1. Agenda
   Documents:
   JUNE 24, 2019 PERSONNEL COMMISSION MEETING AGENDA ONLY.PDF

2. Agenda Packet
   Documents:
   JUNE 24 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.

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 Edde-Mitchell)
   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) INTRODUCTION OF NEW PERSONNEL COMMISSIONER ROBIN BRONZE

4) RECOGNITION OF LINDA WIECK FOR HER SERVICE ON THE PERSONNEL COMMISSION
5) APPROVAL OF MINUTES FOR THE MEETING OF MAY 13, 2019 (report attached)

6) HUMAN RESOURCES DIRECTOR’S REPORT

7) INFORMATIONAL ITEMS
   A) Recruitment and Employment Status Report (report attached)

8) NEW BUSINESS
   A) Abolish Eligibility List for the Classification of Maintenance Worker I (report attached)
   B) Approve Updates to the Job Description for the classification of Youth Task Force Coordinator (report attached)

9) TRAINING – OVERVIEW OF THE PERSONNEL SYSTEM (CLASSIFICATION, COMPENSATION, AND HUMAN RESOURCES RULES AND REGULATIONS BEST PRACTICES) – PRESENTED BY GAGE DUNGY, LIEBERT CASSIDY WHITMORE

10) FUTURE PERSONNEL COMMISSION BUSINESS
    A) New Job Description and Salary Range for the Classification of Deputy City Administrator (Economic Development)
    B) New Job Description and Hourly Rate Range for the Part-Time Classification of Communications Assistant
    C) New Job Description and Salary Rate for the Temporary Classification of Firefighter Trainee (Licensed Paramedic)
    D) Reclassification of Community Engagement Coordinator to Communications and Engagement Manager
    E) Reclassification of Information Technology Manager to Information Technology Director

11) MEETING ADJOURNMENT

    NEXT MEETING OF THE PERSONNEL COMMISSION
    The next regularly scheduled meeting of the Personnel Commission is Monday, July 8, 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.
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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.

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.

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<table>
<thead>
<tr>
<th>Recruits Posted as of June, 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 6/20/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer – Lateral</td>
<td>4/1/19</td>
<td>Open Until Filled</td>
<td>4 total vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>3</td>
</tr>
<tr>
<td>Police Officer – Academy Graduate</td>
<td>4/1/19</td>
<td>Open Until Filled</td>
<td>4 total vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>3</td>
</tr>
<tr>
<td>Police Officer – Current Academy Cadet</td>
<td>4/1/19</td>
<td>Open Until Filled</td>
<td>4 total 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>4 total vacancies plus future retirements*</td>
<td>Accepting and screening applications; interviewing monthly</td>
<td>20</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>4</td>
</tr>
<tr>
<td>Firefighter I/II (Paramedic Qualified)</td>
<td>11/7/18</td>
<td>Open Until Filled</td>
<td>4</td>
<td>Targeted recruitment from FCTC list; currently accepting applications; interviews 6/24/19</td>
<td>42</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>7</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>4/16/19</td>
<td>Open Until Filled; screening and search firm interviews mid-July</td>
<td>1</td>
<td>Screening and preliminary interviews by search firm; interviews planned for mid-August</td>
<td>20+</td>
</tr>
<tr>
<td>PT Recreation Specialist – Youth Services (Limited Term)</td>
<td>4/19/19</td>
<td>Open Until Filled</td>
<td>2</td>
<td>Accepting applications; screening applications; interviews 6/27/19</td>
<td>10</td>
</tr>
<tr>
<td>Engineer I/II</td>
<td>5/9/19</td>
<td>7/9/19</td>
<td>3</td>
<td>Accepting applications</td>
<td>27</td>
</tr>
<tr>
<td>Community Development Director</td>
<td>6/17/19</td>
<td>Open Until Filled; screening and search firm interviews mid-July</td>
<td>1</td>
<td>Screening and preliminary interviews by search firm; interviews planned for mid-August</td>
<td>5+</td>
</tr>
<tr>
<td>Community Services Officer</td>
<td>6/13/19</td>
<td>7/5/19</td>
<td>1</td>
<td>Accepting applications</td>
<td>22</td>
</tr>
<tr>
<td>Public Safety Communicator Trainee</td>
<td>5/23/19</td>
<td>6/25/19</td>
<td>1</td>
<td>Accepting applications</td>
<td>8</td>
</tr>
<tr>
<td>Senior Maintenance Worker - Water</td>
<td>5/31/19</td>
<td>6/28/19</td>
<td>1</td>
<td>Accepting applications</td>
<td>1</td>
</tr>
</tbody>
</table>
Temporary HR Assistant 6/10/19 Open Until Filled 1 Accepting applications 28

