1. Agenda - Special Meeting
   Documents:

   JUNE 27, 2019 PERSONNEL COMMISSION MEETING AGENDA ONLY.PDF

2. Packet - Special Meeting
   Documents:

   JUNE 27 2019 PERSONNEL COMMISSION SPECIAL MEETING PACKET.PDF
CITY OF GILROY
PERSONNEL COMMISSION AGENDA

Thursday, June 27, 2019 at 5:30 p.m. – Special Meeting
Administration/Human Resources Conference Room, Gilroy City Hall, 7351 Rosanna Street, Gilroy, CA 95020

Nita Edde-Mitchell, Chair
Catherine Cummins, Vice Chair
Robin Bronze, 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 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) NEW BUSINESS

A) Approve New Job Description and Exempt Salary Range for the classification of Deputy City Administrator – Economic Development (report attached)
4) FUTURE PERSONNEL COMMISSION BUSINESS

A) New Job Description and Hourly Rate Range for the Part-Time Classification of Communications Assistant

B) New Job Description and Salary Rate for the Temporary Classification of Firefighter Trainee (Licensed Paramedic)

C) Reclassification of Community Engagement Coordinator to Communications and Engagement Manager

D) Reclassification of Information Technology Manager to Information Technology Director

5) 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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CITY OF GILROY
PERSONNEL COMMISSION
STAFF REPORT

Date: June 27, 2019
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager
Subject: Approve New Job Description and Salary Range for the Classification of Deputy City Administrator – Economic Development

SUMMARY:
As part of the FY 20 & 21 budget process, the new position of Deputy City Administrator for Economic Development was approved by the City Council. In the past, the city helped to fund a position with the Gilroy Economic Development Corporation, but Council decided with the upcoming budget to redirect the funding to a city position directly accountable to the City Administrator. As a result, staff developed the attached job description for this new position. The primary function of this position will be economic development and the specific duties, responsibilities, and requirements are detailed out in the attached job description. Additional leadership responsibilities for the overall organization may also be performed at the direction of the City Administrator. Not only does this position support a top organizational priority identified by the City Council during their most recent strategic planning session (economic development), but also creates a succession planning step to the City Administrator position. The City Administrator will be present at the Personnel Commission meeting to answer any questions the Commission may have regarding this position description.

It is recommended that the executive management salary range for this position be set at $163,944 - $220,176 annually plus benefits. This places the range for this position approximately 10% above a department head and about 11.5% below the City Administrator’s proposed 2019 salary (to be considered at August 5, 2019 City Council meeting). Setting the Deputy City Administrator at the identified salary range follows compensation best practices with appropriate differentials between executive positions with varying responsibility levels.

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

With this approval, the public sector executive search firm will begin work on this recruitment process with the goal of having a Deputy City Administrator hired before the end of the year.

RECOMMENDED ACTIONS:
Staff recommends that the Personnel Commission take the following action:

1. Approve the new job description for the classification of Deputy City Administrator – Economic Development.
2. Approve the new salary range of $163,944 - $220,176 for the classification of Deputy City Administrator – Economic Development.

Respectfully Submitted,

LeeAnn McPhillips
Human Resources Director/Risk Manager
Deputy City Administrator for Economic Development

GENERAL DUTIES: Under direct supervision of the City Administrator, the Deputy City Administrator for Economic Development provides a variety of problem solving, deal closing, management/organizational analysis, cross-departmental administrative coordination, program management, and supervision for the City's economic development function; carries out the citywide economic development strategy; provides expert professional assistance to City management staff on economic development matters; selects, assigns, directs, and reviews work of staff; meets with a wide variety of officials, business organizations, and individuals, both public and private, concerning the work and goals of the City in building a strong local and resilient economy; undertakes special projects with citywide significance as assigned; and performs related duties as required.

This is an exempt, at-will, executive 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. Serve as chief problem solver, deal closer, advisor and/or negotiator on development projects and confer with City officials, applicants, and community groups on proposed projects. Anticipate and solve for deal complications; remove transaction roadblocks to prevent delays and improve efficiency. Exude an "a drive to action" mindset.
2. Has the responsibility for broad-based economic development activities such as marketing, business expansion, attraction, and retention, and providing public information in support of the City’s economic development guiding principles and strategic goals.

