1. Agenda
   Documents:
   JULY 8, 2019 PERSONNEL COMMISSION AGENDA ONLY.PDF

2. July 8, 2019 Personnel Commission Packet
   Documents:
   JULY 8 2019 PERSONNEL COMMISSION PACKET.PDF
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) APPROVAL OF MINUTES

   a) Approval of Minutes for the Special Meeting of June 24, 2019 (report attached)
   b) Approval of Minutes for the Special Meeting of June 27, 2019 (report attached)
4) HUMAN RESOURCES DIRECTOR’S REPORT

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

6) NEW BUSINESS
   A) Approve the New Job Description and Salary Rate for the Temporary Classification of Firefighter Trainee (Licensed Paramedic) - (report attached)
   B) Approve the New Job Description and Hourly Rate Range for the Part-Time Classification of Communications Assistant – (report attached)

7) FUTURE PERSONNEL COMMISSION BUSINESS
   A) Reclassification of Community Engagement Coordinator to Communication and Engagement Manager
   B) Reclassification of Information Technology Manager to Information Technology Director

8) MEETING ADJOURNMENT

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

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

Monday, July 8, 2019 at 5:30 p.m.
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

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)
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City of Gilroy
PERSONNEL COMMISSION
MINUTES

June 24, 2019 Special Meeting – DRAFT MINUTES

Members Present
Robin Bronze
Catherine Cummins
Nita Edde-Mitchell
Sholly Nicholson
Annie Tomasello

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Chairperson Edde-Mitchell called the Special meeting of June 24, 2019 to order at 5:40 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, June 21, 2019 at 5:30 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell, Nicholson, and Tomasello were present.

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

III. INTRODUCTION OF NEW PERSONNEL COMMISSIONER ROBIN BRONZE – Commissioner Bronze was introduced.

IV. RECOGNITION OF COMMISSIONER LINDA WIECK FOR HER SERVICE ON THE PERSONNEL COMMISSION – Linda Wieck was not available to attend the meeting and recognition will be scheduled at a later date.

V. APPROVAL OF MINUTES FOR THE MEETING- dated May 13, 2019 – On a motion from Commissioner Tomasello, seconded by Commissioner Nicholson, the May 13, 2019 minutes were approved on a 5-0 vote.

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

VII. INFORMATIONAL ITEMS

VIII. NEW BUSINESS
A. Abolish Eligibility List for the Classification of Maintenance Worker I - staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; staff recommended that the Personnel Commission abolish the January 2019 eligibility list for the classification of Maintenance Worker I; Commissioner Nicholson made a motion to abolish the Maintenance Worker I eligibility list; Commissioner Tomasello seconded the motion; motion passed 5-0.

B. Approve Updates to the Job Description for Youth Task Force Coordinator- staff report provided by Human Resources Director; Commission discussed the report and made a couple minor recommended changes; there was no public comment; Staff recommends the Personal Commission
to approve the updates to the job description for the classification of Youth Task Force Coordinator with the changes suggested; Commissioner Nicholson made a motion to approve the updates to the job description for Youth Task Force Coordinator with the minor changes suggested by the Commission; Commissioner Cummins seconded the motion; motion passed 5-0.

IX. OVERVIEW OF THE PERSONNEL SYSTEM (CLASSIFICATION, COMPENSATION, AND HUMAN RESOURCES RULES AND REGULATIONS BEST PRACTICES) - Training Presented by Gage Dungy, Liebert Cassidy Whitmore; Training Completed.

X. 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 Classifications 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

XI. ADJOURNMENT - the meeting adjourned at 7:56 p.m. on motion from Commissioner Tomasello, seconded by Commissioner Nicholson; motion passed 5-0.

Respectfully Submitted,

LeeAnn McPhillips
LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission
City of Gilroy
PERSONNEL COMMISSION
MINUTES

June 27, 2019 Special Meeting – DRAFT MINUTES

Members Present
Robin Bronze
Sholly Nicholson
Annie Tomasello

Members Absent
Catherine Cummins
Nita Edde-Mitchell

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Commissioner Tomasello called the Special meeting of June 27, 2019 to order at 5:33 p.m. Human Resources Director McPhillips reported that the agenda was posted on Wednesday, June 26, 2019 at 8:18 a.m. Roll call was taken noting that Commissioners Bronze, Nicholson, and Tomasello were present. Commissioners Cummins and Edde-Mitchell were not present – excused absences due to special meeting scheduled on short notice.