PT Recreation Leader II/III – After School Programs 6/20/19 Open Until Filled 4 Accepting applications 1

PT Recreation Leader I – Youth Center 6/20/19 Open Until Filled 1 Accepting applications 0

PT Early Childhood Recreation Assistant Instructor (Subs) 6/20/19 Open Until Filled 2 Accepting applications 2

Senior Planner n/a n/a 1 Finalizing job flyer n/a

*Police Officer positions may be filled at any of the three levels: lateral, academy graduate, current academy cadet, or trainee. Currently there are two unfilled positions in the department with two additional positions approved in the budget beginning July 1, 2019.

<table>
<thead>
<tr>
<th>Recruitment in Process – June, 2019</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer – Lateral</td>
<td>1 candidate in background check</td>
</tr>
<tr>
<td>Police Officer Trainee</td>
<td>2 candidates in background check</td>
</tr>
<tr>
<td>Public Safety Communicator - Lateral</td>
<td>1 candidate in background check</td>
</tr>
<tr>
<td>Firefighter I or II (Licensed Paramedic)</td>
<td>1 candidate to start work 7/8/19; interviews 6/24/19</td>
</tr>
<tr>
<td>Maintenance Worker Assistant – PT</td>
<td>3 candidates in pre-hire steps</td>
</tr>
<tr>
<td>Custodian (PT)</td>
<td>1 candidate in background check</td>
</tr>
<tr>
<td>Summer College Internships (various departments)</td>
<td>Most positions filled; in final stages of filling remaining internships</td>
</tr>
<tr>
<td>Fellowship (PT) – City Administration</td>
<td>1 candidate in pre-hire steps</td>
</tr>
<tr>
<td>Planning Technician</td>
<td>1 candidate in background check</td>
</tr>
<tr>
<td>Building Official</td>
<td>1 candidate in final hiring steps</td>
</tr>
</tbody>
</table>

Hiring/Promotion/Separation Information (May 11, 2019 – June 21, 2019)

HIRES:

<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB CLASSIFICATION</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGUYEN, KAELA</td>
<td>ASSISTANT POOL MANAGER</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>BOZZO, OLIVIA</td>
<td>LIFEGUARD</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>WALTERS, KATELYN</td>
<td>LIFEGUARD</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>SCHIPPER, FAITH</td>
<td>LIFEGUARD</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>WALLER, JAYA</td>
<td>LIFEGUARD</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>SEERY, MICHAEL</td>
<td>LIFEGUARD</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>CLARKE, GABRIELLE</td>
<td>LIFEGUARD</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>LEMA, MATHIAS</td>
<td>LIFEGUARD</td>
<td>5/14/2019</td>
</tr>
<tr>
<td>LOWNEY, MARY</td>
<td>POOL MANAGER</td>
<td>5/16/2019</td>
</tr>
<tr>
<td>BEARD, SYDNEY</td>
<td>ASSISTANT POOL MANAGER</td>
<td>5/16/2019</td>
</tr>
<tr>
<td>DIEGO, BASILLIO</td>
<td>PT RECREATION LEADER III</td>
<td>5/20/2019</td>
</tr>
<tr>
<td>TORRES, NANCY</td>
<td>PUBLIC WORKS ENGINEERING INTERN</td>
<td>5/21/2019</td>
</tr>
<tr>
<td>ROMERO, DIEGO</td>
<td>PLANNING INTERN</td>
<td>5/21/2019</td>
</tr>
<tr>
<td>LOPEZ, BERANDA</td>
<td>HUMAN RESOURCES INTERN</td>
<td>5/28/2019</td>
</tr>
<tr>
<td>CARRERA, ROBERT</td>
<td>MANAGEMENT ANALYST TRAINEE</td>
<td>5/28/2019</td>
</tr>
<tr>
<td>HAMES, JAMES</td>
<td>POLICE OFFICER</td>
<td>5/29/2019</td>
</tr>
<tr>
<td>DIDDING, WILLIAM</td>
<td>POLICE OFFICER</td>
<td>5/29/2019</td>
</tr>
<tr>
<td>NAME</td>
<td>JOB CLASSIFICATION</td>
<td>DATE OF SEPARATION</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>PIPER, WESTON</td>
<td>POLICE OFFICER</td>
<td>5/29/2019</td>
</tr>
<tr>
<td>RIVERA, DIANNA</td>
<td>LIFEGUARD</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>RIVERA, LEANNA</td>
<td>LIFEGUARD</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>JANISCH, GANNON</td>
<td>LIFEGUARD</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>HEPNER, RIAN</td>
<td>LIFEGUARD</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>CEBALLOS, SUMMER</td>
<td>LIFEGUARD</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>CARRILLO, KARINA</td>
<td>SUMMER RECREATION LEADER</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>GONZALES, RUBEN</td>
<td>PT MAINTENANCE WORKER ASSISTANT</td>
<td>6/3/2019</td>
</tr>
<tr>
<td>LARSON, GREG</td>
<td>INTERIM COMMUNITY DEVELOPMENT DIRECTOR</td>
<td>6/3/2019</td>
</tr>
<tr>
<td>TREJO, CARLA</td>
<td>SUMMER RECREATION LEADER</td>
<td>6/10/2019</td>
</tr>
<tr>
<td>JANISCH, MIRANDA</td>
<td>SUMMER RECREATION LEADER</td>
<td>6/10/2019</td>
</tr>
<tr>
<td>JENNE, SHERMAN</td>
<td>SUMMER RECREATION LEADER</td>
<td>6/10/2019</td>
</tr>
<tr>
<td>MENDEZ, YESENIA</td>
<td>SUMMER RECREATION LEADER</td>
<td>6/10/2019</td>
</tr>
<tr>
<td>GONZALEZ, ARMANDO</td>
<td>ENGINEERING TECHNICIAN/INSPECTOR III</td>
<td>6/12/2019</td>
</tr>
<tr>
<td>HORTA, MICHAEL</td>
<td>TEMPORARY/EXTRA HELP HUMAN RESOURCES ANALYST</td>
<td>6/17/2019</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>KAUR, JASMEEN</td>
<td>PT RECREATION LEADER</td>
<td>5/15/19</td>
</tr>
<tr>
<td>PICKENS, SARAH</td>
<td>PT RECREATION LEADER</td>
<td>5/17/19</td>
</tr>
<tr>
<td>KIM, MARIA</td>
<td>TEMPORARY ACCOUNTING ASSISTANT</td>
<td>5/17/19</td>
</tr>
<tr>
<td>OLIVAS, ELIZABETH</td>
<td>POLICE RECORDS TECHNICIAN</td>
<td>5/21/19</td>
</tr>
</tbody>
</table>
City of Gilroy
PERSONNEL COMMISSION
MINUTES

Mary 13, 2019 Regular Meeting – DRAFT MINUTES

Members Present
Nita Edde-Mitchell
Catherine Cummins
Sholly Nicholson

Members Absent
Annie Tomasello

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Vice Chairperson Edde-Mitchell called the regular meeting of May 13, 2019 to order at 5:40 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, May 10, 2019 at 5:25 p.m. Roll call was taken noting that Commissioners Edde-Mitchell, Cummins, and Nicholson were present. Commissioner Tomasello’s absence was excused.

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

III. APPROVAL OF MINUTES FOR THE MEETING- dated April 8, 2019 – On a motion from Commissioner Nicholson, seconded by Commissioner Cummins, the April 8, 2019 minutes were approved on a 3-0 vote.

IV. HUMAN RESOURCES DIRECTOR’S REPORT- No report.

V. INFORMATIONAL ITEMS
B. Resignation of Commissioner Linda Wieck

VI. NEW BUSINESS
A. Selection of Chair and Vice Chair for Remainder of 2019- staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; Commissioner Cummins made a motion to appoint Commissioner Edde-Mitchell to the position of Chair to serve the remainder of 2019; Commissioner Nicholson seconded the motion; motion passed 3-0. Commissioner Edde-Mitchell made a motion to appoint Commissioner Cummins to the position of Vice Chair to serve the remainder of 2019; Commissioner Nicholson seconded the motion; motion passed 3-0.

B. Extend Eligibility List for the Classification of Management Analyst/Management Analyst Trainee- staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; Commissioner Nicholson made a motion to approve the extension of the eligibility list for the classification of Management Analyst/Management Analyst Trainee; Commissioner Cummins seconded the motion; motion passed 3-0.
VII. FUTURE PERSONNEL COMMISSION BUSINESS

A. Personnel Commission Training - June 24, 2019 - Gage Dungy, Liebert Cassidy Whitmore, Public Sector Employment Law Firm  
   a. Classification & Compensation Best Practices  
   b. Best Practices for Updating Human Resources Rules & Regulations

VIII. ADJOURNMENT - the meeting adjourned at 5:50 p.m. on motion from Commissioner Nicholson, seconded by Commissioner Cummins; motion passed 3-0.

