



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING – 5:15 P.M.

Vallejo City Hall
Council Chambers, 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

November 14, 2022

COMMISSIONERS
Mike Nisperos, Chair
Brenda Plechaty, Vice Chair
Gregory Carter
Leslie Janik
Patricia Wright

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom. City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.

IMPORTANT NOTICE REGARDING NOVEMBER 14, 2022 **CIVIL SERVICE COMMISSION MEETING**

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Civil Service Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to Government Code Section 5495.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address the Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

PUBLIC COMMENT: Members of the Public may provide public comments during the Civil Service Commission Meeting in person or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak remotely during public comment, please visit,
www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are four different ways you can view this public meeting:

- In Person
- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Commission will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Civil Service Commission. Such documents may also be available on the City of Vallejo website subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Civil Service Commission Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
November 14, 2022

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. APPROVAL OF THE MINUTES – Regular meeting minutes of the June 13, 2022 meeting.

5. WRITTEN COMMUNICATIONS

6. EXECUTIVE SECRETARY’S REPORT

7. REPORT OF CHAIRPERSON AND COMMISSIONERS

8. COMMUNITY FORUM

*The Community Forum is an opportunity to address the Civil Service Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve. Any interested members of the public desiring to communicate with the Commission as part of the First Community Forum may do so in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

*Members of the public wishing to address the Civil Service Commission on Consent Calendar items may do so in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Commission. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

A. APPROVAL OF AGENDA

10. ACTION CALENDAR

NOTICE: Members of the public wishing to address the Civil Service Commission on Action Calendar Items may do so in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone,

*by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

A. APPROVE TITLE AND SPECIFICATIONS OF NEW NON-CLASSIFIED POSITION.

Recommendation: By motion, approve the title and specification of new non-classified position of Economic Development Director

Contact: Rachel Ferguson, Human Resources Director
(707) 648-4363, Rachel.ferguson@cityofvallejo.net

B. APPROVE SPECIFICATION REVISIONS OF HR PROGRAM MANAGER

Recommendation: By motion, approve the classification specification revisions for HR Program Manager.

Contact: Rachel Ferguson, Human Resources Director
(707) 648-4363, Rachel.ferguson@cityofvallejo.net

11. ADJOURNMENT

CERTIFICATE

I, Rachel Ferguson, Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Thursday, November 10, 2022.

Dated: November 10, 2022

Rachel Ferguson, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
June 13, 2022**

1. CALL TO ORDER

The meeting was called to order at 5:21 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Chair Nisperos, Commissioners Carter and Janik

Absent: Vice Chair Plechaty and Commissioner Wright

Staff Present: Executive Secretary Sifuentes, Chief Assistant City Attorney Risner and Deputy City Clerk Joya

4. APPROVAL OF THE MINUTES – Regular meeting minutes of the March 14, 2022 meeting.

Action: *Moved by Commissioner Carter, second by Chair Nisperos and unanimously approved by all Commissioners present, to approve previous meeting minutes. (Abstain – Janik)*

5. WRITTEN COMMUNICATIONS – None

6. EXECUTIVE SECRETARY’S REPORT – None

7. REPORT OF CHAIRPERSON AND COMMISSIONERS

Commissioners reported out.

8. COMMUNITY FORUM - None

9. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: *Moved by Commissioner Janik, second by Commissioner Carter and unanimously approved by all Commissioners present, to approve all of the items on the Agenda and Consent Calendar*

A. APPROVAL OF AGENDA

10. ACTION CALENDAR

A. APPROVE TITLE AND SPECIFICATIONS OF NEW NON-CLASSIFIED POSITION.

Recommendation: By motion, approve the title and specification of new non-classified position of Human Resources Information Systems Analyst (HRIS Analyst).
Contact: Stephanie Sifuentes, Assistant Human Resources Director
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

Speakers – None

Executive Secretary Sifuentes provided an overview of the staff report and outline the recommendation.

Action: *Moved by Commissioner Janik second by Commissioner Carter and unanimously approved by all Commissioners present to approve title and specification of new non-classified position.*

B. APPROVE SPECIFICATION REVISIONS OF MAINTENANCE WORKER I/II.

Recommendation: By motion, approve the classification specification revisions for Maintenance Worker I/II.
Contact: Stephanie Sifuentes, Assistant Human Resources Director
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

Speakers – None

Executive Secretary Sifuentes provided an overview of the staff report and outline the recommendation.

