1. Personnel Commission Agenda April 8, 2019

   Documents:

   APRIL 8, 2019 PERSONNEL COMMISSION MEETING AGENDA ONLY.PDF

1.1. Agenda Packet

   Documents:

   APRIL 8, 2019 PERSONNEL COMMISSION PACKET.PDF
Public comment will be taken on any agenda item before action is taken by the Personnel Commission. Persons speaking on any matter are requested, but not required to state their name. Public testimony is subject to reasonable regulations, including, but not limited to, time restrictions for each individual speaker.

---

**KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE**

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review.

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

---

In compliance with the American Disabilities Act (ADA), the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Human Resources Director 72 hours prior to the meeting at (408) 846-0228.

Materials related to an item on this agenda submitted to the Personnel Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of Administration at City Hall, 7351 Rosanna Street during normal business hours. These materials are also available with the agenda packet on the City website at **www.cityofgilroy.org**

A Closed Session may be called during this meeting pursuant to Government Code Section 54956.9(b)(1) if a point has been reached where, in the opinion of the Personnel Commission of the City on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

---

1) **OPENING**

   A) Call Meeting to order (Chairperson Wieck)
   B) Report on posting of the agenda (HR Director, LeeAnn McPhillips)
   C) Roll Call (HR Director, LeeAnn McPhillips)

2) **COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

3) **APPROVAL OF MINUTES FOR THE MEETING OF MARCH 11, 2019 (report attached)**

4) **HUMAN RESOURCES DIRECTOR’S REPORT**
5) INFORMATIONAL ITEMS
   A) Recruitment and Employment Status Report (report attached)

6) NEW BUSINESS
   A) Review and Training on City of Gilroy Board, Commission, & Committee Member Handbook (report attached)
   B) Approve Updates to the Job Description for Fire Chief (report attached)
   C) Approve Updates to the Job Description for Community Development Director (report attached)

7) FUTURE PERSONNEL COMMISSION BUSINESS
      a. Classification & Compensation Best Practices
      b. Best Practices for Updating Human Resources Rules & Regulations

8) MEETING ADJOURNMENT

   NEXT MEETING OF THE PERSONNEL COMMISSION
   The next regularly scheduled meeting of the Personnel Commission is Monday, May 13, 2019 at 5:30 p.m. at the Administration/HR Conference Room, 7351 Rosanna Street, Gilroy, CA 95020.

   MEETING SCHEDULE
   The City of Gilroy Personnel Commission meets regularly on the second Monday of each month at 5:30 p.m. If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.
CITY OF GILROY
PERSONNEL COMMISSION AGENDA

Monday, April 8, 2019 at 5:30 p.m.
Administration/Human Resources Conference Room, Gilroy City Hall, 7351 Rosanna Street, Gilroy, CA 95020

Linda Wieck, Chair
Nita Edde-Mitchell, Vice Chair
Catherine Cummins, Commissioner
Sholly Nicholson, Commissioner
Annie Tomasello, Commissioner

Public comment will be taken on any agenda item before action is taken by the Personnel Commission. Persons speaking on any matter are requested, but not required to state their name. Public testimony is subject to reasonable regulations, including, but not limited to, time restrictions for each individual speaker.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review.

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

In compliance with the American Disabilities Act (ADA), the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Human Resources Director 72 hours prior to the meeting at (408) 846-0228.

Materials related to an item on this agenda submitted to the Personnel Commission after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of Administration at City Hall, 7351 Rosanna Street during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org

A Closed Session may be called during this meeting pursuant to Government Code Section 54956.9(b)(1) if a point has been reached where, in the opinion of the Personnel Commission of the City on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

1) OPENING
   A) Call Meeting to order (Chairperson Wieck)
   B) Report on posting of the agenda (HR Director, LeeAnn McPhillips)
   C) Roll Call (HR Director, LeeAnn McPhillips)

2) COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA

3) APPROVAL OF MINUTES FOR THE MEETING OF MARCH 11, 2019 (report attached)

4) HUMAN RESOURCES DIRECTOR’S REPORT
5) INFORMATIONAL ITEMS
   A) Recruitment and Employment Status Report (report attached)

6) NEW BUSINESS
   A) Review and Training on City of Gilroy Board & Commission Handbook (report attached)
   B) Approve Updates to the Job Description for Fire Chief (report attached)
   C) Approve Updates to the Job Description for Community Development Director (report attached)

7) FUTURE PERSONNEL COMMISSION BUSINESS
      a. Classification & Compensation Best Practices
      b. Best Practices for Updating Human Resources Rules & Regulations

8) MEETING ADJOURNMENT

   NEXT MEETING OF THE PERSONNEL COMMISSION
   The next regularly scheduled meeting of the Personnel Commission is Monday, May 13, 2019 at 5:30 p.m. at the Administration/HR Conference Room, 7351 Rosanna Street, Gilroy, CA 95020.

   MEETING SCHEDULE
   The City of Gilroy Personnel Commission meets regularly on the second Monday of each month at 5:30 p.m. If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.
March 11, 2019 Regular Meeting – DRAFT MINUTES

Members Present
Nita Edde-Mitchell
Catherine Cummins
Sholly Nicholson
Linda Wieck

Members Absent
Annie Tomasello

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Vice Chairperson Edde-Mitchell called the regular meeting of March 11, 2019 to order at 5:35 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, March 8, 2019 at 2:13 p.m. Roll call was taken noting that Commissioners Edde-Mitchell, Cummins, Nicholson, and Wieck were present. Commissioner Wieck arrived at 5:45 p.m. Commissioner Tomasello's absence was excused.

II. INTRODUCTION OF NEW PERSONNEL COMMISSIONER: SHOLLY NICHOLSON

III. RECOGNITION OF OUTGOING PERSONNEL COMMISSIONER: THOMAS BREWER

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

V. APPROVAL OF MINUTES FOR THE MEETING- dated January 14, 2019 – On a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the January 14, 2019 minutes were approved on a 3-0 vote.

VI. HUMAN RESOURCES DIRECTOR’S REPORT – No report.

VII. INFORMATIONAL ITEMS

VIII. NEW BUSINESS
   A. Approve Updates to the Planning Technician Job Description- staff report provided by Human Resources Director; Commission discussed report and suggested additional edits/corrections; there was no public comment; Commissioner Edde-Mitchell made a motion to approve the updated job description for Planning Technician with suggested edits/corrections; Commissioner Nicholson seconded the motion; motion passed 4-0.
   B. Discussion of training options – options reviewed by Commission.

IX. FUTURE PERSONNEL COMMISSION BUSINESS
   A. Presentation from City Clerk’s Office of City Commissioner Handbook
X. **ADJOURNMENT** - the meeting adjourned at 6:01 p.m. on motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell; motion passed 4-0.

Respectfully Submitted,

*LeeAnn McPhillips*

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission
<table>
<thead>
<tr>
<th>Recruitments Posted as of April, 2019</th>
<th>Date Open</th>
<th>Date Closed</th>
<th># to Fill</th>
<th>Status/Interview/Assessment Date</th>
<th># of Applications as of 4/6/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer – Lateral</td>
<td>4/1/19</td>
<td>Open Until Filled</td>
<td>2 combined total police officer vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>0</td>
</tr>
<tr>
<td>Police Officer – Academy Graduate</td>
<td>4/1/19</td>
<td>Open Until Filled</td>
<td>2 combined total police officer vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>1</td>
</tr>
<tr>
<td>Police Officer – Current Academy Cadet</td>
<td>4/1/19</td>
<td>Open Until Filled</td>
<td>2 combined total police officer vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>0</td>
</tr>
<tr>
<td>Police Officer Trainee</td>
<td>4/1/19</td>
<td>Open Until Filled</td>
<td>2 combined total police officer vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>0</td>
</tr>
<tr>
<td>Public Safety Communicator (Lateral)</td>
<td>1/7/19</td>
<td>Open Until Filled</td>
<td>1</td>
<td>Accepting applications</td>
<td>1</td>
</tr>
<tr>
<td>Firefighter I/II (Paramedic Qualified)</td>
<td>11/7/18</td>
<td>Open Until Filled</td>
<td>3</td>
<td>Targeted recruitment from FCTC list; currently accepting applications</td>
<td>38</td>
</tr>
<tr>
<td>Engineer I/II</td>
<td>3/19/1</td>
<td>4/17/19</td>
<td>1</td>
<td>Accepting applications</td>
<td>5</td>
</tr>
<tr>
<td>Housing &amp; Grants Manager</td>
<td>3/13/19</td>
<td>Open Until Filled</td>
<td>1</td>
<td>Accepting applications</td>
<td>2</td>
</tr>
<tr>
<td>Assistant Pool Manager</td>
<td>1/15/19</td>
<td>Open Until Filled</td>
<td>3-4</td>
<td>Accepting applications; 3 waive through candidates; scheduling interviews</td>
<td>3</td>
</tr>
<tr>
<td>Head Lifeguard</td>
<td>1/15/19</td>
<td>Open Until Filled</td>
<td>2</td>
<td>Accepting applications; 1 waive through candidate; scheduling interviews</td>
<td>3</td>
</tr>
<tr>
<td>Lifeguard II/Instructor</td>
<td>1/15/19</td>
<td>Open Until Filled</td>
<td>8</td>
<td>Accepting applications; 2 waive through candidates; scheduling interviews</td>
<td>8</td>
</tr>
<tr>
<td>Lifeguard I/Instructor</td>
<td>1/15/19</td>
<td>Open Until Filled</td>
<td>27</td>
<td>Accepting applications; 18 waive through candidates; scheduling</td>
<td>19</td>
</tr>
<tr>
<td>Position</td>
<td>Application Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation Leader – Summer Camps</td>
<td>Open Until Filled; 5 selected for interviews</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation Leader – Youth Center Summer Programs</td>
<td>Open Until Filled; 2 selected for interviews</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Administration – College Intern/Fellowship</td>
<td>Accepting applications; 5 candidates in background check; screening applications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Chief</td>
<td>Search firm selected; recruitment schedule and job flyer being finalized</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Police Officer positions may be filled at any of the three levels: lateral, academy graduate, current academy cadet, or trainee. Currently there are a total of two unfilled positions in the department.