Respectfully Submitted,

LeeAnn McPhillips  
LeeAnn McPhillips  
Human Resources Director/Staff to the Personnel Commission
DATE:          June 24, 2019

TO:          Personnel Commission

STAFF:      LeeAnn McPhillips, Human Resource Director/Risk Manager

SUBJECT:     Abolish the Eligibility List for the position of Maintenance Worker I

SUMMARY:

In January 2019, Human Resources completed a recruitment for the position of Maintenance Worker I. Thirteen candidates were certified to the list – one on the Outstanding Band and twelve on the Satisfactory Band. The Outstanding Band candidate withdrew from the process as he secured another position. From the Satisfactory Band, three candidates were hired, one candidate withdrew from the process, two candidates did not pass the background check process, four were not selected following the department interview, and one was hired to a part-time Maintenance Worker Assistant position. 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 remaining vacancies. Given the recent budget approved by the Council, five positions need to be filled – one existing position and four new positions.

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 January 2019 eligibility list for the classification of Maintenance Worker I. A new recruitment will commence within the couple of weeks.

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 January 2019 eligibility list for the classification of Maintenance Worker I.

Respectfully Submitted,

__________________________
LeeAnn McPhillips
Human Resources Director/Risk Manager
SUMMARY:

At this time, the City of Gilroy has a vacancy in the position of Youth Task Force Coordinator. Bernice Aguilera Toney, the former incumbent, moved to a related position with the Santa Clara County District Attorney's Office and will closely interface with Gilroy's Youth Task Force Coordinator. Currently, Albert Balagso is currently filling the position on a temporary basis.

Prior to commencing a recruitment process, staff completed an evaluation of the job description. Given that the Youth Task Force Coordinator was a new position when the 2013 job description was created, some updates to the description are needed to more accurately reflect the actual work the position performs. Proposed edits to the Youth Task Force Coordinator job description are shown in track changes format and are attached to this staff report. New wording is displayed in underline format and wording to be removed is displayed in strikethrough format.

The base salary range for this position is currently $79,440 - $105,924 annually plus benefits. No changes to the salary range for this position are requested. This position falls under the Gilroy Management Association bargaining group and the group did not have any concerns with the updates.

With these updates, Human Resources will be commencing a recruitment for a Youth Task Force Coordinator in the very near future.

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following action:

1. Approve the updates to the job description for the classification of Youth Task Force Coordinator.

Respectfully Submitted,

________________________
LeeAnn McPhillips
Human Resources Director/Risk Manager
CITY OF GILROY

YOUTH TASK FORCE COORDINATOR

GENERAL DUTIES:

Under the direction of the assigned manager, the Youth Task Force Coordinator shall develop, plan, organize, and promote coordinated violence/gang related prevention and intervention efforts within South Santa Clara County with a primary responsibility for serving the City of Gilroy. The Youth Task Force Coordinator will also inventory all available community resources, maintain a living resource guide for at risk youth & gang members who wish to get out of the gang lifestyle, create a marketing and community awareness plan to make the Task Force a household name and that would promote public awareness and access to services and resources, formalize partnership agreements with community-based & government organizations, survey youth, contribute to the creation and update of a strategic plan, and attend, lead and oversee communication for active participation in communications and providing leadership for regular Youth Task Force Technical Team meetings. Other Gilroy specific duties related to gang and violence prevention may also be assigned to the Youth Task Force Coordinator. The Youth Task Force Coordinator will regularly interface with all city departments, the city executive management team, elected officials, leaders from other community organizations and jurisdictions, and the public. Working evenings, weekends, and holidays may be required in order to support assigned meetings and to serve the community. This exempt, professional level position is also expected to handle material efficiently, confidentially, and in a professional manner.

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.

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. Plan, organize, coordinate, publicize, implement, and evaluate a wide variety of programs.
activities and events to help decrease gang involvement and activity, and create community cohesion that prevents violence in the City of Gilroy.

2. Develop effective relationships, communication and collaborative efforts—with residents, community groups, governmental agencies, faith-based groups, local businesses, and public safety organizations to promote and encourage involvement in task force and City programs.

3. Organize and lead groups in community meetings.

4. Maintain supplies, inventory, and equipment related to gang prevention and violence prevention presentations. Follow City purchasing procedures in order to secure needed supplies, inventory and equipment.

