

1. Agenda - June 13, 2022

Documents:

[JUNE 13, 2022 PERSONNEL COMMISSION MEETING AGENDA ONLY.PDF](#)

1.1. Full Meeting Packet

Documents:

[JUNE 13, 2022 PERSONNEL COMMISSION MEETING PACKET.PDF](#)

# CITY OF GILROY PERSONNEL COMMISSION AGENDA

Gilroy City Hall – Administrative Services Conference Room  
7351 Rosanna Street, Gilroy, CA 95020

Monday, June 13, 2022 at 5:30 p.m. – Regular Meeting

Sholly Nicholson, Chair

Robin Bronze, Vice Chair

Catherin Cummins, Commissioner

Nita Edde-Mitchell, Commissioner

Marissa Haro, 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.

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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.

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## 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.

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**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 at (408) 846-0228. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.102-35.104 ADA Title II)**

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**1) OPENING**

- A) Call Meeting to order (Chairperson Nicholson)
- B) Roll Call (HR Director, LeeAnn McPhillips)
- C) Report on Posting of the Agenda (HR Director, LeeAnn McPhillips)

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

Public comment by members of the public on items **NOT** on the agenda, but within the subject matter jurisdiction of the Personnel Commission. Please limit your comments to three (3) minutes. (This portion of the meeting is reserved for person desiring to address the commission on matters not on the agenda. The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action is requested, the Commission may place the matter on a future agenda.)

**3) APPROVAL OF MINUTES**

- A) Approval of Minutes for the Meeting of April 11, 2022 (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 Approve Job Description and Salary Range for the Full-Time Position of Geographic Systems Analyst
- B) Abolish the Eligibility List for the Position of Maintenance Worker I

**7) FUTURE PERSONNEL COMMISSION BUSINESS**

**8) MEETING ADJOURNMENT**

**NEXT MEETING OF THE PERSONNEL COMMISSION**

The next regularly scheduled meeting of the Personnel Commission is **Monday, July 11, 2022 at 5:30 p.m.**

**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  
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**City of Gilroy**  
**PERSONNEL COMMISSION**  
**MINUTES**

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**April 11, 2022 Regular Meeting – DRAFT MINUTES**

Administrative Services Conference Room  
Gilroy City Hall  
7351 Rosanna Street  
Gilroy, CA 95020

***Members Present***

*Robin Bronze*  
*Catherine Cummins*  
*Nita Edde-Mitchell*  
*Marissa Haro*  
*Sholly Nicholson*

***Members Absent***

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

*Commissioner Nicholson called the meeting of April 11, 2022 to order at 5:34 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell, Haro and Nicholson were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on April 8, 2022 at 2:28 p.m.*

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

**III. APPROVAL OF MINUTES**

*A. For the regular meeting dated March 14, 2022 – on a motion from Commissioner Bronze, seconded by Commissioner Nicholson, the minutes for the March 14, 2022, 2022 meeting were approved on 5-0 vote.*

**IV. HUMAN RESOURCES DIRECTOR’S REPORT – *No Report.***

**V. INFORMATIONAL ITEMS**

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

*B. LCW Human Resources Academy I Training Webinar – report on the Human Resources Academy I webinar that is available to staff and commission; materials will be shared with Commission at next meeting with a link to recording.*

**VI. NEW BUSINESS**

*A. Review and Approve Job Description and Salary Range for Full-Time Position of Emergency Services & Volunteer Coordinator. Staff report provided by Human Resources Director McPhillips; questions answered; a motion was made by Commission Cummins to Approve the Job Description and Salary Range for the Full-Time Position of Emergency Services & Volunteer Coordinator; seconded by Commissioner Nicholson; motion passed 5-0.*

**VII. FUTURE PERSONNEL COMMISSION BUSINESS**

- A. Approve job description and salary range for GIS Analyst.*
- B. Updates to the Job Description for Code Enforcement Technician.*

**VIII. ADJOURNMENT** - *the meeting adjourned at 6:05 p.m. on motion from Commissioner Nicholson, seconded by Commissioner Bronze; motion passed 5-0.*

Respectfully Submitted,

*LeeAnn McPhillips*

LeeAnn McPhillips  
Human Resources Director/  
Staff to the Personnel Commission