Action: *Moved by Commissioner Janik second by Commissioner Carter and unanimously approved by all Commissioners present to approve specification revisions of Maintenance Worker I/II.*

C. APPROVE TITLE AND SPECIFICATIONS OF NEW NON-CLASSIFIED POSITION.

Recommendation: By motion, approve the title and specification of new non-classified position of Community Engagement Manager.
Contact: Stephanie Sifuentes, Assistant Human Resources Director
(707) 648-8606, stephanie.sifuentes@cityofvallejo.net

Speakers – None

Executive Secretary Sifuentes provided an overview of the staff report and outline the recommendation.

Action: Moved by Commissioner Janik second by Commissioner Carter and unanimously approved by all Commissioners present to approve title and specifications of new non-classified position.

11. ADJOURNMENT

The meeting adjourned at 5:32 p.m.

MIKE NISPEROS, CHAIRPERSON

ATTEST:

STEPHANIE SIFUENTES, EXECUTIVE SECRETARY



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

To: Civil Service Commission

From: Rachel Ferguson, Human Resources Director

Date: November 14, 2022

Subject: Approve Title and Specification of new Non-Classified Position of
Economic Development Director

RECOMMENDATION

Approve the title and specification for the new classification of Economic Development Director; and place it in the Non-Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

City departments have an opportunity twice per year (midyear and fiscal year budgets) to reassess their employee positions. During the midyear cycle, the City of Vallejo assessed their workload, staffing, and positions to determine where we could find efficiency and effectiveness.

The Economic Development Director is being created as the official department head to plan, direct, manage and oversee the activities and operations of the Economic Development Department including all economic development activities, redevelopment, recruiting prospects, business support and retention, and advance planning; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager's Office, Economic Vitality Commission and City Council.

BACKGROUND AND DISCUSSION

Civil Service Rule 3.1 states that all positions shall be allocated to either the classified or unclassified service as provided by Charter Section 801. The Civil Service Commission is tasked with considering whether a position is appropriately classified or unclassified and reviews the specifications and title of new positions. Commission Rule 4.5 states in part, “whenever a new position is authorized or created...the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan, or shall prepare a new specification and a new class title appropriate to the position.”

It is the City’s intent to fill current and future vacancies in the new classification. The Commission’s role is to review and approve the titles and specifications of the new classifications. Staff has already received City Council authorization to amend the Positions and Salaries Resolution to add this position, and set the salary range for the new classification in the midyear budget. Upon approval from the Civil Service Commission, Human Resources will move forward with finalizing these changes and recruiting for the open position.

Pursuant to the Vallejo Municipal Code section 2.60.340(A), an annual positions and salaries ordinance or resolution is adopted by City Council. The positions and salaries resolution shall “create new positions,” as well as prescribe the number of regular positions authorized for each department.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Economic Development Director

CONTACT

Rachel Ferguson
Human Resources Director
Contact Information: (707) 648-4363
Rachel.ferguson@cityofvallejo.net

CITY OF VALLEJO

CLASSIFICATION SPECIFICATION

ECONOMIC DEVELOPMENT DIRECTOR

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Economic Development Department including all economic development activities, redevelopment, recruiting prospects, business support and retention, and advance planning; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager's Office, Economic Vitality Commission and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Assistant City Manager.
Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES – *Important responsibilities and duties may include, but are not limited to, the following:*

Assume full management responsibility for all Economic Development Department services and activities including economic development, redevelopment, community relations, and asset management; recommend and administer policies and procedures.

Manage the development and implementation of City's Economic Development goals, objectives, policies, and priorities; establish, within City policy, appropriate service and staffing levels; allocate resources and budget accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures as it relates to the development process; identify opportunities for improvement; direct the implementation of changes.

Represent the Economic Development Department to other City departments, elected officials and outside agencies; explain and promote Economic Development Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

Select, train, motivate and evaluate Economic Development Department personnel; assess and

monitor workload of department staff; provide administrative and support systems, and internal reporting relationships; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate, through subordinate level managers, the Economic Development Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Economic Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Economic Development Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, City Council and Economic Development Commission; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Department programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current and advance planning.

Develop and review staff reports related to economic development issues, programs and projects; present reports to a variety of commissions, committees, boards and the City Council.

Supervise and lead negotiation of exclusive negotiating agreements, development and disposition agreements, leases and other real-estate related matters and agreements to support goals and objectives of the Department.

Confer with engineers, developers, architects, a variety of agencies, other partners, and the general public in acquiring information and coordinating investment, job creation, potential development, and related matters.

Promote the City and its opportunities at conferences and through various media means.

Analyze the effects of new legislation dealing with economic development, redevelopment, asset management, land use, planning, or environmental issues for City implementation impacts.