3. Provide leadership, strategic direction, economic expertise, program implementation for a strong and resilient local economy, and promote land use planning that encourages highest and best use. Travels to different markets and attends key events.

4. Become familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.

5. Provide assistance on short and long-term development plans, as well as gather information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

6. Provide professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with zoning ordinances, and goals as established by the City. Promotes existing business parks and commercial centers, promoting the sale of lots, and the orderly development of projects within. Works closely with the Chamber of Commerce to identify areas of concern in the promotion of business location and expansion within the City.

7. Maintain a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. US EDA, HUD, Gilroy Economic Development Corporation, Santa Clara County Department of Planning and Development, the Work Force Investment Board, and the Governor’s Office of Business and Economic Development (GoBIZ).

8. Develop, implement, and maintain a variety of comprehensive business plans, strategic plans, and technical reports, often with public and private sector, local and regional partners, that leverages existing assets and regional competitive advantages to build a strong and resilient local economy. For example: a five-year Comprehensive Economic Development Strategy (CEDS).

9. Provide information and/or make presentations to the City Council, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.

10. Ensure 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.

11. Determines entities and/or representatives to be included in technical team meetings to review specific proposed projects. Schedules and invites representatives to meetings; and develops and evaluates Requests for Proposals.
12. Serves as Acting City Administrator, as required. May serve as the Manager of the City’s Emergency Operations Center (EOC).

13. Direct program budgets to include: preparing 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. Select, train, and evaluate assigned personnel.

15. Perform related work as assigned.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

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

**KNOWLEDGE:** Knowledge of:

1. Application and utilization of computer systems.
3. Legal and administrative rules and regulations that apply to operation of City Government.
4. Principles and practices of public administration, personnel management, performance management and budget administration in a local government setting.
5. Pro Forma Financial Statements, Risk Assessments, and how to determine business profitability
6. Municipal ordinances, City policies and City charter.

7. Demographic composition of the City.

8. Economic Development principles, practices, and implementation including business development, real estate development, redevelopment, international trade, and local government financial incentives for business and marketing.

9. California redevelopment law; California Environmental Quality Act (CEQA); general nature of redevelopment plans; planning entitlement codes and process; city zoning ordinances and entitlement processes; general nature of building codes.

10. Urban studies; economic and social public policy implication of urban area problems.


12. Real estate development finance and financial analysis.

13. California land use planning entitlement law and regulations.

14. Principles of urban and regional design and planning.

15. Statistical analysis, project management and project/problem resolution; concepts of effective team building.

16. Principles of effective personnel management, including supervision, training and evaluation.

17. Principles and practices of marketing.


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. Present and explain complicated economic development issues to the City Council and the public.

4. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups and the general public.

5. Exercise sound independent judgment within general policy guidelines.

6. Select, train, evaluate, and supervise department personnel.
7. Conduct and participate in related training programs.

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

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

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

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

12. Maintain an entrepreneurial mindset with outstanding organizational and leadership skills

13. Formulate and administer the annual departmental budget.

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

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

16. Implement and maintain customer service techniques.

**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. 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, DVD, 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: Conductive to office settings with phones, copiers, faxes, radios, Multi-Function machines, and printers.  
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, 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, EXPERIENCE AND QUALIFICATIONS:**

1. Bachelor’s degree from an accredited college or university with a major in Real Estate Development, Business Administration, Public Policy, Public Administration, Executive Leadership, Sales & Marketing, or related field of study. A Master’s degree from an accredited college or university in the above fields of study or a related field of study is highly desirable.

2. Ten (10) years of increasingly responsible professional-level, full time, paid experience in a city economic development, city manager at a smaller city, assistant city manager planning, community development, redevelopment, or closely related field including at least five (5) years at a management level that has included significant management/ supervisory, operational and administrative responsibilities.

3. International City Manager Association Credentialed Manager or other similar city management or economic 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).

5. Strong computer/technology skills required.

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

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

8. Pass a detailed employment background check, including a Department of Justice criminal record check.
9. Prefer non-tobacco user.