DRAFT

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

<b>Recruitments Posted as of June, 2022</b>	<b>Date Open</b>	<b>Date Closed</b>	<b># to Fill</b>	<b>Status/ Interview/Assessment Date</b>	<b># of Applications as of 6/10/22</b>
Lateral Firefighter (Licensed Paramedic)	2/22/21	Continuous	5 (at either level)	Accepting & screening applications	7
Firefighter Trainee (Licensed Paramedic)	5/30/22	6/19/22	5 (at either level)	Accepting applications via FCTC List	6
Police Officer – Lateral	5/30/22	Continuous	7 total (can hire at any level)	Accepting applications	0
Police Officer – Academy Graduate	5/30/22	Continuous	7 total (can hire at any level)	Accepting applications	1
Police Officer – Current Academy Cadet	5/30/22	Continuous	7 total (can hire at any level)	Accepting applications	0
Police Officer Trainee	5/30/22	Continuous	7 total (can hire at any level)	Accepting applications; interviews on 6/13/22	0
Public Safety Communicator – Lateral	5/30/22	Continuous	3	Accepting applications; screening applications	1
PT Recreation Leader (various programs)	11/24/21	Open Until Filled	4	Accepting applications; scheduling interviews	33
Fleet Superintendent/ Manager	1/5/22	Open Until Filled	1	Avery & Associates – accepting and screening applications; scheduling interviews	10
Police Records Supervisor	3/13/22	Open Until Filled	1	Accepting and screening applications; interviewing on 6/13/22	7
PT Recreation Specialist	4/22/22	Open Until Filled	1	Accepting applications; scheduling interviews	4
Detention Services Officer	5/19/22	6/26/22	1	Accepting applications	0
PT Network Administrator	6/2/22	Open Until Filled	1	Accepting applications	1
Community Services Officer	6/2/22	7/10/22	1	Accepting applications	7
Engineer I/II	6/10/22	7/17/22	1	Accepting applications	1
Senior Civil Engineer	6/10/22	7/10/22	1	Accepting applications	0

<b>Recruitments in Process – June, 2022</b>	<b>Status</b>
Police Officer (All Levels)	3 candidates in background check; Interviews 6/13/22
Police Records Supervisor	Interviews 6/13/22
Public Safety Communicator	Interviews 6/13/22
Recreation Leaders – various programs	Interviewing and 3 candidates in final pre-hire steps
PT Office Assistant I – Traffic Unit	One candidate in background check

<b>Recruitments in Process – June, 2022</b>	<b>Status</b>
Financial Analyst	One candidates background check
Youth Task Force Intern	One candidate in background check
Community Development Director	Process completed; final candidate begins work 7/18/22
Deputy City Clerk	One candidate in final pre-hire steps
Fleet Superintendent	Scheduling interviews
Senior Planner	Scheduling department 2 <sup>nd</sup> interview
Communications Unit Intern	Candidate to begin work on 6/13/22

**Hiring/Promotion/Separation Information (April 8, 2022 – June 10, 2022)**

**HIRES/PROMOTIONS:**

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF HIRE</b>
RUTH AVELAR	PART-TIME ACCOUNTING ASSISTANT	5/2/2022
AARON DUTRA	RECREATION LEADER I	5/13/2022
LOURDES ANDRADE TORRES	ACCOUNTANT	5/23/2022
ROBERT MORENO	PART-TIME WATER CONSERVATION OFFICER	5/23/2022
DAVID CARTER	COMMUNITY SERVICE OFFICER	5/23/2022
MATHEW JONES	DEPUTY DIRECTOR OF PUBLIC WORKS	6/1/2022
JOSHUA GUERRIERA	FIRE ENGINEER – PROMOTION	6/8/2022
JOHN ZARO	FIREFIGHTER (LICENSED MEDIC) – ADVANCED FROM TRAINEE TO REGULAR STATUS	6/8/22
JEFF MACPHAIL	FIRE CAPTAIN – PROMOTION	6/9/2022

**SEPARATIONS:**

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF SEPARATION</b>
CHARANJIT DHALIWAL	PART-TIME NETWORK ADMINISTRATOR	4/8/2022
HUGO DEL MORAL	POLICE OFFICER	4/15/2022
WILLIAM DUDDING	POLICE OFFICER	4/21/2022
RANDY DECKER	FIRE CAPTAIN – RETIRED	5/13/2022
OSCAR SALINAS	PART-TIME OFFICE ASSISTANT – PUBLIC WORKS	5/20/2022
THOMAS COOPER	FIREFIGHTER/PARAMEDIC	5/26/2022
WILLIAM NGUYEN	FIREFIGHTER/PARAMEDIC	5/26/2022
PATRICK SULLIVAN	POLICE OFFICER – RETIRED	6/1/2022
NESTOR QUINONES	POLICE OFFICER – RETIRED	6/2/2022
JOSEPH GARCIA	MAINTENANCE WORKER I – PARKS & LANDSCAPE	6/3/2022
TRACY KESTER	RECREATION LEADER III – ADAPTIVE	6/10/2022