### Recruitment in Process – April, 2019

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer – Lateral</td>
<td>1 candidate starts work 4/15/19</td>
</tr>
<tr>
<td>Police Officer (All Levels)</td>
<td>Interviews planned for 5/1/19; scheduling interviews</td>
</tr>
<tr>
<td>Public Safety Communicator Trainee</td>
<td>Interviews scheduled for 4/11/19</td>
</tr>
<tr>
<td>Police Records Technician I</td>
<td>Reviewing eligibility list</td>
</tr>
<tr>
<td>Office Assistant I (PT) for GPD</td>
<td>Reviewing eligibility list</td>
</tr>
<tr>
<td>Firefighter I or II (Licensed Paramedic)</td>
<td>1 candidates in background check; screening applications</td>
</tr>
<tr>
<td>Maintenance Worker I (1 opening in Parks &amp; Landscape)</td>
<td>Department interviews scheduled for 4/15/19</td>
</tr>
<tr>
<td>Hazardous Materials Inspector I</td>
<td>1 candidate starts work 4/15/19</td>
</tr>
<tr>
<td>Operations Services Supervisor – Water Section</td>
<td>Preparing conditional job offer</td>
</tr>
<tr>
<td>Accounting Assistant I</td>
<td>2 candidates in pre-hire steps</td>
</tr>
<tr>
<td>Maintenance Worker Assistant – PT</td>
<td>1 candidate in pre-hire steps</td>
</tr>
<tr>
<td>Housing &amp; Grants Manager</td>
<td>Scheduling interviews; screening applications</td>
</tr>
<tr>
<td>Planning Division Manager</td>
<td>Candidate in background check</td>
</tr>
<tr>
<td>Engineering Technician/Inspector III</td>
<td>Interviews scheduled for 4/19/19</td>
</tr>
<tr>
<td>Pool Manager (Summer Aquatics)</td>
<td>Candidate selected</td>
</tr>
<tr>
<td>Lifeguard I (Summer Aquatics)</td>
<td>18 waive through plus 9 candidates selected</td>
</tr>
<tr>
<td>Recreation Specialist (PT) for Cultural Arts</td>
<td>Department interviews week of 4/8</td>
</tr>
<tr>
<td>Recreation Coordinator (After School/Camps/Sports)</td>
<td>Scheduling interviews for 4/17/19</td>
</tr>
<tr>
<td>Custodian (PT)</td>
<td>Scheduling interviews for 4/10/19</td>
</tr>
<tr>
<td>Summer College Internships (various departments)</td>
<td>Screening applications</td>
</tr>
</tbody>
</table>

### Hiring/Promotion/Separation Information (March 8, 2019 – April 6, 2019)

**HIRES:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB CLASSIFICATION</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZUNIGA, NOE</td>
<td>RECREATION LEADER I</td>
<td>03/07/2019</td>
</tr>
<tr>
<td>ZAVALA, ANGEL</td>
<td>RECREATION LEADER I</td>
<td>03/07/2019</td>
</tr>
<tr>
<td>VILLARRREAL, SANDRA</td>
<td>RECREATION LEADER I</td>
<td>03/26/2019</td>
</tr>
<tr>
<td>MCDONAGH, BRENDAN</td>
<td>FIREFIGHTER II (LICENSED PARAMEDIC)</td>
<td>4/1/2019</td>
</tr>
<tr>
<td>OGLE, ETHAN</td>
<td>FIREFIGHTER II (LICENSED PARAMEDIC)</td>
<td>4/1/2019</td>
</tr>
<tr>
<td>NEWTON, JASON</td>
<td>FIREFIGHTER II (LICENSED PARAMEDIC)</td>
<td>4/1/2019</td>
</tr>
</tbody>
</table>
### SEPARATIONS:

<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB CLASSIFICATION</th>
<th>DATE OF SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRUNEDA, ALEX</td>
<td>POLICE OFFICER</td>
<td>3/6/2019</td>
</tr>
<tr>
<td>SKINNER, DAMIAN</td>
<td>DEPUTY DIRECTOR OF PUBLIC WORKS</td>
<td>4/1/2019</td>
</tr>
<tr>
<td>JAUREGUI, JACQUELINE</td>
<td>RECREATION LEADER II</td>
<td>4/2/2019</td>
</tr>
</tbody>
</table>
Date: April 5, 2019
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager
Subject: Board, Commission & Committee Member Handbook

SUMMARY:
The City of Gilroy City Clerk’s Office has developed a Board, Commission & Committee Member Handbook to provide guidance and training to those selected to serve. Deputy City Clerk Suzanne Guzzetta will present the handbook to Personnel Commission members. A general copy of the handbook is attached for reference.

RECOMMENDED ACTION:
Receive the Board, Commission & Committee Handbook.

Respectfully Submitted,

LeeAnn McPhillips
Human Resources Director/Risk Manager
Welcome and thank you for your willingness to serve as a member of a City of Gilroy Board, Commission or Committee. Advisory bodies play an important role in city governance by assisting the City Council in addressing specific issues in detail, lending professional expertise, and facilitating community decision-making.

The City of Gilroy has a number of advisory bodies, each with distinct responsibilities. As a new advisory body member you will need to familiarize yourself with the documents governing your particular body including the City Charter and ordinances, bylaws, relevant element(s) of the General Plan, and current work plan goals, all available from your staff liaison. Reviewing these documents will help you get a sense of your responsibilities.

This Handbook is designed to serve as a reference of the basic procedures that apply to all City advisory bodies. Your staff liaison will facilitate a general orientation to familiarize you with your advisory body and go over current issues that have been under consideration.

Learning your role and developing an effective voice takes time and familiarity. We hope this Handbook will assist you towards a satisfying and productive experience. Your participation is deeply appreciated by the City Council, by city staff, and by your community.

The vitality and strength of our community comes from the willingness of people like you who serve Gilroy.

Respectfully,

Gilroy City Council and City Staff
# Table of Contents

WELCOME AND ORIENTATION ................................................................................................. i

THE STRUCTURE OF CITY GOVERNMENT .............................................................................. 1
  Form of Government ........................................................................................................ 3
  City Council .................................................................................................................. 3
  Boards, Commissions and Committees ................................................................. 3
  City Officers, Departments, and Staff ....................................................................... 4

BOARD, COMMITTEE & COMMISSION MEMBERSHIP ..................................................... 5
  Appointments .............................................................................................................. 7
  Resignations and Removals ..................................................................................... 7
  Attendance ............................................................................................................... 7
  Vacancies .................................................................................................................. 7
  Annual Recognition ................................................................................................. 8
  Terms ......................................................................................................................... 8

BOARD, COMMITTEE & COMMISSION OFFICERS AND STAFF ..................................... 9
  Officers ..................................................................................................................... 11
  Staff ......................................................................................................................... 11
  Records .................................................................................................................... 11
  Expenses .................................................................................................................. 11

PREPARATION FOR MEETINGS .......................................................................................... 13
  Preparation ............................................................................................................... 15
  Action ....................................................................................................................... 15
  Agenda Questions .................................................................................................. 15
  Limits of Authority .................................................................................................. 15
  Objectivity ............................................................................................................... 15
  Openness ................................................................................................................ 15
  Clarifications ........................................................................................................... 16
  Conflicts of Interests ............................................................................................... 16
  Remote Participation ............................................................................................... 16

MEETINGS ............................................................................................................................ 17
  Regular Meetings .................................................................................................... 19
  Adjourned Meetings ............................................................................................... 19
  Special Meetings ..................................................................................................... 19
  Subcommittees ........................................................................................................ 19
  Quorum ................................................................................................................... 19
  Agendas .................................................................................................................... 20
  Minutes ...................................................................................................................... 20
  Procedure ................................................................................................................ 21
  Work Plan ............................................................................................................... 21
# Table of Contents (Continued)