Respond to and resolve difficult and sensitive inquiries and complaints and provide exceptional internal and external customer service. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive economic development, redevelopment, asset management, urban planning, and building programs.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Research methods and sources of information related to urban growth and development.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Economic Development Department.

Identify and respond to community and City Council issues, concerns, and needs.

Identify, coordinate, and resolve a wide variety of interests in the development of economic development policy.

Gain cooperation and build consensus through discussion and persuasion.

Develop, implement, and administer goals, objectives, and procedures for providing effective

and efficient economic development, redevelopment, and asset management services.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare clear and concise administrative and financial reports.

Interpret and apply Federal, State and local policies, procedures, 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 including City and other government officials, community groups, the general public, and media representatives.

To meet the essential functions and physical requirements contained in the Physical Analysis of Job Assignment attached to this specification and incorporated herein by this reference.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Training:

Possession of a bachelor's degree from an accredited college or university with major course work in planning, economic development, business, public administration or a related field or the required equivalent work-related experience.

Experience:

At least seven years of demonstrated, increasingly responsible professional experience in the fields of planning, economic development, housing, redevelopment or community development, to include four years of administrative or supervisory responsibility.

Desired:

Graduate degree

License:

Possession of a valid California Class C Driver's License with a satisfactory driving record is required.

Certification:

Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

Disaster Service Worker:

All City of Vallejo employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment within the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

WORKING CONDITIONS

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Department Head Signature _____ **Date:** _____

Date Adopted by CSC _____

Revised _____ **New** X

Class Code 00060

Pay Grade D65

Bargaining Unit Exempt

EEOC Category 01



Department of Human Resources • 555 Santa Clara Street • Vallejo • CA • 94590 • 707.648.4363

To: Civil Service Commission

From: Rachel Ferguson, Human Resources Director

Date: November 14, 2022

Subject: Approve Specification Revision of Existing Classified Position of HR Program Manager

RECOMMENDATION

Approve the specification revision of the existing classified position of HR Program Manager. This will remain in the Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

During a recent audit of several classified positions. We noticed some minimum requirements are outdated, or no longer applicable for the position, or the educational requirement needs to be updated to include the combination of a bachelor's degree and/or equivalent work experience. So the City will be revising several job specifications so that we remain current and competitive in today's tight labor market.

BACKGROUND AND DISCUSSION

Civil Service Rule 4.6 states that significant revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in the existing classification plan. This expression does not include

of 2 editorial, stylistic or other revisions that have minimal or no impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered “minor revisions.” If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units, the Executive Secretary shall provide notice to the affected collective bargaining units representing the class at least three (3) calendar days prior to a meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

Since the proposed revisions includes the removal of a minimum requirement and also the addition to the educational requirement for a bachelor’s degree and/or equivalent work experience. These revisions are considered significant and require the review and approval by the Civil Service Commission to ensure the revisions do not change the placement in the classified service of the City’s Classification Plan. The proposed revisions do not change the substantive function of this classification. Therefore, staff’s recommendation is for this classification to remain in the classified service.

DOCUMENTS ATTACHED

Attachment A – Revised Classification Specification – HR Program Manager

CONTACT

Rachel Ferguson
Human Resources Director
Contact Information: (707) 648-
4363
Rachel.ferguson@cityofvallejo.net

HUMAN RESOURCES PROGRAM MANAGER

DEFINITION

To manage and direct a division and/or assist the Human Resources Director in managing the day to day functions of the Human Resources Department; performs highly complex managerial and professional level work in the implementation of the Human Resources Department goals and objectives; performs related work as directed.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director.

Supervises professional, technical and support staff assigned to the division.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES –*Important responsibilities and duties may include, but are not limited to the following:*

This position may be assigned to oversee all day to day Human Resource functions including but not limited to assisting with Labor and Employee Relations, and managing the Training Program. Additionally, when assigned in this capacity, this position will be expected to carry out the functions in both divisions listed below while managing the customer service levels of the Human Resources Department. Acts in the absence of the Human Resources Director.

When assigned to the Employment Services Division

Manages, directs and conducts the recruitment, testing and certification program for the city; reviews and approves recruitment and examination plans for open and promotional recruitments using established guidelines and authorities; designs and implements appropriate internal procedures to assure that recruitment, testing and certification meet accepted standards; consults with staff in operating departments to determine staffing needs and develops appropriate plans to address those needs; develops and maintains the recruitment and testing schedule.

Periodically reviews and evaluates established recruitment and selection procedures and recommends and implements changes when required.

As directed, meets with employee organization representatives to review recruitment and selection procedures to ensure compliance with rules, labor agreements and other authorities; may be directed to “meet and confer” regarding methods of testing and assessment and related matters with representatives of employee organizations.