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Date: June 13, 2022

To: Personnel Commission

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

**Subject:** Review and Approve Job Description and Salary Range for the Position of Geographic Information Systems (GIS) Analyst

**SUMMARY:**

In the recent past, Geographic Information Systems (GIS) duties were shared amongst departments and one Planner took the lead on GIS tasks and responsibilities. Given the new Land Management System and the continued shift to online services, it was determined that the city needed a more dedicated GIS employee. The City works closely with the County of Santa Clara to ensure the most current data is contained within the layers of the GIS system. Based on this need, once this position is filled, the Planner will focus on Planning duties, as the City will have an employee dedicated to an extensive range GIS duties. The GIS position is approved in the budget.

In addition, staff in the main departments that use GIS evaluated the situation and it was determined that this city-wide GIS position will be placed in the Information Technology (IT) Division of the Administrative Services Department. This will allow the employee to interface closely with IT staff and provide internal services to all city departments that rely on GIS data.

As such, a new job description for Geographic Information Systems was created and a copy is attached for the Personnel Commission's review. Based on the analysis of job duties and role within the organization, this position was best matched with other similar GIS position under the job title of Geographic Information Systems (GIS) Analyst. As with other similar analyst and technology position, this position has been categorized as an exempt position falling under the Gilroy Management Association employee group.

Looking at both market data and other analyst positions within the organization, the exempt salary range of \$82,764 - \$110,364 has been identified for this new position.

Since this full-time classification will be included with the Gilroy Management Association employee group, the Gilroy Management Association reviewed the revised job description and proposed salary range and agreed with the edits and placement.

**RECOMMENDED ACTIONS:**

Staff recommends that the Personnel Commission take the following action:

1. Approve the job description for the position of Geographic Information Systems (GIS) Analyst.
2. Approve the Gilroy Management Association salary range of \$82,764 - \$110,364 for the GIS Analyst classification.

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Administrative Services & Human Resources Director/Risk Manager

**ADMINISTRATIVE SERVICES DEPARTMENT  
INFORMATION TECHNOLOGY DIVISION  
GIS ANALYST**

**GENERAL DUTIES:** This is a journey-level, exempt position in which the incumbent works independently, or as part of a team, on professional level work involving significant analytical and technical ability. Under the general supervision of the Information Technology Manager, coordinates the management of the City's Enterprise GIS platforms including ArcGIS Online, ArcGIS Portal, ArcGIS Server, and enterprise geodatabases in support of various City departments and functions including utilities; oversees updates and maintenance of the City's GIS database, and coordinates with other Departments and the City's GIS service provider in the creation of maps and GIS layers.

Performs a wide variety of advanced business process, analysis and coordination functions to implement and maintain the integration and functionality of an enterprise Geographic Information System (GIS). Provides technical consultation, and business solutions to departments and workgroups throughout the City. May develops and design databases, scripts and applications.

Provides management, quality control, delivery and utilization of GIS information services. Performs a variety of advanced analytical and geo-processing functions to create, maintain, and retrieve data from the City's GIS. Develops and monitors GIS data quality control and update requirements to ensure proper data integration with other business systems. Develops and maintains data standards and procedures. Coordinates and reviews GIS data collection and mapping processes, and conducts training

Work is characterized by the incumbent's leading role in both technical and business-based support of GIS in a complex enterprise environment. Includes negotiation of contracts, coordination with business system vendors relying on GIS for implementation, integration and training, assisting users in developing systems and/or specifying changes, writing and/or specifying conversions.