**MEETING MANAGEMENT** ................................................................. 23  
Proceedings ......................................................................................... 25  
Decorum at Meetings ......................................................................... 27  
Effective Conflict Management ......................................................... 27  
Basis for Your Decision ................................................................... 28  
Motions ............................................................................................... 28  
Role of Chair .................................................................................... 29  
Responsibilities of Chair ................................................................. 29

**ROLES, RESPONSIBILITIES AND RELATIONSHIPS** ..................... 31  
Council-Advisory Body Relationship ............................................... 33  
Code of Ethics and Values .................................................................. 33  
Staff-Advisory Body Relationship ..................................................... 34  
Staff Responsibilities ......................................................................... 34  
Relations with Other Boards, Commissions and Committees .......... 35  
City Clerk .......................................................................................... 35  
City Attorney .................................................................................... 35

**IMPOSED RESTRAINTS** ................................................................... 37  
Conflicts of Interest ........................................................................... 39  
Public Records Laws ......................................................................... 39  
The Brown Act & Gilroy Open Government Ordinance .................... 39  
Discrimination and Equal Protection ............................................... 40  
Due Process ...................................................................................... 40  
Reasonableness ................................................................................ 40  
Use of Public Property ...................................................................... 40  
Conflict of Interest Code: Disclosure Requirements ...................... 40  
Use of City Email .............................................................................. 41
THE STRUCTURE OF CITY GOVERNMENT
THE STRUCTURE OF CITY GOVERNMENT

A. FORM OF GOVERNMENT

Generally, there are two sources of authority by which California cities govern themselves. General Law cities adhere to the provisions and requirements established as general law by the state of California. Charter cities use the election process to adopt a charter or constitution, which sets forth the basis and authority for all future actions not in contradiction with pre-emptive state law. Gilroy is a Charter City as are approximately 20% of California cities.

B. CITY COUNCIL

The City Council is a 7 member body consisting of 6 Council Members elected at large in even numbered years to staggered four-year terms, and one directly elected Mayor serving a four-year term.

The City Council is the governing body of the City, vested with the regulatory and corporate power of the municipal corporation. The Council serves as the City’s board of directors and legislative body. It sets goals and priorities and establishes policies. The Mayor is the presiding officer of the Council, and the official spokesperson and representative of the City.

It is not possible for each Council Member to know all pertinent facts of every given situation. For counsel and advice on the practical application of established policy, reliance is placed on the service of interested citizens appointed to the various advisory bodies. For technical and administrative assistance, both the Council and the advisory bodies refer to the City Administrator and the City Administrator’s staff.

C. BOARDS, COMMISSIONS AND COMMITTEES

There are two types of advisory bodies. One is permanent with duties, responsibilities, and scope of authority is set forth in an enabling ordinance or the Charter. The other is ad hoc and typically created by action of the Council to serve a particular function during a specified time.

In both instances, the primary purpose of these entities is to gather information, weigh public input, and examine issues in depth to render a recommendation to the Council and the City Administrator. Certain advisory bodies also have decision-making authority in certain circumstances.

A brief description of the various advisory bodies and their primary functions is available from the City Clerk’s office.
D. CITY OFFICERS, DEPARTMENTS, AND STAFF

The City Council appoints the City Administrator, City Clerk and City Attorney.

1. City Administrator

The City Administrator has complete responsibility and authority for the administration of the City’s government. This individual is appointed by, and serves at the pleasure of the Council, and is the appointing authority for the City, selecting the department heads and other employees.

2. City Clerk

The position of the City Clerk is established by state law, and has responsibility for conducting all municipal elections, acting as legislative support to the City Council, and maintaining all official city records. This individual is appointed by, and serves at the pleasure of the City Council.

3. City Attorney

The City Attorney is also appointed by, and serves at the pleasure of the City Council, and is retained to advise the Council and staff on questions of law, to represent the City in legal actions and other actions to which the City is a party, or as otherwise may be requested by the City Council.

4. Departments

The administration of Gilroy’s government is provided by the City Administrator and the following departments: Administration, Community Development, Finance, Fire, Human Resources, Police, Public Works and Recreation. The heads of departments are appointed by the City Administrator with the consent of the Council, and serve at his/her pleasure. By virtue of their technical training and experience, they are assigned by the City Administrator to provide staff assistance as needed to the advisory body. However, the advisory bodies have no authority to supervise or direct the work of city staff. This is done only through the City Administrator.
BOARD, COMMITTEE & COMMISSION MEMBERSHIP
BOARD, COMMITTEE & COMMISSION MEMBERSHIP

A. APPOINTMENTS

In order to be eligible for appointment to an advisory body (with the exception of the Youth Commission), a person must be a qualified registered voter of the City, and may not hold any paid office or employment in the City government.

After application, interview and selection, board, committee and commission appointments are made by majority vote of the Council for specified terms, which are mostly four years in length. Each advisory body member must be administered the oath of office by the City Clerk prior to being seated. In some instances, disclosure of economic interests may be required by the city’s Conflict of Interest Code under the regulations of the California Fair Political Practices Commission.

B. RESIGNATIONS AND REMOVALS

If a member is unable to continue serving because of health, business requirements or personal reasons, a letter or email of resignation should be submitted to the staff liaison.

The position of any member is automatically vacated when the member ceases to meet the qualifications for office, when Council accepts the member’s resignation, or when the Council so declares.

C. ATTENDANCE

The City has attendance standards for all members of the City’s advisory body’s. A member shall be automatically removed from an advisory body under the following conditions:

1. A member has more than two excused absences and one emergency absence from regular meetings in a calendar year. (Resolution 2018-41)
2. A member absents themself from three consecutive regular meetings without the approval of the body as expressed in its minutes.

D. VACANCIES

Vacancies are filled by appointment by the Council. Appointments made in the middle of a term are for the unexpired portion of that term.
E. ANNUAL RECOGNITION

Advisory body members are honored annually at the city volunteer appreciation event.

F. TERMS

No person shall serve more than two consecutive full terms on the same policy body. A member who has served two consecutive full terms shall not be eligible for reappointment to the same policy body for four years.
BOARD, COMMITTEE & COMMISSION OFFICERS AND STAFF
OFFICERS AND STAFF

A. OFFICERS

Each year, every advisory body will select from its membership a chairperson and a vice chairperson who serve at the pleasure of the advisory body. The term is for one year. It is the chairperson’s duty to preside over meetings and to present such reports as are required or requested by the Council, and to act as the formal representative in communications with the Council. The vice chairperson acts in this capacity when the chairperson is not available.

B. STAFF

The services of the city staff assigned to the advisory body are coordinated by the City Administrator. The City Administrator shall provide a secretary for the recording of the minutes of each advisory body who shall keep a record of its proceedings and transactions.

C. RECORDS

The agenda, meeting reports, minutes, audio or video and other official records of an advisory body are public records. Agendas, minutes and notices of adjournment or special meetings must be posted as required by the Ralph M. Brown Act and Gilroy Open Government Ordinance.

D. EXPENSES

Necessary meeting space and equipment will be made available to the advisory body. If a budget is provided, the advisory body is required to operate within budgetary limitations, with all expenditures requiring prior approval by the advisory body. Mileage and personal expenditures associated with attendance at approved conferences, hearings and other meetings will be reimbursed according to city policy. In all instances, the purchasing procedures of the City apply.
PREPARATION FOR MEETINGS
PREPARATION FOR MEETINGS

A. PREPARATION

Be prepared. Thoroughly review the agenda packet, including agenda reports, and any other materials before the meeting. The issues that come before advisory bodies are important to the community as a whole and demand your consistent attention. In agreeing to serve on an advisory body, you make a commitment to put in the time required to prepare fully for each meeting.

B. ACTION

Understand what action you are being called upon to take for each particular agenda item. Your agenda will clearly identify the recommendation the policy body is being asked to make.

C. AGENDA QUESTIONS

If you have questions about the agenda or agenda report, contact your staff liaison before the meeting to clarify questions or request further information.

D. LIMITS OF AUTHORITY

Know the responsibilities of your advisory body, as well as the limitations of your individual authority. As a member of an advisory body you will be asked to provide recommendations to the City Council about specific issues through your policy body as a whole. Keep in mind that your appointment does not empower you to supervise or direct City staff.

E. OBJECTIVITY

Keep an open mind. An objective, balanced, and receptive approach will help you assess the facets of a given issue, and evaluate new ideas. When receiving written and oral public testimony it will be necessary to discern between fact and opinion, as well as between those concerns which are relevant and those which are secondary to the issue at hand. Keeping an open mind will make it easier for you to understand all sides of an issue before you make a judgment or take a position. You will need to ensure you’ve been provided with all of the facts before taking action.

F. OPENNESS

Strive to appreciate differences in approach and point of view. Diversity of ideas sustains a thoughtful dialogue and a vibrant community. Likewise, take care to articulate your own ideas: remember that your individual voice is a critical part of the whole dialogue. Again, furthering common goals takes cooperation,
flexibility, and a broad-based view of the public interest. If in doubt, return to the foundational documents to guide your understanding of the complexities of an issue.