5. Provide assistance on special relationship-building and community enhancement projects as assigned.

6. Coordinate logistics with various individuals and groups related to assigned program area events.

7. Promote department and Youth Task Force activities and events via preparation and maintenance of brochures, flyers, a website, and other venues to communicate information to the community and collaboration members.

8. Meet with community-based, government organizations, and law enforcement agencies to promote activities and encourage involvement in gang and violence prevention efforts.

9. Maintain records and generate reports, including budget-related reports for assigned program area(s) and strategic plans.

10. Review program and community statistics and utilize data to document, analyze, and communicate trends and needs within the community.

11. Advise departmental personnel on the significance of data obtained, and prepare charts, graphs and tabulations to portray and define data.

12. Screen, train, schedule, and direct volunteers and other assigned personnel.

13. Participate in related training programs and staff meetings.

14. Serve as a liaison to school district and other community agencies as needed.

15. Establish and maintain effective working relationships with public groups, agencies, the media, and others contacted in the course of work.

16. Pursue grants and participate in fund-raising events as assigned for program support. Manage grants received for the South County Youth Task Force and for gang and violence prevention strategies.
17. Review and document the progress and effectiveness of specific and assigned gang prevention efforts; develop and present recommendations for changes.

18. Prepare various reports and promote programs through brochures, notices, catalogues, newsletters, bulletins, and press releases.

19. Make presentations to the City Council, Boards, Commissions, and other groups as assigned.

20. Provide staff support to various Boards and Commissions as assigned.

21. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Computer skills and use of specialized recreation management systems.

2. Excellent interpersonal skills.

3. Excellent customer service techniques.

4. Planning, organizing, executing, controlling, and evaluating activities.

5. Proven leadership skills.

6. Public speaking skills.

7. Supervisory skills.

8. Statistical and analytical skills.

9. Excellent Multi-tasking and time management skills.

KNOWLEDGE: Knowledge of:

1. Gang culture, gang prevention and intervention strategies, and violence prevention and intervention strategies and resources.

2. Youth subcultures, community resources, community groups, community engagement strategies, and community leadership development.

3. Safety, first aid, and other emergency resource methods.

Youth Task Force Coordinator
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4. Basic research practices.
5. Safe driving principles and practices.
6. Handling the needs and concerns of various age groups.
7. Supervisory practices.
8. Statistical methods, resource methodology and the principles and practices of gathering and analyzing statistical data.

ABILITIES: Ability to:

1. Plan, administer, and evaluate Gang and Violence Prevention operations and programs.

2. Interact, establish and maintain effective working relationships with diverse groups of people, including law enforcement agencies, public and private agencies, community groups, co-workers, volunteers, and members of the public.

2. Organize and direct the activities of participants, volunteers, and others involved in gang and violence prevention programs and efforts.

3. Communicate clearly and concisely, both orally and in writing.

4. Keep accurate records; prepare related reports and correspondence, including grant management.

5. Properly schedule meetings and activities.

6. Learn and use a variety of word processing/computer software programs.

7. Display customer service techniques to deal tactfully and courteously with community groups, and the general public.

8. Work various hours including nights, weekends, and holidays.

9. Respond to requests and inquiries from the general public.

10. Ability to work in partnership with local schools, businesses, public agencies, non-profit organizations, churches, law enforcement and community service organizations.

11. Organize and implement gang prevention programs suited to the changing needs of the community.

12. Analyze complex problems, evaluate alternatives, and make creative
recommendations.

Prepare and present ideas and recommendations effectively in writing and orally.

**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
4. Copier
5. Calculator
6. Binding machine
7. Lettering machine
8. Facsimile machine
9. Two-way radio
10. Keys to a variety of City locks
11. Report forms, pencils and pens
12. Specialized computer software
13. Presentation equipment, microphones, easels, overhead projectors, tape recorder, etc.
14. Television and VCR equipment
15. Automobile
16. Gasoline pumps

**PHYSICAL DEMANDS:**

Under typical office or field conditions, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material, lifting and pushing or pulling equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking
3. Standing, for up to 4 hours during presentations and training seminars.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying equipment up to 50 lbs.
9. Pushing/pulling, equipment up to 50 lbs.
10. Lifting, up to 50 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

**SENSORY DEMANDS:**
Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, calculator, fax machine, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, etc.:

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. **Indoors:** Typical office conditions, up to 75% of the time.
2. **Flooring:** Low level carpeting, linoleum, tile, wood, etc.
3. **Noise Level:** Conducive to office settings with phones, copiers, radios, typewriters, etc.
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 conditions, traveling to meetings, or attending training sessions, less than 25% of the time.
2. **Travel:** Under varying conditions via automobile or plane, less than 20% of the time.
3. **Flooring:** Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, asphalt, etc.
4. **Noise Level:** Normal outdoor levels when working or traveling in the field.
5. **Lighting:** Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. **Ventilation:** Heating and air conditioning provided by a vehicle or plane.
7. **Dust or Fumes:** Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, calculator, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When working or 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. 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, EXPERIENCE AND QUALIFICATIONS:
1. A Bachelor’s degree in criminal justice, administration of justice, public administration, or other related field of study from an accredited college or university.

2. One (1) year of full-time work experience or two (2) years part-time experience (averaging at least 20 hours per week) in a gang prevention role. Additional years of directly related work experience may substitute for up to two years (60 units) of the required education. Work experience will be evaluated and all substitutions shall be made at the sole discretion of the city of Gilroy.

3. Possess and maintain a valid California Driver license and a safe driving record necessary to operate assigned vehicle(s). May be required to obtain a Class B license.

4. Strong computer skills with experience utilizing the Microsoft Office Suite software programs.

5. Must be available to work a varied schedule, evenings, weekends, and holidays.

6. Possess (within 6 months of hire) and maintain a valid First Aid and CPR/AED certification.

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

8. Pass a Department of Justice criminal record check and a detailed background check for employment.

9. Prefer non-tobacco user.

10. Prefer bilingual (English/Spanish).
City of Gilroy Personnel Commission

The Personnel Commission shall have the power and duty to:

(a) Act in an advisory capacity to the City Council, City Administrator and/or the Human Resources Director in the preparation, installation, revision and maintenance of a full-time employee position classification plan and the Human Resources Rules and Regulations;

(b) Hear appeals of any officer or employee having regular full-time status in any office, position or employment in the Competitive Service pertaining to suspension, demotion, dismissal or disciplinary action as provided in the Human Resources Rules and Regulations or Memorandums of Understanding.

- City of Gilroy City Charter, Section 907

Today’s Agenda

• Job Classifications and Job Descriptions
• HR Rules and Regulations
• Importance of Job Descriptions
• Purpose of Grievance Procedures
• Starting the Disciplinary Process
Job Classifications and Job Descriptions

The City’s Classification Plan

The classification plan is an occupational inventory of the positions in the City Service. It is a fundamental tool of Human Resources administration, since it makes possible standardization of class titles for purposes of employees record keeping, examining, pay administration, and related employee administrative objectives.

- Section II, City of Gilroy HR Rules and Regulations

Core Functions of a Classification Plan

• Establish an Organizational Development Structure Tailored to Meet the City's Needs in Providing Public Services
• Establish Job Classes of Similar Positions Differentiating Between Higher Grade, Lower Grade, and Supervisory Duties
• Establish Qualifications, Certifications Needed, and Testing Requirements for the Positions
• Establish Appropriate Compensation Structure
Job Classification

Job Classifications are Established to Provide:
- Description of the Core Functions of a Classification and Reporting/Supervisory Relationships and Hierarchy
- Essential Job Functions of Class
- Non-Essential Job Functions of Class
- Minimum Qualifications of the Class
- Knowledge, Skills, and Abilities Needed to Perform Job Functions of the Class

Compensation

Establishing Compensation is Based on Several Factors Including:
- Scope Of Authority
- Level of Supervision Exercised or Received
- Minimum Job Requirements
- Depth of Independent Judgment and Decision Making
- Use of Specialized Knowledge/Skill
- Market Competitiveness
- Internal Compaction

Job Descriptions

- Identify Job Duties and Essential Functions of the Job
  - Technical Requirements (Day-to-Day Job Duties, Skills Required, etc.)
  - Physical Requirements (Sit, Stand, Ability to Lift, etc.)
  - Licensing/Certification Requirements (Driver’s License, State Certification, etc.)
## Job Descriptions

- Identify Job Duties and Essential Functions of the Job (Cont’d)
  - Educational Requirements (College Degree, Advance Degree)
  - Other Necessary Requirements (Previous Job Experience, etc.)

