



Legislation Details (With Text)

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File created: 3/9/2023 **In control:** Personnel Commission
On agenda: 3/15/2023 **Final action:**
Title: Revisions to Job Classification Specifications
Attachments: 1. Att #1 Classification and Compensation Study Implementation Plan REVISED Job Class Specifications

| Date | Ver. | Action By | Action | Result |
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SUBMITTED TO: Personnel Commission

SUBMITTED BY: Travis Hopkins, Assistant City Manager

DATE: March 15, 2023

Subject:
Revisions to Job Classification Specifications

At the November 15, 2022 City Council meeting, Council approved the Classification and Compensation Study Implementation Plan. This action requires multiple new, merged, and revised job classification specifications to be drafted and approved by the Personnel Commission. At the same meeting, Council also approved deletion of 55 job classifications/titles that are vacant/unused.

At the December 14, 2022 Personnel Commission meeting, the Commission formed two ad hoc committees to review new and merged job class specifications, and appointed members to each committee. The Commission directed staff to bring **revised** classification specifications to the full Commission for review.

The revised job classification titles approved by the City Council and ready for review at this time include:

City Attorney’s Office

- Deputy City Attorney I
- Deputy City Attorney III

City Manager’s Office / Police Department

- Community Relations Officer

Community and Library Services Department

- Parking Meter Repair Worker

Community Development Department

- Building Inspector I
- Building Inspector II
- Building Inspector III
- Building Plan Checker I
- Building Plan Checker II
- Inspection Supervisor
- Inspection Manager
- Building Manager

Fire Department

- Ocean Lifeguard Specialist
- Marine Safety Captain
- Emergency Services Coordinator

Finance Department

- Payroll Specialist
- Senior Payroll Technician

Human Resources Department

- Personnel Assistant
- Personnel Analyst
- Personnel Analyst, Senior
- Principal Personnel Analyst

Police Department

- Police Records Technician
- Police Records Specialist
- Police Records Supervisor
- Civilian Check Investigator
- Latent Fingerprint Examiner
- Police Administrative Division Services Manager

Public Works Department

- Assistant Civil Engineer
- Civil Engineering Assistant
- Mechanic II
- Mechanic III
- Equipment Support Assistant
- Equipment/Automotive Maintenance Leadworker
- Equipment/Automotive Maintenance Crewleader
- Landscape Maintenance Leadworker
- Maintenance Worker

- Operations Manager
- Survey Technician I
- Survey Technician II
- Traffic Signal/Light Crewleader
- Transportation Manager
- Stock Clerk
- Warehousekeeper
- Utilities Technology Coordinator
- Wastewater Pump Mechanic
- Senior Wastewater Pump Mechanic
- Wastewater Operations Leadworker
- Wastewater Operations Crewleader
- Water Meter Reader
- Senior Water Meter Reader
- Water Distribution Superintendent
- Water Systems Technician III
- Water Utility Locator

The changes to many of these positions are primarily title changes, but some also include more extensive updated language due to the length of time since previously updated, and to reflect current classification identifications or formatting. These positions will all perform job duties necessary to fulfill the City's operational goals and objectives.

The Human Resources Department has created the revised job classifications in collaboration with the departments in which the positions are assigned, and the bargaining units representing each position have reviewed the proposed job classifications.

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION:

Amend the City's Classification Plan by approving the proposed revised job classifications of Deputy City Attorney I, Deputy City Attorney III, Community Relations Officer, Parking Meter Repair Worker, Building Inspector I, Building Inspector II, Building Inspector III, Building Plan Checker I, Building Plan Checker II, Inspection Supervisor, Inspection Manager, Building Manager, Ocean Lifeguard Specialist, Marine Safety Captain, Emergency Services Coordinator, Payroll Specialist, Senior Payroll Technician, Personnel Assistant, Personnel Analyst, Personnel Analyst, Senior, Principal Personnel Analyst, Police Records Technician, Police Records Specialist, Police Records Supervisor, Civilian Check Investigator, Latent Fingerprint Examiner, Police Administrative Division Services Manager, Assistant Civil Engineer, Civil Engineering Assistant, Mechanic II, Mechanic III, Equipment Support Assistant, Equipment/Automotive Maintenance Leadworker, Equipment/Automotive Maintenance Crewleader, Landscape Maintenance Leadworker, Maintenance Worker, Operations Manager, Survey Technician I, Survey Technician II, Traffic Signal/Light Crewleader, Transportation Manager, Stock Clerk, Warehousekeeper, Utilities Technology Coordinator, Wastewater Pump Mechanic, Senior Wastewater Pump Mechanic, Wastewater Operations Leadworker,

Wastewater Operations Crewleader, Water Meter Reader, Senior Water Meter Reader, Water Distribution Superintendent, Water Systems Technician III, and Water Utility Locator.

Attachment(s):

1. Classification and Compensation Study Implementation Plan REVISED Job Class Specifications