G. CLARIFICATIONS

If you are unsure about something before or during the meeting, ask for clarification from your staff liaison to ensure your decisions are based on the facts presented. On behalf of the public, your understanding of issues is important. Each advisory body has a City staff liaison to provide information to assist the members throughout the decision-making process.

H. CONFLICTS OF INTERESTS

Review each agenda item ahead of the meeting to determine if you may have a conflict due to property or monetary interests. Speak with your staff liaison before the meeting if you believe there is an item you must recuse from deliberating on due to conflict of interest. Staff may need to consult with the City Clerk or City Attorney. You will be required to identify the reason for recusal and must leave the dais of the body during the deliberation of the item.

I. REMOTE PARTICIPATION

If a member of the body wishes to participate in a meeting remotely, they may be offered the opportunity to participate by teleconference or other means under certain conditions. See your staff liaison well in advance to coordinate any participation from a remote location as not all circumstances will afford you the opportunity to participate remotely. The location must be freely accessible to the public at all times during the meeting and shall be identified on the agenda which will be posted at the remote location. At least a quorum of the members of the body must participate from within the City boundaries.
MEETINGS
MEETINGS

A. REGULAR MEETINGS

Advisory bodies are required to hold regular meetings open to the public as provided by the enabling ordinance or the City Charter. All such meetings are held in City Hall or another City meeting facility, and may take place from time to time elsewhere within the City limits for specific purposes. The agenda for these meetings must be publically noticed on the City website and at City hall no less than 72 hours prior to the meeting.

B. ADJOURNED MEETINGS

If the business to be considered at a regular meeting cannot be completed, the advisory body then may designate a time and date for an adjourned meeting. This must be announced to the members of the public who are present at the time of adjournment, and so recorded in the minutes. A Notice of Adjournment must be posted within 24 hours of the adjournment.

C. SPECIAL MEETINGS

A special meeting may be called by the chairperson or a majority of the members. A Special Meeting Notice must be delivered to all advisory body members, the City Clerk, and any interested parties, including news media, which have made a request for such notification. The notice must contain the time and place for such a meeting and the subject matter to be considered, and be delivered at least 24 hours prior to the meeting.

D. SUBCOMMITTEES

The advisory body may request to appoint special subcommittees of less than a majority of the advisory body to address issues within their scope who then may meet to carry out the purpose of the subcommittee. Your staff liaison can assist the body in determining the scope of proposed subcommittees. If the subcommittee has a continuing subject matter or a regularly scheduled meeting time, it may qualify as a Brown Act committee and public notice provisions will apply.

E. QUORUM

A quorum consists of a majority of the total number of members of the advisory body. A quorum is required to conduct business at any meeting whether it is a regular, adjourned, or special meeting. Certain approvals require a majority of the entire authorized membership. While it is expected that members be present at all meetings, the staff liaison should be notified 72 hours in advance if a member knows that he/she will be absent.
F. AGENDAS

Each advisory body has a staff liaison responsible for preparing an agenda in consultation with the Chair, and distributing the agenda and supporting documents in the agenda packet prior to each meeting. Future items to be heard before an advisory body should be identified by the policy body at an agendized meeting to assure placement on the desired agenda. Each policy body may have its own agenda format, but each agenda must adhere to the Brown Act and Gilroy Open Government Ordinance.

The Title and possible action of each item on the agenda shall be descriptive and understandable to the public. The posted agenda also shall indicate when opportunity is provided for members of the public to address the advisory body. If an advisory body member or staff intends to bring up an item for discussion or action, the item must be included on the agenda. Members of advisory bodies may request that an item within the purview of the advisory body be placed on a future agenda by making such a request at a meeting of the body. Information items placed on an agenda may not be acted upon at the meeting. Any member may, however, request that the informational item be placed on a future agenda for action. Regular meeting agenda shall be posted at least 72 hours prior to any meeting in the public notice case and on the city website. A notice of adjournment shall be posted at the door of the meeting, within 24 hours of the adjournment of a meeting if a quorum is not present. Staff shall maintain a record of the agenda and notice of adjournment posting.

Only those items appearing on an agenda may be considered at each meeting. However, in cases of extreme emergency unanimous consent of all members present may allow other matters to be introduced and action taken, if urgency exists and delay would be harmful to the public interest.

G. MINUTES

Minutes are taken at each meeting to provide a record of when and where the meeting took place, who was present, the type of meeting and what was considered, decided and agreed upon. Summary minutes will reflect action taken and any input the body was given to enable it to make its decisions. Emphasis is given on the body’s thought process, not individual members’ thought processes. The minutes will summarize only the main points which arose in discussion if, and only if, they are relevant to the decision. The minutes are submitted to the body for approval and are posted on the City website for public access no less than 10 business days following the meeting. While other avenues exist for communication of interest or opinion, the minutes of the advisory body remain the official document of record.
H. PROCEDURE

Each advisory body may adopt such rules and procedures as it feels necessary to accomplish its duties. Such rules are subject to Council approval before becoming effective. In the absence of such rules, the guidelines on parliamentary procedure contained in Roberts’ Rules of Order may be followed.

I. WORK PLAN

A work plan is the advisory body’s plan and statement of goals within the purview of the advisory body for the year, prepared in coordination with staff. It should reflect the goals, priorities and policies of the City Council. It identifies important problems, challenges, and opportunities, offers a jointly developed plan to address these over the course of the year, and furthers a sense of shared purpose and responsibility among advisory body members. An adopted and published work plan will:

- Establish viable short-range objectives that further the long-range goals of the advisory body
- Provide group direction, and keep the advisory body on course
- Provide a basis for measuring accomplishment
- Assist in the allocation of time, energy, and resources
- Promote continuity of action, and help keep the big picture focused

For example, a work program may include community outreach activity, a plan for addressing critical community issues, an education component, or any other tasks the advisory body identifies as key work challenges for the upcoming year.
MEETING MANAGEMENT
MEETING MANAGEMENT

The City of Gilroy is committed to conducting efficient, effective and accessible government operations. The following material outlines techniques you can use to ensure that your advisory body meetings are efficiently run and give all residents an equal opportunity to address the issues.

A. PROCEEDINGS

1. Let the Chair run the meeting.

2. Start meetings on time. Keep the agenda in mind in order to give each item the appropriate time.

3. Announce at the start of a meeting if the order of agenda items is to be rearranged for convenience for those attending for certain items, or for better pacing of the agenda.

4. Be fair, impartial, and respectful of the public, staff, and each other. Give your full attention when others speak.

5. Remember that people may be attending a meeting for the first time, and may be unfamiliar with your procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.

6. Listen to audience concerns. Don't engage in side conversations or otherwise be distracted during public testimony. The opportunity for public testimony is central to the strength of democracy, and is therefore encouraged. Active listening, however, does not mean engaging the public in debate. Your response is appropriately saved for after the public testimony is closed. Recognize differences of opinion and remain neutral when listening to concerns.

7. Close the public testimony before you begin deliberations on an issue.

8. Sometimes questions can most effectively focus discussion and direct decision-making. For example,

   For staff:
   - What is the history behind this item?
   - What are the benefits and drawbacks?
   - What other alternatives did you consider?
For other advisory body members:
• What do you think about this item?
• What have you heard from the residents?

For the public (at a hearing):
• What are your concerns?
• How will this proposal affect you?
• What specific, constructive, alternatives can you recommend?

For yourself:
• What are we trying to accomplish?
• What are the long-range interests of the community?
• What guidance can be found in our foundational documents?
  • Gilroy City Code
  • Budget
  • Capital Improvement Program
  • General Plan
  • Specific Plans
  • Park Master Plans
  • Council Goals
  • Brown Act

9. Often you must balance multiple views, neither favoring nor ignoring one individual or group over another. Your obligation is to represent a broad-based view of the community’s long-range interests.

10. Remember that most of the actions of your advisory body will be to make recommendations. It is not simply a discussion group or debating society.

11. Endeavor to end meetings by 9:00 p.m. Short breaks may be helpful during long meetings. Late meetings can reduce the quality of the advisory body’s work.

12. Meeting Types
Advisory bodies may meet in different types of meeting formats including the conventional public meeting, and study sessions. Please contact your staff liaison for a detailed explanation of these formats and when they are appropriate.
B. DECORUM AT MEETINGS

1. Limit Speakers to your established speaking time. A suggested ten minutes is recommended for a group or an applicant, and three minutes for other members of the public.

2. Discourage outward signs of agreement or disagreement from the audience such as applause or statements from the floor. Such demonstrations can intimidate those with an opposing view and unintentionally discourage open public discussion of all the issues and points of view.

3. Limit your own comments to the issues before the advisory body. Avoid the appearance of straying from the subject or "grandstanding". Do not interrupt speakers during their comments and save your qualifying questions for them until after they've finished speaking.

C. EFFECTIVE CONFLICT MANAGEMENT

Public Hearings or citizen input can sometimes be difficult to manage. Participants are sometimes highly motivated and often nervous. When there is a group of potential adversaries in one room, the possibility of conflict is high. As an advisory body member, your role is to guide opposing views to positive results, not to eliminate them.