## Legal Issues with Job Descriptions

- The City’s Job Requirements Must Be Non-Discriminatory and Business Related
  - Job Descriptions Should Reflect What is Actually Required in the Position
  - Job Duties or Requirements That Are Not Reasonably Related to the Position May Create Inference of Discrimination

- Importance of Updating and Maintaining Accurate Job Descriptions
  - Job Duties Evolve Over Time and Job Descriptions Need to Reflect Existing Duties
  - Job Descriptions Are Relied Upon as Evidence in Employment Lawsuits or in Upholding Disciplinary Actions Related to Work Performance
  - Job Descriptions Are Used to Determine Disability Accommodations
Reclassification Reviews

- Usually Triggered When There Has Been a Material Change in the Job Functions or Responsibilities of a Classification.
- Similar Review Process is Used as in a Class Study, But a Reclassification Review is Often Focused on One Classification or a Specific Individual.
- Outcomes May Include a Change in Classification or a Transfer of Duties Outside the “Incumbents” Class to the More Appropriate Classification.

Updating the Classification Plan

- Adding New Classifications or Modifying Existing Classifications to Match City’s Current Needs:
  - Department Head and/or HR Director Make Initial Review and Submit Recommendation to Personnel Commission for Approval.
  - Substantive Changes to Job Descriptions or Salary Ranges May Require Meet and Confer Process with Applicable Represented Bargaining Unit Prior to Approval.

HR Rules and Regulations
Purpose of HR Rules

These Rules and Regulations establish the personnel system for the City of Gilroy and are adopted by resolution of the City Council pursuant to City Code 17.1. The purpose of these rules and regulations is to facilitate efficient and economic service to the public and to provide for a fair and equitable system of personnel administration and management within the City organization.

- Section I, City of Gilroy HR Rules and Regulations

Public Employment is Rule Based

- Federal & State Laws
- City Charter
- City Council Resolutions
- MOU Agreements
- HR Policy & Procedures

HR Rules and Regulations

- Equal Employment Opportunity/Anti-Harassment
- Classification Plan
- Recruitment & Selection
- Compensation & Payroll Practices
- Performance Evaluations
- Leaves of Absence Policies
- Drug & Alcohol Policy
- Grievances
- Discipline
- Other City- Specific Policies
Overview of the City of Gilroy Personnel System
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Presented by: Gage C. Dungy

Updating HR Rules
- Internal Agency Changes
  - Fiscal
  - Labor Relations
  - Management Changes
- External Changes
  - New Legislation
  - New Court Decisions

Issues to Review When Updating HR Rules
- Is This Provision Necessary?
- Too Detailed, Complicated, General?
- Problems Experienced With Provision?
- How Can It Be Improved?
- Need Clarification?
- Conflicts With MOU or Another Rule?
- Reflects Legal Updates/Internal Changes?

Best Practices in Drafting HR Rules
- Understandable to Average Employee
- Explanatory and Informational
- Avoid Gratuitous/Philosophical Remarks
- Avoid Restrictive Adverbs
- Avoid Paraphrasing of the Law
- Define Important Terms
- Use Terms and Phrases Consistently
Purpose of Grievance Procedures

Employee/Union Grievances
- A Formal Process for Resolving Employee Disputes/Complaints
  - Grievance procedures can be an effective means to settle disputes
  - Allows parties to resolve disputes short of litigation before Civil Court or PERB
- Defined in HR Rules and MOU:
  - Alleged Violation, Misinterpretation or Misapplication of MOU, HR Rules and Regulations, or Other City Rules

Employee/Union Grievances
- Excluded from Grievance Procedures:
  - Complaints on Wages, Hours, and Working Conditions
  - Challenges to Employee Evaluations/Performance Reviews
  - Challenges to Reclassification, Layoff, Transfer, Denial of Reinstatement, or Denial of Step/Merit Increase
  - Disciplinary Actions
  - Challenges to Violation of Law or Past Practice
  - Challenges to Examinations or Appointment to Positions
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Employee/Union Grievances

- Grievance Procedures Provide Steps to Appeal Disputed Action:
  - Step 1: Immediate Supervisor
  - Step 2: Higher-Level Supervisor/Department Head
  - Step 3: City Administrator
  - Step 4 (Final Step): Personnel Commission/City Council

Overview of the Disciplinary Process

Determining Whether to Start the Discipline Process

- What Happened?
  - Misconduct?
  - Substandard Performance?
- What Rules Violated?
- Any Legal Considerations?
  - Recent Protected Activity (e.g., Harassment Complaint, Whistleblower, Union Activity)
Sources of Authority to Discipline:

- HR Rules and Regulations
- Memorandum of Understanding
- Drug and Alcohol Policy
- Policy Against Discrimination/ Harassment/ Retaliation
- Department Rules/Procedures
- Written Orders or Directives
- Job Descriptions
- City Charter