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

III. NEW BUSINESS
A. Approve New Job Description and Exempt Salary Range for the Position of Deputy City Administrator - Economic Development - staff report provided by Human Resources Director; City Administrator was present for questions; Commission discussed the report and suggested a couple of minor edits; there was no public comment; Staff recommends the Personnel Commission approve the new job description and exempt salary range for the position of Deputy City Administrator – Economic Development; Commissioner Nicholson made a motion to approve the new job description with minor edits as suggested and the exempt salary range recommended; Commissioner Bronze seconded the motion; motion passed 3-0.

IV. 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

V. ADJOURNMENT - the meeting adjourned at 5:37 p.m. on motion from Commissioner Tomasello, seconded by Commissioner Nicholson; motion passed 3-0.

Respectfully Submitted,

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission
<table>
<thead>
<tr>
<th>Recruitments Posted as of July, 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 7/2/19</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; next interviews 7/11/19</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; next interviews 7/11/19</td>
<td>6</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; next interviews 7/11/19</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; next interviews 7/11/19</td>
<td>25</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>Fire Chief</td>
<td>4/16/19</td>
<td>Open Until Filled; screening and search firm interviews late July/early August</td>
<td>1</td>
<td>Screening and preliminary interviews by search firm; interviews planned for 8/22/19</td>
<td>20+</td>
</tr>
<tr>
<td>Community Development Director</td>
<td>6/17/19</td>
<td>Open Until Filled; screening and search firm interviews late July/early August</td>
<td>1</td>
<td>Screening and preliminary interviews by search firm; interviews planned for 8/23/19</td>
<td>10+</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>52</td>
</tr>
<tr>
<td>PT Recreation Leader II/III – After School Programs</td>
<td>6/20/19</td>
<td>Open Until Filled</td>
<td>4</td>
<td>Accepting applications</td>
<td>5</td>
</tr>
<tr>
<td>PT Recreation Leader I – Youth Center</td>
<td>6/20/19</td>
<td>Open Until Filled</td>
<td>1</td>
<td>Accepting applications</td>
<td>1</td>
</tr>
<tr>
<td>PT Early Childhood Recreation Assistant Instructor (1 ongoing and 2 Subs)</td>
<td>6/20/19</td>
<td>Open Until Filled</td>
<td>3</td>
<td>Accepting applications</td>
<td>3</td>
</tr>
<tr>
<td>Position</td>
<td>Date</td>
<td>Status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------</td>
<td>---------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Works Administrative Summer College Intern</td>
<td>6/25/19</td>
<td>Open Until Filled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Worker I</td>
<td>7/1/19</td>
<td>5 Accepting applications; interviews 7/8/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Planner</td>
<td>7/3/19</td>
<td>1 Accepting applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planner I – 3 year term</td>
<td>7/5/19</td>
<td>1 Finalizing Job Flyer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Records Technician I</td>
<td>7/5/19</td>
<td>2 Finalizing Job Flyer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy City Administrator – Economic Development</td>
<td>7/8/19</td>
<td>1 Finalizing Job Flyer – Executive Search Firm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources Assistant I (Confidential)</td>
<td>n/a</td>
<td>1 Preparing Job Flyer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Task Force Coordinator</td>
<td>n/a</td>
<td>1 Preparing Job Flyer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety Communications Supervisor</td>
<td>n/a</td>
<td>1 Preparing Job Flyer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| *Police Officer positions may be filled at any of the three levels: lateral, academy graduate, current academy cadet, or trainee.*

### Recruitment in Process – July, 2019

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Officer – Lateral</td>
<td>1 candidate to Chief’s interview; additional interviews on 7/11/19</td>
</tr>
<tr>
<td>Police Officer Trainee</td>
<td>2 candidates in background check; additional interviews on 7/11/19</td>
</tr>
<tr>
<td>Police Officer – Academy Graduate</td>
<td>Interviews on 7/11/19</td>
</tr>
<tr>
<td>Public Safety Communicator - Lateral</td>
<td>1 candidate in final pre-hire steps; target hire date of 8/1/19</td>
</tr>
<tr>
<td>Firefighter I or II (Licensed Paramedic)</td>
<td>1 candidate to start work 7/8/19; 1 candidate in background check</td>
</tr>
<tr>
<td>Public Works Administrative Summer College Intern</td>
<td>Interviews 7/8/19</td>
</tr>
<tr>
<td>Planning Technician</td>
<td>1 candidate in final pre-hires steps</td>
</tr>
<tr>
<td>Public Safety Communicator Trainee</td>
<td>Interviews on 7/11/19</td>
</tr>
<tr>
<td>Engineer I/II</td>
<td>Interviews on 7/15/19</td>
</tr>
<tr>
<td>Senior Maintenance Worker – Water Section</td>
<td>Interviews on 7/17/19</td>
</tr>
<tr>
<td>PT Recreation Specialist for Youth Services – 2 Limited Term/Grant Funded Positions</td>
<td>1 candidate in final pre-hire step; 1 candidate in department interview</td>
</tr>
<tr>
<td>Temporary Human Resources Assistant I</td>
<td>1 candidate in final pre-hire steps; target hire date of 7/9/19</td>
</tr>
</tbody>
</table>