Manages, directs conducts classification and compensations studies; reviews position description questionnaires, conducts or supervises desk audits; analyzes and recommends new job classifications, amendments to existing job specifications, the reclassification of positions from one class to another; conducts salary surveys using appropriate methodologies in order to make recommendations for assigning classes to pay ranges.

Conducts special projects as assigned by the Human Resources Director.

Explores the application of new human resource technologies to the division's function and programs and recommends the acquisition of technologies when appropriate.

Prepares complex written reports; makes presentations to the Civil Service Commission and City Council as required.

Participates in the formation of division goals and objectives; develops benchmarks for measuring the effectiveness and performance of the division's functions.

Prepares the division's annual operating budget; monitors expenditures to ensure that the division operates within the allocated budget.

When Assigned to Employee Services:

Manages, directs and conducts the organizational development and training program for the city; assess training needs and in consultation with operating departments, develops programs to enhance the skill and performance level of employees.

Manages, directs and conducts the city's performance management program; trains and educates managers, supervisors and employees in conducting performance reviews; consults with managers, supervisors and employees in developing plans for resolving employee performance issues.

Manages and directs the city's employee benefits program including leave management programs; negotiates with insurance carriers on rates and coverages; works with insurance brokers to obtain the best rates and coverages for a variety of products; monitors industry trends and recommends strategies to the Human Resources Director dealing with cost and quality.

Manages and directs the processing of personnel transactions including additions changes and deletions to the information management system; coordinates the processing of personnel transactions with the Finance Department to ensure timely processing and implementation of additions, changes and deletions; oversees the enrollment process into the employee benefit program; directs the new employee orientation program; directs the maintenance of the city's personnel files and related records.

Conducts special projects as assigned by the Human Resources Director.

Participates in the formation of division goals and objectives; develops benchmarks for measuring the effectiveness and performance of the division's functions.

Prepares the division's annual operating budget; monitors expenditures to ensure that the division operates within the allocated budget.

Prepares complex written reports; makes presentations to the City Council and other Boards or Commissions when directed.

QUALIFICATIONS

When Assigned to the overall Human Resources Function

Includes, but not limited to all of the knowledge and abilities listed in both divisions below.

When Assigned To Employment Services Division

Knowledge of:

The principles, practices and techniques of personnel assessment and employment testing including, but not limited to the Uniform Guidelines on Employee Selection Procedures; the Standards for Educational and Psychological Testing and other authorities.

The principles, practices and techniques of position classification and compensation management.

The principles, practices and techniques and requirement of the Meyers-Millians-Brown Act as it pertains to scope of bargaining.

Principles, practice and techniques of program analysis.

Pertinent Federal, State and local laws, codes and regulations dealing with the employment process.

Ability to:

Resolve complex personnel management issues in a constructive manner.

Plan, direct and supervise the work of professional, technical and support staff; develop work plans and monitor job performance; conduct performance reviews.

Prepare complex written reports in a clear and precise manner.

Analyze data and develop appropriate conclusions.

Make public presentations before city boards, commissions and other authorities.

Maintain cooperative and constructive relationships with the position's stakeholders.

Apply rules, regulations, labor agreements, state and federal laws to complex personnel management problems.

Use a variety of computer applications to manage information.

When assigned to Employee Services Division:

Knowledge of:

The principles, practices and techniques of organizational development and employee training and development.

The principles, practices and techniques of employee benefit management.

The principles, practices and techniques of employee evaluation and performance management programs and employee counseling.

Federal, State and local laws, rules and regulations pertaining to the functional area of assignment.

Ability to:

Resolve complex personnel management issues in a constructive manner.

Plan, direct and supervise the work of professional, technical and support staff; develop work plans and monitor job performance; conduct performance reviews.

Prepare complex written reports in a clear and precise manner.

Analyze data and develop appropriate conclusions.

Make public presentations before city boards, commissions and other authorities.

Maintain cooperative and constructive relationships with the position's stakeholders.

Apply rules, regulations, labor agreements, state and federal laws to complex personnel management problems.

Use a variety of computer applications to manage information.

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge and abilities would be:

Experience: Four years of progressively responsible human resources management experience preferably in a public agency.

Education: Possession of a bachelor's degree from an accredited college or university with major course work in human resources, public or business administration or a related field; and/or equivalent years of work experience.

Department Head Signature _____ Date _____

Date Adopted by CSC _____

Revised __11/14/22__ New _____

Class Code __00138__

Pay Grade _____

Bargaining Unit _____

EEOC Category __02__