Examples of Disciplinary Causes of Action

- Discourteous Treatment of the Public or Other Employees
- Disobedience of Rule or Supervisor’s Order
- Improper or Unauthorized Use of City Property
- Absence Without Authorized Leave
- Incompetence or Negligence in the Performance of Duties

Justifying Discipline

- City Has Burden of Proof to Justify Disciplinary Action:
  - Cannot Just Focus on “What Happened”
  - Can Employer Prove “What Happened”
  - Preponderance of Evidence Standard Followed – “More Likely Than Not” That Violation of Rule Occurred
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How to Justify Discipline

- Gather Evidence to Meet Burden of Proof
  - Misconduct
    - Conduct an Investigation
  - Substandard Performance
    - Review Personnel History for Pattern of Deficiencies
    - Is Failure to Correct Employee’s Fault or Employer’s?
    - Training or Help Offered to Employee?

Analyze Impact of Conduct on Agency

"The overriding consideration in these cases is the extent to which the employee’s conduct resulted in, or if repeated is likely to result in harm to the public service…"

Skelly v. State Personnel Board, 15 Cal.3d, at 218.

Factors to Consider Regarding Level of Penalty

- Aggravating Factors
- Mitigating Factors
- Objectivity of Decisionmaker
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Level of Penalty Analysis:
- Did employee have notice of rule and penalty for violating it?
- Does rule serve a useful purpose?
- Can rule be strictly followed?
- Is the rule clear or does it have vague, undefined terms?
- Has rule been applied uniformly in the past?

Types of Discipline

Minor Discipline
- Written Reprimand

Significant Discipline (Skelly Rights):
- Unpaid Suspension
- Demotion
- Reduction in Pay
- Termination

Pre-Discipline Procedural Requirements (“Skelly” Rights)

- “Skelly Rights” Require the Following Minimum Pre-Disciplining Due Process Safeguards:
  - Notice of proposed discipline;
  - Statement of reasons for proposed discipline;
  - Copies of materials on which proposed discipline based; and
  - Opportunity to respond BEFORE discipline is actually imposed.
- Only Apply to “For Cause” Employees with Property Interest in Continued Employment
  - Does not apply to at-will employees, probationary employees, or employees working on employment contract without expectation of continued employment

Notice of Intent (NOI) to Discipline

- Describe Nature of Proposed Discipline
- Cite to Rules, Regulations and Statutes Violated
- Describe Factual Basis for Each Violation
  - Use Detail (Dates, Times, Witnesses)
- Describe Why the Discipline Is Being Proposed
- Identify and/or Attach All Materials Relied Upon

Explain Level of Proposed Penalty

- Describe Severity of Misconduct and its Impact on Agency, if Repeated
- Include Analysis of Possible Factors in Mitigation or Aggravation, Such As:
  - Length of Service
  - Prior Evaluations/Counseling/Discipline
  - Negligent or Intentional?
  - Training Record
  - Traumatic Events in Personal Life

Notice of Intent (NOI) to Discipline

- NOI to Discipline Also Includes:
  - Description of Employee’s Right to Respond
  - Consequences of Waiver of Right to Respond
  - Notice that Employee Has Right to Be Represented at Skelly Meeting
  - Statement Warning the Employee of Future Misconduct
  - Statement Prohibiting Retaliation Against Those Who Complained or Participated in the Investigation

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Skelly Pre-Disciplinary Meeting

- A “Skelly Meeting” is the Employee’s Opportunity to Respond to Proposed Discipline
  - Not an Evidentiary Hearing (No Witnesses Called or Cross-Examination)
- Role of Skelly Officer
  - Listen and Take Notes
  - Ask Questions for Clarification
  - If Determination That Further Investigation Is Needed, May Require Pulling NOI to Discipline and Re-Issuing After Subsequent Investigation

Skelly Officer’s Options Following Meeting

- Impose Proposed Discipline
- Rescind Discipline
- Modify Discipline
- Delete Causes of Action
- Explore Settlement or “Last Chance Agreement”

The Final Notice of Discipline

- Similar to NOI to Discipline With Appropriate Changes
  - Memorialize Position(s) Taken By Employee/Employee Representative at Skelly Meeting and Describe Impact on Final Decision
  - Advise of Post-Discipline Appeal Rights and Consequences of Waiver
    - Post-Discipline Appeal Before Personnel Commission
    - Advisory to City Administrator and City Council
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Any Questions?

Thank You!

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