### Hiring/Promotion/Separation Information (June 21, 2019 – July 8, 2019)

**HIRES:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB CLASSIFICATION</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arredondo, Jeffrey</td>
<td>PT Maintenance Worker Assistant</td>
<td>7/1/19</td>
</tr>
<tr>
<td>Cardenas, Kevin</td>
<td>PT Maintenance Worker Assistant</td>
<td>7/1/19</td>
</tr>
<tr>
<td>Olmos, Hipolito</td>
<td>Building Official (promotion)</td>
<td>7/1/19</td>
</tr>
<tr>
<td>Williams, Nicholas</td>
<td>Fellowship – City Administration</td>
<td>7/1/19</td>
</tr>
<tr>
<td>Spooner, Madeleine</td>
<td>Summer College Internship – Planning</td>
<td>7/8/19</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>Moua, Maisy</td>
<td>PT ECR Assistant Instructor</td>
<td>5/28/19</td>
</tr>
<tr>
<td>Wu, Pamela</td>
<td>Senior Planner</td>
<td>6/3/19</td>
</tr>
<tr>
<td>Bautista, Matthew</td>
<td>PT Recreation Leader II – After School Program</td>
<td>6/7/19</td>
</tr>
<tr>
<td>Guerrero, Jenavie</td>
<td>Human Resources Assistant I</td>
<td>6/14/19</td>
</tr>
<tr>
<td>Olivas, Elizabeth</td>
<td>Police Records Technician I</td>
<td>6/20/19</td>
</tr>
<tr>
<td>Ynzunza, Steven</td>
<td>Public Safety Communications Supervisor (retired)</td>
<td>6/27/19</td>
</tr>
<tr>
<td>Portillo, Maria</td>
<td>PT Temporary Office Assistant I</td>
<td>6/28/19</td>
</tr>
<tr>
<td>Newton, Jason</td>
<td>Firefighter (Licensed Paramedic)</td>
<td>7/2/19</td>
</tr>
</tbody>
</table>
CITY OF GILROY
PERSONNEL COMMISSION
STAFF REPORT

Date: July 8, 2019
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager

Subject: Approve New Job Description and Pay Range for the Temporary Classification of Firefighter Trainee (Licensed Paramedic)

SUMMARY:

Staff is requesting that the Personnel Commission approve a new job description for the temporary classification of Firefighter Trainee (Licensed Paramedic). Staff developed this classification to enhance and broaden the recruitment effort to fill vacant Firefighter (Licensed Paramedic) positions. Staff has been working to fill openings in the Fire Department for several months. The applicant pool has been somewhat limited due to the requirement to possess the State of California Fire Marshal’s Office Firefighter I certification at time of application in addition to being a licensed paramedic. Further, the cost of housing in our region has been a deterrent to some potential applicants as they cannot afford to live in this area and/or they do not wish to move to comply with the labor contract residency requirement to reside within a ninety (90) minute response time. We hope the Trainee classification will attract candidates already living in Gilroy or region.

The Firefighter Trainee (Licensed Paramedic) will greatly expand our applicant pool and the diversity of our applicant pool. Given that Gilroy Fire is an Advanced Life Support agency, we must hire those who are licensed paramedics with experience. Given the staffing level and call volume of the Gilroy Fire Department, experienced licensed paramedics must remain a hiring requirement. The Trainee classification will allow flexibility on the firefighting portion of the position as the State of California Fire Marshal’s Office Firefighter I certification is not required to get hired and the department intends to have those hired complete a Firefighter I academy/training that covers the State of California curriculum and training. Following the Firefighter I academy/training program, successful candidates will enter the Gilroy specific training program and Santa Clara County paramedic accreditation. The Trainee job description identifies the requirements to be considered for ongoing employment as a regular Firefighter (Licensed Paramedic). The training process will take from approximately six to ten months to complete depending on the experience level of the selected candidate.