The following suggestions may help you manage conflict and confrontation effectively:

- Anticipate differences by learning about the topic beforehand so you can concentrate on the meeting's purposes
- Set meeting rules early and make sure everyone abides by them without exception.
- Explain carefully the purpose of the Public Hearing and what action is expected at the conclusion of the hearing. Insistence on playing by the rules is your best tool for conflict management in Public Hearings.
- All persons speaking should be encouraged to clearly identify themselves, not only for the record, but also so that you may address them by name.
- Set an acceptable time limit for testimony (generally three minutes) and stick to it.
- Make decisions as promptly as possible. Many bodies get so bogged down in procedural distractions, petty details and endless searches for more information that the issue never seems to get resolved.
• Don’t overreact to inflammatory comments. Most are expressions of frustration and do not require answers. Turn frustration to constructive avenues. Ask questions. Be as specific as you can. Refer to the speaker by name. Reinforce areas where you agree. Do not return insult for insult. Very often, the primary audience for your response is not the person who raised the issue.
• Avoid speaker-to-audience conversation. The purpose of a hearing is to help your advisory body arrive at a decision, not to engage in audience debate.
• If members have questions of the speaker, permit these questions following the speaker’s time at the podium.
• Be careful not to prejudge the action of the advisory body. Use the hearing to gather necessary information about the proposal and individual desires concerning the proposal. Members should not express their views on the proposal until after testimony has ended.
• Once testimony has ended, each member should be invited to discuss individual views on it.
• View the Public Hearing as an example of participatory government in action at the local level. Make it your personal goal to make the Public Hearing work and ensure that everyone is fairly heard.

D. BASIS FOR YOUR DECISION

1. Advisory body decisions should be based principally on the factual information presented to you in the open public meeting process. If you collect pertinent information outside of the public process through a meeting with stake holders or site visits, you are required to share that information with your fellow advisory body members in the public meeting. This sharing of information will ensure that other advisory body members and members of the public have a better understanding of the rationale for your decision.

2. Advisory body members are free to meet or refuse to meet with residents, resident groups, developers or prospective contractors or any persons outside of the public meeting process concerning issues before the advisory body. If you meet with any individuals outside of the public meeting you are required to disclose the content of that meeting in the public meeting to again ensure that everybody is aware of the facts and have similar information up on which to base their decision.

E. MOTIONS

When a member wishes to propose an idea for the body to consider, the member must make a motion. This is the only way an idea or proposal from a
A motion goes through the following steps:

1. The member asks to be recognized by the chair.
2. After being recognized, the member makes the motion (I move…).
3. Another member seconds the motion. No discussion should occur until the chair determines whether there is a second to the motion on the floor.
4. The chair states the motion and asks for discussion.
5. When the chair feels there has been sufficient discussion, the debate is closed (i.e., “Are you ready for the question? or “Is there any further discussion?”).
6. If no one asks for permission to speak, the chair puts the question to vote through consensus or roll call vote.
7. After the vote, the chair announces the decision (“The motion is carried” or “The motion fails”, as the case may be).

Phrasing a motion is often difficult and corrections may be necessary before it is acted upon. Until the Chair states the motion (step 4), the member making the motion may rephrase or withdraw it. After an amendment, the motion as amended still must be seconded and then voted upon. It is particularly important when a motion is amended that the Chair restate the motion in order that members are clear as to what they are voting on.

In making a motion, members should try to avoid including more than one proposal in the same motion. This is especially important when members are likely to disagree. If a member would prefer to see proposals divided and voted upon separately, the member should ask the chair to divide the motion. If other members do not object, the chair may proceed to treat each proposal as a distinct motion to be acted upon separately. The request to divide may also be made by motion.

F. ROLE OF CHAIR

The Chair shall preserve order and decorum at all meetings of the advisory body, announce the advisory body decisions, and decide questions of order. The Chair is responsible for ensuring the effectiveness of the group process. A good Chair balances moving the discussion forward with involving all advisory body members and allowing for adequate public participation. In the absence of the Chair the Vice chair shall act as presiding officer.

G. RESPONSIBILITIES OF CHAIR

- Ensure that the public understands the nature of the issue being discussed (for example, reason for discussion, process to be followed, opportunities for public input, timeline for decision).
Keep discussion focused on the issue at hand.

- Solicit opinions from advisory body members. Encourage evaluation of new, tentative, or incomplete ideas. Discourage overly dominant advisory body members from having disproportionate control over the discussion.
- Protect advisory body members, staff, and the public from personal attacks.
- Provide structure for addressing complicated issues.
- For major items, delay analysis and action until the full range of alternatives is on the table.
- Attempt to reach decisions expeditiously on action items. At those times when action would be premature, guide discussion toward a timeline or framework for responsible action.
- Maintain order and ensure respect for all opinions.
ROLES, RESPONSIBILITIES AND RELATIONSHIPS
ADVISORY BODY ROLES, RESPONSIBILITIES AND RELATIONSHIPS

A. COUNCIL-ADVISORY BODY RELATIONSHIP

The primary purpose of all advisory bodies is to provide thoughtful advice to the City Council, the elected policy-making body of the City. The advisory body’s role can include hearing public testimony on the Council’s behalf, building community consensus for proposals or projects, reviewing written material, facilitating study of critical issues, guiding the implementation of new or regulating established programs, assessing the alternatives regarding issues of community concern, and ultimately forwarding recommendations to the Council for consideration. There are times when the advisory body’s recommendation will not be sustained or will be modified by the City Council. It is important to recognize this not as a rejection of the integrity of the recommendation, but as an inevitable part of the process of community decision-making.

Throughout this process, the form and formality of the relationship between advisory body members and Council Members will vary. Some advisory body members will have regular contact with individual Council Members, while others may serve solely in the group context. This relationship will depend on your advisory body as much as on you and the Council. For example, there are times when the Chair may address the Council formally on behalf of the advisory body, and other times when an advisory body member may meet with a Council Member individually. At all times it is important to aim for clarity and mutual respect for the different responsibilities and roles.

Members should avoid discussing the recommendations of the advisory body with individual Council Members once a vote is taken, if it is for the purpose of exerting influence. Written communications from the advisory body to the City Council in sufficient time to be placed on the agenda is the acceptable method of making recommendations to the Council. It is sometimes appropriate for the chair or duly assigned member to be prepared to address the Council, to answer questions from Council pertaining to the recommendations, and to clarify ambiguities. It must be remembered that final authority and responsibility for public policy decision rests with the City Council. The Council has appointed advisory body members as advisors to them. This underlying philosophy makes it improper for an individual advisory body member to try to persuade the Council into the acceptance of a recommendation other than that voted by the majority of the body. The role of an advisory body is to assist the Council in the formation of policy, having been created for the purpose of advising, being a guide to public opinion, and promoting specific projects in the community at large.

B. CODE OF ETHICS AND VALUES

The City Code of Ethics and Values shall be followed by appointed policy body members inside, and outside of meetings, as representatives of the City.
C. STAFF-ADVISORY BODY RELATIONSHIP

Staff is assigned by the City Administrator to assist and act in a technical advisory capacity to the advisory body. It is not expected that every staff recommendation will be followed; however, because of the staff’s technical knowledge, full consideration should be given to their recommendation. Just as the advisory body is held accountable to the City Council, so is the staff to the City Administrator. After the staff makes a report or recommendation to an advisory body (which recommendation may or may not be followed), they are at liberty to make the same recommendation to the City Council through the City Administrator, even though the advisory body may have taken a different position. The staff has been employed by the manager to provide technical guidance. Staff members make objective recommendations without consideration of personal or political consequences. Failure of a staff member to provide service to the advisory body as directed by the City Administrator is basis for complaint to be brought to the attention of the City Administrator. Since staff personnel are directly responsible to the City Administrator, it is his/her responsibility alone to allocate their time and resources in the interest of the total city government.

The relationship of the advisory body and staff is an active and continuous one. Both advisory body members and staff are motivated by the shared goal of furthering the City’s best interests. Yet, while the goal is shared, there are times when the approach and responsibility toward implementing the goal can be different. Because the distinctions in responsibility are not always explicit, cultivating a balanced understanding of your role is essential. The interaction need never be adversarial, but rather can promote respect for different perspectives, and appreciation for each other’s strengths.

Since the city staff works for and is accountable to the City Administrator, advisory body members should not attempt to direct or decide the priority of work for departments or individual staff persons. Advisory bodies should, however, set priorities for their own agendas in order that staff may best use the time available for the advisory body. *An Advisory body’s goals and work programs must be consistent with Council goals.* If an advisory body wants to work on items other than Council goals, the advisory body should seek Council concurrence first.

In contacting staff on official business, the proper channel is through the advisory body Chair to the staff member assigned to the advisory body.

D. STAFF RESPONSIBILITIES

Important staff responsibilities include:

- Being informed about the latest developments in their field.
- Providing background and expressing views to the advisory body on important issues.
• Providing administrative support, including agenda preparation and taking of minutes at meetings.
• Maintaining a professional position on all topics.
• Helping the advisory body to stay on track and focused.
• Interpreting City Council, City department, and relevant state, federal, and international actions and policies.
• Alerting advisory body members of possible detrimental actions.
• Presenting advisory body recommendations to the City Council.
• Describing precedents or operating procedures which affect the decision.

