures, methods, and equipment including computers and supporting software applications.

Ability to:

- Oversee and participate in the management of a comprehensive recreation and leisure services program.
- Design, develop, and implement recreation and leisure programs suited to the needs of the community.
- Oversee, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets. Elicit community and organizational support for programs. Identify and administer grants for a particular program area.
- Understand community needs in a variety of recreation areas and evaluate activities according to those needs. Identify methods to maximize service effectiveness and efficiency.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Operate and use modern office equipment including a computer and various software packages.
- Interpret and apply Federal, State, and local policies, laws, and regulations. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A bachelor's degree from an accredited college or university with major course work in recreation, public administration, business administration, or related field

Experience: Five (5) years of increasingly responsible recreation program administration experience that includes three (3) years of administrative and supervisory responsibility.

Licenses and Certificates: Possession of a valid driver's license or ability to obtain one upon hire. Possession of a certification in standard first aid and cardiopulmonary resuscitation or ability to obtain upon hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions as well as at indoor and outdoor recreational facilities. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training. Travel to different locations within the city will be required and incumbent may be exposed to inclement weather conditions. Incumbents may also be required to work and or walk on various types of surfaces including slippery or uneven surfaces.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other



locations using various modes of private and commercial transportation; and to verbally communicate to exchange information

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name (print)

Employee's Signature

Date

Supervisor Name (print)

Supervisor's signature

Date



Classification: Regular Full-Time
FLSA Designation: Non-Exempt
Department: Community Development
Last Updated: August 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Chief Building Official and within the Building Division, the Senior Permit Technician is responsible for permit processing, public counter duties, and other technical duties in support of the division. The work has technical aspects, requiring the interpretation and application of policies, procedures, and regulations, and involves frequent contact with the public. Responsibilities require independent judgment as well as knowledge of departmental activities. The incumbent is responsible for coordinating the permit and plan check process, conducting preliminary plan checks for completeness and accuracy; administration of subdivision plan check/permit processes; and evaluating current procedures. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing the functional coordination of the permitting process and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responsible as the first point of contact to the public.
- Offers professional customer service.
- Assists customers to get questions answered or concerns addressed for the permit and plan check process.
- Advises public on permit requirements and permit application process; calculates and assesses appropriate permit fees; collects and records fees



and coordinates deposits with the finance department staff; processes, issues and accepts building permit applications and certificates of occupancy; reviews applications for completeness and accuracy; verifies contractors' licenses, workers' compensation, and insurance coverages.

- Calculate building permit fees for new single-family dwellings. Compose and maintain fee spreadsheets for multiple lots.
- Researches permit application status and records; routes applications and permits to other departments or outside agencies; logs permit activities and generates computer reports; updates permit records and files; enters data into automated system; retrieves and files documents.
- Responds to in-person and phone inquiries and concerns from the general public, directs callers/customers to appropriate resources and/or provides information as appropriate and resolves service complaints.
- Provides information on code-related questions as they relate to building permits.
- Coordinates daily inspections and records with inspectors.
- Retrieves messages, verifies data, and logs inspections into automated system.
- Reviews, updates, maintains, and retrieves appropriate records and files using various media and retrieval methods; responds to data requests that may require extensive records duplication efforts.
- Provides information to City staff, other organizations, departments and agencies regarding departmental activities and functions.
- Coordinates the division's records retention with the City Clerk according to retention schedule and state regulations.
- Prepares a variety of correspondence including citations and property liens/releases, and maintains records, and tickler files.
- Evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Assists and trains other Permit Technicians.
- Responsible for monthly and quarterly statistics on all permits issued.
- Responsible for tracking and tabulation of pass-through fees to State agencies.
- Assists Code Enforcement personnel and coordinates operation of Residential Rental Inspection Program.



- Assists Community Development Staff with various administrative duties including coordination of the Vacant and Foreclosed Properties Program.
- Assists Engineering Division with assigning new subdivision addresses.
- Prepares approved address list and forwards to builders and outside agencies.
- Performs related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Standard office practices and procedures.
- Methods and techniques of leading, training and motivating.
- Filing systems and record keeping; construction practices and concepts.
- Building codes, ordinances and procedures; basic construction terminology.
- Modern office equipment including a computer and applicable software.
- Basic principles of mathematics.
- Records management principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read blueprints and maintain records.
- Follow oral and written directions.
- Learn the automated permit management system.



- Review applications for completion and accuracy; research permit applications.
- Work with and provide information to the public.
- Handle with poise and confidence all complaints and questions concerning Building, Code and Rental inspection programs.
- Be able to handle both walk-in and telephonic traffic concurrently.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: A high school diploma or G.E.D. equivalent supplemented by some directly related college level coursework.

Experience: At least five (5) years of experience as a Permit Technician in the City of Oakley, or eight (8) total years in construction permit processing in another building department.

Licenses and Certificates: Possession of, or ability to obtain, a valid class C California driver's license. An International Code Council (ICC) Permit Technician Certificate is highly desirable.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions. At times, the incumbent may be asked to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings and training.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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