**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 regard 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 on 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 gender identity 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 gender identity differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Designs, develops and manages the administration of the City's Intranet/Internet GIS mapping and data publishing applications (Esri Platform, Geocortex platform, custom applications). May administer the cartographic design of and delivery of mapping feature services for ArcGIS Server and other integrated business systems according to industry best practices. Manages and streamlines update processes and administers business integration requirements for ArcServer based tools.
2. Provides high quality, detailed consultation, technical support and troubleshooting for key City GIS-related applications, including working with vendors. Evaluates current procedures, workflows, and problems, and recommends changes and improvements. Trains and supports City staff in the use and applications of GIS data viewing software and associated information, including a wide range of technical and non-technical employees using the GIS to perform analysis, complete inventories, and compile reports and studies.
3. May develops and update data models, scripts, interfaces and programs in support of importing/exporting and manipulation of GIS data between various software systems and/or business applications. May writes scripts that automate daily or weekly processes to maintain the integrity of the GIS data. Receives feedback from users, tests, troubleshoots, and repairs scripts as necessary.
4. Designs and develops GIS and related application procedures, standards and programs as required; tests procedures and programs to ensure that desired results are achieved; makes necessary changes to correct deficiencies. Researches and provides recommendations on application development software, add-ins and components. May use scripting and markup languages as needed to automate tasks.
5. Develops and maintains workflows and reports (example: Land Parcel Report), that automate/guide users through processes and generate reports that integrate data from GIS and City business systems, using ESRI, Geocortex, and SQL Server tools.
6. Coordinates GIS system updates and configurations settings to ensure optimum system performance and security. Administers the GIS and associated software and systems licensing to ensure proper and efficient deployment, accessibility and license utilization. Monitors system performance and logs to troubleshoot and proactively adjusts or recommends adjustment of configuration settings to maximize GIS system performance, availability, and security.
7. Acts as project lead for implementing business and analytical support to business system integration with the GIS systems. As project leader, chairs meetings and/or committees, prepares agendas, and coordinates project activities, including negotiation of contracts and coordination with business system vendors relying on GIS for implementation. Communicates project recommendations and/or status to management at all levels of the organization. Identifies key business requirements, writes and produces GIS business functional specifications and workflow to meet the needs of the new business process or system. May provide explanation of research, determinations, analysis methods and deliverable materials in private and public meetings.
8. Coordinates and provides support for special mapping and data analysis projects and services for other City departments, outside agencies, the public, private developers, and consultants.
9. May participate in the development of GIS mapping, presentation and data collection standards as a technical and business resource to ensure uniformity and compatibility in the city GIS mapping system. May coordinate and perform research, data collection and data entry for the creation and maintenance of GIS data.

10. Work with contractors and City staff in multiple departments to coordinate GIS needs, maximize functionality and efficiencies of the City's Land Management System, Public Works Asset Management System and reduce duplication of data.
11. Perform other related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:****KNOWLEDGE:** Knowledge of:

1. Esri's Desktop product line, beginning with the 10.x release
2. Data development and editing skills within the ArcGIS Pro and Desktop environment
3. Esri Geodatabase data model
4. Using existing map documents and templates to create and update interactive and static maps
5. Analyzing data and developing effective reports and map visualizations to impact operational decisions
6. Creating, maintaining, & improving interactive web maps published using Esri's web GIS platform, ESRI, ArcGIS Desktop, and ArcGIS Server technology and GIS theory and concepts
7. Common practices and workflows for managing and editing geographic data using the ArcGIS environment
8. Working within a web-based GIS and/or Enterprise GIS environment
9. Enterprise geodatabases and basic geodatabase versioning
10. GPS technologies, associated software utilities, and their applications or use cases
11. Experience using Esri mobile apps for visualizing and collecting data in the field (GIS Analyst)
12. Basic concepts, terminology, methodology, principles, practices, and techniques of geographic information systems.
13. GIS procedures necessary to create maps including digitizing, data entry, editing, and project production.
14. Cartography, map scale, and graphic presentation.
15. Customer service techniques.

**SKILLS:** Skill in:

1. Operation of computers and assigned software, including Microsoft Office/Office 365, ERSI-based ArcGIS programs and associated packages, Geocortex, Land Management System (LMS), Enterprise Resource Planning (ERP), Computerized Maintenance Management Suite (CMMS) and other GIS related software.
2. Operation of PC, tablet, smartphone, GPS receiver, printer, and plotter.
3. Communicating technical information to others who are less technical.

4. Organizing work and managing time.
5. Performing highly detailed work on multiple, concurrent tasks and working under intensive deadlines.