E. RELATIONS WITH OTHER BOARDS, COMMISSIONS AND COMMITTEES

In areas where there is overlap of jurisdiction between various advisory bodies, it is important that the liaison be aware of the overlap to insure proper consideration of the different viewpoints that may occur, and to minimize duplications or conflicts. Further, joint meetings with the City Council and other advisory bodies and committees may be mutually beneficial whenever two bodies are simultaneously addressing the same topic. If a joint meeting is being considered between advisory bodies, the staff liaisons will assist in logistical considerations to coordinate such a joint meeting.

F. CITY CLERK

The City Clerk plays an important role for advisory bodies. The City Clerk accepts and maintains applications, processes advisory body appointments, updates membership rosters and bylaws, informational booklets, and yearly attendance records. The City Clerk is also a resource with respect to the Brown Act, Public Records Act, the City Charter, Gilroy Open Government Ordinance, agenda and minutes processes, and meeting procedural questions. The City Clerk is the filing officer for Statements of Economic Interests, and any other required filing as identified by the City Council and the State.

G. CITY ATTORNEY

The City Attorney is a resource for understanding compliance with the Brown Act, Public Records Act, the City Charter, the Gilroy Open Government Ordinance, and agenda legality issues, meeting process questions, and conflict of interest determinations. Staff liaisons will coordinate an assistance requested of the City Attorney.
IMPOSED RESTRAINTS
IMPOSED RESTRAINTS

Certain limitations have been placed upon the powers of both the City Council and its appointed advisory bodies by both statutory and case law. In certain instances, application of these restraints may be crucial in the governmental process. In instances of doubt, the City Attorney’s opinion should be sought. Staff liaisons will coordinate an assistance requested of the City Attorney.

A. CONFLICT OF INTEREST

As specified in state law, it is illegal for an advisory body member to have an interest in any contract, sale, purchase, finding or transaction in which the member is involved in an official capacity. Conflict of interest may disqualify the advisory body member and invalidate any advisory body action where such conflict exists. Any interest, whether personal, private or general that would tempt an advisory body member to act in any manner other than the best public interest should be examined and official action accordingly restricted. An interest that is common to all similarly situated persons is not disqualifying to an action.

B. PUBLIC RECORDS LAWS

The Public Records Act found in the Government Code of the State of California and the Gilroy Open Government Ordinance provides that categories of official records of the city are open to inspection to any interested party at reasonable times. Exceptions to this law are only those records specified in the Act and Gilroy Open Government ordinance, such as records relative to legal action in which the City is a party. All advisory body minutes, agenda, open session audio records and supporting meeting documents, are public records that must be disclosed.

C. THE BROWN ACT & GILROY OPEN GOVERNMENT ORDINANCE

The Ralph M. Brown Act is law which provides that no city advisory body shall hold any meeting at which action is taken other than at a duly called and regularly held meeting, notice of which is provided by agenda or by adjournment of a prior meeting. A “Meeting” takes place whenever a quorum is present and official business is considered. An agenda for each meeting must be posted at least 72 hours in advance for regular advisory body meetings, and 24 hours for special meetings. Advisory body members are permitted to socialize in a non-meeting setting but must refrain from discussing any advisory body business.

Care should be taken to make sure that if a quorum of an advisory body is gathered at a public or private place, no public business is discussed and that the gathering will not be interpreted as a meeting. If a member discusses a
matters with a majority of other members, one at a time or in small groups, outside of the public meeting, it will constitute a “Serial Meeting” and will violate the Act. Care should also be taken with regard to emails. Never select “Reply All” to an email to all advisory body members, or forward an email sent to you by one advisory body member to another advisory body member as that could constitute a quorum, and would violate the Act.

D. DISCRIMINATION AND EQUAL PROTECTION

All rules, regulations, laws, services and facilities must apply equally to all persons, and not give favor to any segment of the community. Similarly, all laws and ordinances of the city must afford equal protection to all facets of the community, unless the purpose of a city action requires special classification of the community.

E. DUE PROCESS

All governmental procedures and process must allow an affected party a right to be heard, and to present controverting fact or testimony on the question of right in the matter involved. Unfair determinations, such as bias, predetermination, refusal to hear, etc., may invalidate actions.

F. REASONABLENESS

Every action of municipal government must be reasonable, or otherwise stated, not arbitrary or capricious, or lacking in substantial evidence.

G. USE OF PUBLIC PROPERTY

Public property, equipment and facilities may not be used for private or personal purposes. Facilities, equipment and supplies are provided by the city but are limited to use in official functions only.

H. CONFLICT OF INTEREST CODE: DISCLOSURE REQUIREMENTS

Individuals serving on the Planning Commission, Building Board of Appeals, Parks and Recreation Commission, Historic Heritage Committee and the Physically Challenged Board of Appeals must file a Statement of Economic Interest with the City Clerk to disclose personal interests in investments, real property and income. This is done within 30 days of appointment date and annually thereafter. The Conflict of Interest Code has been established and adopted by the City Council pursuant to the California Fair Political Practices Act (Government Code Section 87300 et seq.). Copies of the code are available from the City Clerk.
I. USE OF CITY EMAIL

All appointed City advisory body members will be assigned a City email account to conduct all city related email communication. These communications are public records, and as such must be maintained on the city servers. All City emails are subject to the Public Records Act and you may only use your City email to conduct City business as an advisory body member. Please do not forward or reply to a City email from your personal email address. Once your term on the advisory body is over, your City email will be terminated.

As noted under the Brown Act section of this handbook, care should be taken with regard to emails. Never select “Reply All” to an email to all advisory body members or forward an email sent to you by one advisory body member to another advisory body member since that could constitute a quorum. All questions and concerns should be directed to the Chair and staff liaison.
CITY OF GILROY
PERSONNEL COMMISSION
STAFF REPORT

Date: April 5, 2019
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager
Subject: Approve Updates to the Job Description for Fire Chief

SUMMARY:

Due to a vacancy in the position of Fire Chief, staff completed an evaluation of the job description. The City Administrator completed a review and identified updates to the job requirements. Updates were made to the job requirements given the executive management level of the position and need for the Fire Chief to be experienced and hit the ground running. Staff also reviewed the requirements of other Fire Chief job descriptions to ensure comparability. In addition, there were some other general updates needed to bring the job description current. Proposed edits to the attached Fire Chief job description are shown in track changes format. New wording is displayed in underline format and wording to be removed is displayed in strikethrough format.

The salary range for this position is currently $149,040 - $200,160 annually plus benefits. No changes to the salary range for this position are requested.

This position is an executive management, at-will position that serves at the pleasure of the City Administrator. As such, no bargaining unit review was completed.

With these updates, the public sector executive search firm will be able to finalize the job flyer that is under development at this time.

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following action:

1. Approve the updates to the job description for the position of Fire Chief.

Respectfully Submitted,

LeeAnn McPhillips
Human Resources Director/Risk Manager
FIRE DEPARTMENT
FIRE CHIEF

GENERAL DUTIES: Under general supervision of the City Administrator, plan, organize, and direct the activities of the Fire Department in providing a full range of fire services including; wildland and structural fire suppression, emergency medical care, hazardous materials response, code enforcement, arson investigation, City disaster preparedness, public education and training. This is an at-will, department head position that serves at the pleasure of the City Administrator.

GENERAL REQUIREMENTS:

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

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

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serve as head of the Fire Department and technical advisor to the City Administrator and other department heads on fire and emergency services related matters.

2-3. Provide general supervision and direction to the Division Chiefs in charge of the Operations, Emergency Medical Services, or Training Division to insure that their respective divisions comply with city and departmental policies and that they meet their established goals and objectives.

2-3. Work with staff to develop goals and objectives, policies, procedures, and work standards for the Fire Department.
3.4. Direct the preparation and administration of the annual and/or biennial department budget, including the following: preparing division budgets, projecting revenues and monitoring revenues and expenditures. Research, analyze, and make recommendations for cost effective departmental operations to include: developing, administering, and evaluating departmental programs and services; addressing process issues; and implementing required changes.

4.5. Prepare reports and make presentations to the City Administrator, City Council, community groups, and other agencies on issues pertaining to the Fire Department.

5.6. Work with developers and other City departments to insure that new construction and developments are designed and built to current fire and life safety standards.

6.7. Coordinate the activities of the Fire Department with other departments and agencies.

7.8. Is on call after regular working hours to respond to fire and other emergencies.

8.9. Serve as Operations Section Chief on the City Disaster Response Team and provide technical advice to the City Administrator during an emergency.

10. Prepare and present comprehensive technical reports.

11. Develop, analyze and make recommendations on the formulation of policy, procedures, staffing and organizational requirements for the department.


40.13. Participate and be visible in the Gilroy community as appropriate for the Fire Chief.

44.14. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Customer service skills.
2. Interpersonal skills.
3. Written and verbal communications skills.
4. Management skills.
5. Good public relations skills.
6. Skill in managing major emergencies, utilizing the Incident Command System.
7. Computer use skills, including word processing, spreadsheets, e-mail and Internet.
KNOWLEDGE: Knowledge of:

1. Applications and utilization of computer systems.
3. Legal and administrative rules and regulations which apply to the operation of city government.
4. Principles and practices of public administration, personnel management and budget administration in a local government setting.
5. Municipal ordinances, City policies and City Charter.
6. Demographic composition of the City.
7. Principles and practices of modern fire protection, emergency medical service, hazardous materials incident prevention and response and Fire Department administration.

7.8. Safety practices, standards, laws and requirements related to the work of the fire department.

ABILITIES: Ability to:

1. Analyze complex problems, evaluate alternatives and make creative recommendations.
2. Prepare and present ideas and recommendations effectively, both orally and in writing.
3. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups, and the general public.
4. Exercise sound independent judgment within general policy guidelines.
5. Select, train, evaluate, and supervise department personnel.
6. Conduct and participate in related training programs.
7. Assist the City Administrator in conducting research on administrative problems and practices.
8. Meet the public to discuss problems and complaints tactfully, courteously and effectively.
9. Analyze the effectiveness of and make recommendations for changes in procedures, policies and organizational structures.
10. Formulate and enforce departmental rules, policies and procedures, and maintain effective discipline.
11. Formulate and administer the annual departmental budget.
12. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial and religious groups in the community.
13. Conduct regular staff meetings and maintain open communication with staff.
14. Implement and maintain customer service techniques.
15. Command major emergencies while maintaining a professional demeanor.

16. Exercise skill and good judgment in dealing with the news media.

Fire personnel may be exposed to the following physical and environmental demands:

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor including tablet style and laptop
2. LaserJet or ink jet printer
3. Telephone or cell phone
4. ipad
5. Pager
6. Copier/scanner
7. Calculator
8. Multi-Function Facsimile machine (copy, scan, fax)
9. Two-way radios with multiple bands and frequencies – portable, handheld or fixed
10. Vehicle radios with multiple bands and frequencies
11. Emergency response fire vehicles of all types
12. Paper shredder or cutter
13. Specialized computer software
14. Mobile Data Computer
15. Binoculars
16. Fuel pumps
17. Eye, ear, hand and head protection equipment
18. Flashlight
19. Uniforms and safety equipment
20. Cameras/tape recorders/video cameras
21. Keys to a variety of City locks
22. Oxygen equipment
23. Defibrillator
24. Self-contained breathing apparatus
26. Fire extinguishers
27. Electrical cord and adaptors
28. Highway flares
29. Wildland fire apparatus
30. Structural fire apparatus
31. Aerial fire apparatus
32. Washing machine and dryer
33. Other related emergency and firefighting equipment

**ADDITIONAL COMMENTS:**
The work of a Fire Chief may be dangerous. A Fire Chief may go from a resting pulse position, to a very stressful and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.

**PHYSICAL DEMANDS:**

1. **Wearing of Protective Clothing and Equipment:** Fire Chiefs routinely wear protective clothing and equipment at various types of emergency incidents. This clothing and equipment can weigh up to 50 pounds.

2. **Standing:** Fire Chiefs may have to stand for periods of time while at the scene of an incident or when communicating with other safety personnel or citizens.

3. **Walking:** Fire Chiefs walk while on the incident ground to complete various tasks. This may include walking several miles at a wildland emergency response, Fire Chiefs also walk during the normal course of their daily duties such as interacting with personnel at the fire stations, inspecting fire station facilities, attending training, etc. Some of the walking may be on uneven, steep, slippery or hazardous surfaces.

4. **Sitting:** Fire Chiefs may have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Fire Chiefs are seated in an assigned fire department vehicle when responding to emergencies or may remain seated for extended periods of time when traveling out of town some distance to a strike team or mutual aid assignment.

5. **Stooping/Bending:** Fire Chiefs may have to stoop or bend during the course of their normal duties.

6. **Lifting:** Fire Chiefs provide managerial oversight, program development leadership, as well as command and control for emergencies. They do not perform any lifting tasks that are required in other ranks.

7. **Carrying:** Fire Chiefs are not responsible for carrying any of the things that other ranks are required to carry.

8. **Balancing:** Fire Chiefs only demonstrate balancing in their normal work environment. They do not have to balance while on ladders, steep rooftops, hillsides, etc. Fire Chiefs are required to demonstrate their ability to safely access their vehicle.

**SENSORY DEMANDS:**

1. **Seeing:** Fire Chiefs need this sensory trait to be able to observe conditions at emergency incidents.
2. **Talking/Hearing:** Fire Chief must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations.

3. **Smelling:** Fire Chiefs must be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

**ENVIRONMENTAL CONDITIONS:**

1. **Temperature/Weather:** Fire Chiefs are exposed to all temperature variations. While in full protective clothing, a Fire Chief may have to perform in very hot (300+ degrees) environments. While wet, a Fire Chief may have to perform in very cold conditions (below 32 degrees). Fire Chiefs have to perform under many conditions such as in a storm with rain, sleet, **hail**, or lightning; during a flood, in the dark, under direct sunlight, etc.

2. **Noise:** Fire Chiefs are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that Fire Chiefs are exposed to may exceed 108 decibels, such as when working near a running helicopter.

3. **Hazards:**
   a. **Burns:** Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
   b. **Mechanical:** Mechanical injuries may occur from a Fire Chief being struck by a falling object or being hit by a moving vehicle.
   c. **Electrical:** Electrical injuries may occur from a Fire Chief coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line or an energized electrical conductor may also cause an electrical injury.
   d. **Chemical:** A chemical injury may occur from a Fire Chief coming in contact with a hazardous chemical either through inhalation, injection, absorption, or ingestion.
   e. **Biological:** A Fire Chief runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.
   f. **Respiratory:** Respiratory hazards may occur when a Fire Chief accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.
g. Mental Stress: Mental stress is a hazard to the Fire Chief because of the grim situations that a Fire Chief often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.

h. Physical Stress: The Fire Chief’s body is subjected to a great deal of physical stress, sometimes for a long period of time.

i. Radiological: Fire Chiefs may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being transported.

j. Sleep deprivation: Fire Chiefs sleep may be interrupted due to response to emergency incidents. On rare occasions, Fire Chiefs may work over a 24-hour period without sleep.

**ADDITIONAL COMMENTS:**

Fire Chiefs may be exposed to many dangerous environmental conditions. Through extensive training and past experiences, the Fire Chief will be able to determine the presence of dangerous environmental conditions. A Fire Chief acts in a manner that provides for his/her safety and the safety of others.

**ATMOSPHERIC CONDITIONS:**

1. Fire: Chiefs may be exposed to fire when they are involved in a structure fire, vehicle fire, or other emergency situations.

2. Smoke: Fire Chiefs may be exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.

3. Gases: Fire Chiefs may be exposed to many gases both hazardous and non-hazardous in nature.

4. Dust: Fire Chiefs may be exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.

5. Biological: Fire Chiefs may be exposed to various biological atmospheres.

6. Low Oxygen Levels: Fire Chiefs may be exposed to low oxygen levels in situations such as confined space or a CO2 enriched environment.

**ADDITIONAL COMMENTS:**

Fire Chiefs may be exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the Fire Chief will be able to determine the presence of a dangerous
atmospheric situation. The Fire Chief may then act in a manner that provides for his/her safety and the safety of others.

**FLOOR SURFACES:**

Fire Chiefs work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc.

The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when the floor has been exposed to fire. Fire Chiefs may work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. Bachelor’s degree from an accredited college or university with a major in Public Administration, Business Administration, Fire Science, Fire Management or other related field of study. A Master’s degree from an accredited college or university in Public Administration or a related field of study is highly desirable.

2. Any combination of education, training and experience equivalent to graduation from an accredited college or university with a major in Public Administration, Business Administration, Fire Science, or related field and six-Ten (10) years of paid work experience in the fire service including with at least five (5) years of increasingly responsible experience at the Fire Command level (i.e. Fire Chief, Assistant/Deputy Chief, or Fire Division Chief/Fire Battalion Chief level) that has included significant management/supervisory, operational and administrative responsibilities.

3. California Chief Fire Officer Certification and/or completion of the National Fire Academy Executive Fire Officer Program is highly desirable.

4. Strong computer/technology skills literacy is required.

5. Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.

6. Possession of or ability to obtain and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).

7. Possess and maintain a valid CPR/AED and First Aid Certification.

8. Pass a post-offer psychological and medical examination, which includes a drug test. Pass a medical examination for employment, including drug and alcohol screening.
8.9. Pass a comprehensive psychological evaluation and background investigation for employment, including a Department of Justice criminal records check and a polygraph examination.