**ABILITIES:** Ability to:

1. Organize various projects at once; ability to understand how GIS can benefit the functions of the City.
2. Learn and apply methods, techniques, and the operation of relevant software, programs, and computer applications necessary to prepare, maintain, and print maps and map data.
3. Assist and provide input in the design of databases associated with the GIS base mapping and subsequent map layers.
4. Perform technical GIS work involving quality insurances and control, data loading, and editing.
5. Develop and write clear technical reports including recommendations and alternatives.
6. Establish and maintain effective working relationships with co-workers, other departments, outside agencies and the public.
7. Organize and prioritize workload effectively.
8. Communicate effectively and provide excellent customer service.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. LaserJet or ink jet printer
3. Plotter printer
4. Multi-Function Machine (copy/scan/fax)
5. Telephone or headset
6. Copier
7. Calculator
8. Facsimile machine
9. Postage meter and scale
10. Microfiche reader
11. Two-way radio
12. Polaroid or digital camera
13. Paper shredder
14. Paper cutter.
15. Plans, maps and blueprints
16. Presentation equipment, microphones, easels, overhead projectors, etc.
17. Specialized computer software
18. Automobile, utility truck or van
19. Field GPS data collector as necessary

**PHYSICAL DEMANDS:**

Under typical office and field conditions or when working out in the field, employee will perform the following physical activities which include handling files, books, binders, plan sets and construction drawings, and boxes of work-related material:

1. Sitting, for very prolonged periods of time while attending meetings or working at the computer.
2. Walking, during site visits, inspections and enforcement activities in and out of the office.
3. Hiking, during site visits, when inspecting various properties throughout the city.
4. Standing, during Council meetings or other public presentations, for up to an hour.
5. Kneeling
6. Bending/stooping
7. Twisting
8. Reaching
9. Carrying
10. Pushing/pulling
11. Lifting up to 25 lbs.
12. Driving
13. Efficiency in meeting deadlines and in using office equipment.

**SENSORY DEMANDS:**

Under typical office conditions, employee utilizes these senses while using a computer, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, microphone, overhead projector, easel, cartography equipment, etc.

When working and traveling in the field, all senses are used during site visits, inspections and enforcement activities.

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

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:****Office Conditions:**

1. Indoors: Typical office conditions, over 75% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to open office settings with phones, copiers, faxes, and keyboards.
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, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

**Field Conditions:**

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 25% of the time.
2. Travel: Under varying conditions via a vehicle or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, and uneven surfaces during site visits, inspections and enforcement activities.

4. Noise Level: Varying low to high equipment noise may occur during site visit or inspection.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by vehicle and outdoor equipment.
7. Dust: Normal to high outdoor levels associated with construction and inspection activities.

### **HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter.

When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

### **ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office environment. Some office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment. In the field, employees have minimal exposure to fumes or gases.

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

1. Any combination of education and experience equivalent to graduation from a four year college with a major in Geographic Information Systems, Computer Science, Geography, Urban Planning, Environmental Science or related field, with demonstrable coursework in GIS, and one year of recent full-time professional experience in GIS development, preferably with a public agency, with exposure, training or experience in a GIS environment to gain the knowledge and abilities listed above.
2. Strong customer service skills and abilities required.
3. Computer keyboarding proficiency, with speed and accuracy, including experience using Microsoft Office required.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Pass an employment background check, including a Department of Justice criminal record check.
6. Pass a post-offer medical examination, which includes a drug test.
7. Prefer non-tobacco user.

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Date: June 13, 2022

To: Personnel Commission

Staff: LeeAnn McPhillips, Administrative Services & Human Resource Director/Risk Manager

**Subject: Abolish the Eligibility List for the position of Maintenance Worker I**

**SUMMARY:**

In December, 2021, Human Resources completed a recruitment for the position of Maintenance Worker I. Fourteen candidates were certified to the list – one on the Outstanding Band and thirteen on the Satisfactory Band. The Outstanding Band candidate was hired and six candidates from the Satisfactory Band have been hired. In addition, one candidate withdrew/stopped responding and four candidates were identified as not a good long-term fit based on the interview process and/or prior employment information.

At this time, the Public Works Department believes they have pursued and hired the best candidates from this list and are requesting a new recruitment to identify high quality candidates for the two current vacancies that need to be filled. The seven top candidates were hired from the list making for a very successful recruitment process.

In accordance with the Human Resources Rules and Regulations, upon approval of the Personnel Commission, a list may be declared exhausted at any time upon written statement with supporting reasons from the department.

For the reasons stated above, and as allowed by the Human Resources Rules and Regulations, staff recommends that the Personnel Commission abolish the December, 2021 eligibility list for the classification of Maintenance Worker I. A new recruitment will commence right away.

**RECOMMENDED ACTION:**

For the reasons stated above, and as allowed by the Human Resources Rules and Regulations, staff recommends that the Personnel Commission abolish the December, 2021 eligibility list for the classification of Maintenance Worker I.

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Human Resources Director/Risk Manager