9.10. Sign a no tobacco use n-smoking contract.

10.11. Must reside within ninety (90) minutes travel time to and from any Gilroy fire station.

11.12. Prefer bilingual (English/Spanish) highly desirable.
Date: April 5, 2019
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager
Subject: Approve Updates to the Job Description for Community Development Director

SUMMARY:

Due to a upcoming vacancy in the position of Community Development Director, staff completed an evaluation of the job description. Gilroy’s current Community Development Director, Kristi Abrams, will be retiring later this year. The City Administrator completed a review and identified updates to the job requirements. Updates were made to the job requirements given the executive management level of the position and need for the Community Development Director to be experienced and hit the ground running. Staff also reviewed the requirements of other Community Development Director job descriptions to ensure comparability. In addition, there were some other general updates needed to bring the job description current. Proposed edits to the attached Community Development Director job description are shown in track changes format. New wording is displayed in underline format and wording to be removed is displayed in strikethrough format.

The salary range for this position is currently $149,040 - $200,160 annually plus benefits. No changes to the salary range for this position are requested.

This position is an executive management, at-will position that serves at the pleasure of the City Administrator. As such, no bargaining unit review was completed.

With these updates, the public sector executive search firm will begin work on this search as the City would like to get ahead of the curve to ensure an overlap period between the retiring Director and the new Director.

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following action:

1. Approve the updates to the job description for the position of Community Development Director.

Respectfully Submitted,

LeeAnn McPhillips
Human Resources Director/Risk Manager
COMMUNITY DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT DIRECTOR

GENERAL DUTIES: Under direct supervision of the City Administrator, organize and administer the operations of the Community Development Department; direct the activities of the Planning, Housing and Community Development, Code Enforcement, and Building, Life and Environmental Safety and Environmental Services functions. The Building, Life and Environmental Safety Division includes the Building Section and the Fire Prevention/Hazardous Materials/Chemical Control Bureau. This is an at-will, department head position that serves at the pleasure of the City Administrator.

GENERAL REQUIREMENTS:

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

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

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

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

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

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

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as head of the Community Development Department and technical advisor to the City Administrator and other department heads on community development related matters.

2. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Community Development Department.

3. Plan, organize, assign, direct, review, and evaluate planning, building, housing, code enforcement, fire prevention, chemical control, waste water pretreatment and environmental services programs.

4. Insure timely and complete review of development applications such as Conditional Use Permits, Tentative Maps, Architectural and Site Review, Residential Development Approval, Zoning...
ORDINANCE AMENDMENTS, GENERAL PLAN AMENDMENTS; INCLUDING PREPARATION OF NEGATIVE DECLARATIONS, INITIAL STUDIES AND ENVIRONMENTAL IMPACT REPORTS WHEN REQUIRED.

5. Provide Housing and Community Development CDBG and Housing Trust Fund Administration to include review of work products, review budgets, and advise on policy and technical issues including the Housing Element, RDLP Loan, Consolidated Plan, Action Plan, First Time Homebuyer programs, and services grants.

6. Responsible for staff support to the South County Habitat Conservation Plan development and the South County Joint Planning Advisory Committee.

7. Facilitate Planning Commission meetings (oversee agenda preparation, review reports and information that is forwarded in the packet).

8. Directs all aspects of the General Plan Update process.

9. Oversight for the review and permitting of all private and public development within the City.

10. Act as the Building Official or assign the Building Official duties to staff.

11. Serve as problem solver or chief advisor on development applications and confer with City officials, applicants and community groups on proposed projects.

12. Prepare and present comprehensive technical reports.

13. Direct the departmental budget to include: preparing division budgets, projecting revenues and monitoring revenues and expenditures. Research, analyze, and make recommendations for cost effective departmental operations to include: developing, administering, and evaluating departmental programs and services; addressing process issues; and implementing required changes.

14. Develop, analyze and make recommendations on the formulation of policy, procedures, staffing and organizational requirements for the department.

15. Select, train and evaluate departmental personnel.

16. Administer the Unreinforced Masonry Building Retrofit Program.

17. Responsible to amend and adopt State construction codes and the Zoning Ordinance per new State law requirements.

18. Review development within the Downtown Specific Plan, Glen Loma Specific Plan and Hecker Pass Specific Plan for compliance with the specific plans and development agreements.

19. May serve as the Planning and Intelligence Section Chief of the City’s Emergency Operations Center (EOC).

20. Coordinate the activities of the Community Development Department with those of other departments and agencies.
21. Performs related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Possess personal computer operation skills.
2. Excellent interpersonal skills.
3. Supervisory skills.
4. Oral and written communication skills.
5. Customer service techniques.
6. Organizational and project management skills.
7. Presentation skills.
8. Planning, organizing, executing, controlling and evaluating activities.

KNOWLEDGE: Knowledge of:

1. Application and utilization of computer systems.
3. Legal and administrative rules and regulations which apply to operation of City Government.
4. Principles and practices of public administration, personnel management and budget administration in a local government setting.
5. Municipal ordinances, City policies and City charter.
6. Demographic composition of the City.

ABILITIES: Ability to:

1. Analyze complex problems, evaluate alternatives and make creative recommendations.
2. Prepare and present ideas and recommendations effectively; orally and in writing.
3. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups and the general public.
4. Exercise sound independent judgment within general policy guidelines.

5. Select, train, evaluate, and supervise department personnel.

6. Conduct and participate in related training programs.

7. Assist the City Administrator in conducting research on administrative problems and practices.

8. Meet the public to discuss problems and complaints tactfully, courteously and effectively.

9. Analyze the effectiveness of and make recommendations for changes in procedures, policies and organization structures.

10. Formulate and enforce departmental rules, policies and procedures, and maintain effective discipline.

11. Formulate and administer the annual departmental budget.

12. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial and religious groups in the community.

13. Conduct regular staff meetings and maintain open communication with staff.

14. Implement and maintain customer service techniques.

15. Perform other related work as assigned.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:
1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier/Multi-Function machine (copy, scan, fax)
5. Calculator and/or 10-key adding machine
6. Facsimile machine
7. Dictation/transcription equipment
8. Two-way radio
9. Microfiche reader
10. Polaroid or digital camera
11. Automobile
12. Specialized computer software
13. Presentation equipment, i.e., microphones, easels, overhead projectors, tape recorder, etc.
14. Television and VCR equipment

PHYSICAL DEMANDS:
When working in the field or in the office, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed in meeting deadlines

**SENSORY DEMANDS:**

Under typical office or field conditions, employee utilizes these senses while using a computer, printer, telephone, calculator, Multi-Function machine, fax machine, copier, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, paper shredder, camera or radio:

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

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

**Office Conditions:**

1. **Indoors:** Typical office conditions, over 80% of the time.
2. **Flooring:** Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. **Noise Level:** Conducive to office settings with phones, copiers, faxes, radios, Multi-Function machines, and printer/typewriters.
4. **Lighting:** Conducive to normal office setting.
5. **Ventilation:** Provided by central heating and air conditioning.
6. **Dust or Fumes:** Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

**Field Conditions:**

1. **Outdoors:** Typical field conditions less than 20% of the time.
2. **Flooring:** Asphalt, grass, dirt, and uneven surfaces at the construction site.
3. **Noise Level:** Varying low to high equipment noise at construction sites.
4. **Lighting:** Normal outdoor conditions, and also exposure to extreme weather conditions.
5. **Ventilation:** Heating and air conditioning provide by vehicle and outdoor equipment.
6. **Dust:** Normal, outdoor levels to high outdoor levels associated with construction activities.

**HAZARDS:**
Mechanical, electrical and chemical exposure is low to high, depending on the construction site or business being inspected. When working around heavy equipment or power tools, care must be taken to avoid unsafe conditions. In addition, employee may be exposed to biological waste products and bodily fluids when working at the construction site. There is potential exposure to bees, insects, snakes, rodents, birds and other animals when performing routine inspections. Employee may be present when radiological testing equipment is used during the completion of groundwork. Lastly, when utilizing a vehicle, there is some exposure to mechanical hazards.

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

**ATMOSPHERIC CONDITIONS:**

Minimal to high exposure to fumes and gases may occur when performing a site inspection or conducting enforcement activities. Solvents, cleaners, decomposed by products from construction site waste, gasoline, hydraulic fluid, vehicle exhaust, propane, and pesticides are common in the field. In addition, there is exposure to high levels of heat when contractors lay asphalt. During emergency spill situations, employees refer all hazardous waste situations to the Fire Department or Hazardous Materials team.

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

**REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:**

1. Any combination of education, training and experience equivalent to graduation Bachelor’s degree from an accredited college or university with a major in Urban Planning, Civil Engineering, or related field of study. A Master’s degree from an accredited college or university in Public Administration or a related field of study is highly desirable, but not required.

2. Ten (10) Five years of increasingly responsible professional-level, full time paid experience in a city planning, community development, redevelopment, or closely related field related public sector position which has included Urban Planning or Building experience including and at least five (5) three years of supervisory/management (professional, technical, and support staff) and administrative responsibilities experience that has included management and supervision of professional, technical, and support staff.

3. American Institute of Certified Planners (AICP) certification or other similar community development related certification highly desired.

4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).

4. Strong Intermediate computer/technology skills required.
6. Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.

5-7. Pass a post-offer medical examination, which includes a drug test.

6.8. Pass a detailed employment background check, including a and Department of Justice criminal record check for employment.

9. Prefer non-tobacco user.

7.10. Bilingual English/Spanish highly desirable.