The Firefighter Trainee (Licensed Paramedic) models after the Police Officer Trainee classification currently in place with the City of Gilroy. Similarly, Police Officer Trainees are hired and immediately sent to a State of California Police Officer Standards and Training Police Academy.

The recommended job description is attached to this staff report and was prepared in conjunction with a team from the Gilroy Fire Department with input from IAFF, Local 2805. Although this Trainee classification is a temporary, at-will, unrepresented position, input from IAFF, Local 2805 was obtained as this Trainee position will lead to future selections to the regular, full-time Firefighter (Licensed Paramedic) position.

Following the salary model for the Police Officer Trainee, staff is recommending that the flat salary for the Firefighter Trainee (Licensed Paramedic) be initially set at 90% of the Step A salary for the classification.
of Firefighter I. Based on the current salary, the entry point of the flat salary range for the Trainee position is recommended to be $6,423.75 per month. Following successful completion of a Firefighter I academy/training program, and at the Fire Chief’s discretion, the Trainee may move to 95% of the Firefighter I Step A salary or $6,780.63 per month. In addition to the flat salary, Trainees will be enrolled in the PARS retirement plan and will be offered medical insurance as required by law. If the Trainee successfully completes all requirements and is selected for a regular, full-time position by the Fire Chief and City Administrator, the employee will move to Step A of the IAFF, Local 2805 salary range with full benefits. The above referenced Trainee salary range is intended to allow the Firefighter Trainee (Licensed Paramedic) to focus 100% of their attention to their training program with no distraction from another job.

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following actions:

1. Approve the new job description for the temporary, at-will, unrepresented classification of Firefighter Trainee (Licensed Paramedic).
2. Approve the temporary, flat rate salary range of 90% of Step A Firefighter I to 95% of Step A Firefighter I, currently $6,423.75 - $6,780.63, for the classification of Firefighter Trainee (Licensed Paramedic).

Respectfully Submitted,

______________________________
LeeAnn McPhillips
LeeAnn McPhillips
Human Resources Director/Risk Manager
FIREFIGHTER TRAINEE (LICENSED PARAMEDIC)
FIRE DEPARTMENT
OPERATIONS DIVISION

GENERAL DUTIES: Under general direction of the Fire Officer and/or Fire Academy supervisor, and in a non-sworn/non-suppression capacity, attend and participate in a Firefighter I academy/training program (meets or exceeds the standards for certification by the State Board of Fire Services and the Office of the State Fire Marshal). The Trainee is responsible to learn, train, and successfully perform all related learning and testing activities relative to the technical knowledge, skills and physical capabilities required to perform in the capacity of a State of California certified Firefighter I. The Trainee must successfully complete the Firefighter I academy/training program during the time period established for completion. Trainees will also be assigned to complete in-house training to include time with an engine company to gain firefighting and paramedic work experience. Firefighter Trainees do not possess recognized firefighter authority, but may perform firefighting duties as part of their assigned training program. However, Trainees are licensed paramedics with the ability to perform paramedic related duties as assigned. Individuals in this job classification are considered temporary, non-sworn, unrepresented, at-will employees. Appointment to a regular Firefighter position is contingent upon successful completion of:

- A Firefighter I academy/training program (meets or exceeds the standards for certification by the State Board of Fire Services and the Office of the State Fire Marshal)
- Santa Clara County paramedic accreditation and Gilroy Fire Department paramedic field evaluation process
- Attainment of a State of CA Fire Marshal’s Office Firefighter I certification
- Final review and selection by the Fire Chief and City Administrator

GENERAL REQUIREMENTS:

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

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

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

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

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

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

1. Attend, fully participate in, successfully complete, and graduate from a State of California Fire Marshal’s Office approved firefighter academy.

2. Successfully perform all related learning, both academic and physical, and testing activities.

3. Care for and maintain department and academy equipment.

4. Attend all academy courses and training in accordance with the academy schedule which may include varied days and/or hours.

5. Complete in-house training as assigned.

6. As a licensed paramedic, perform paramedicine duties in response to calls for emergency medical services.

7. Subject to recall on a scheduled and/or emergency basis.

8. Perform related work as required.

9. While a Trainee and when assigned to complete in-house training, to include time with an engine company, the Trainee will assist with and perform the following duties as part of their training program:
   a) Respond to fires, Emergency Medical Services (EMS), hazardous material incidents, rescues, and other requests for emergency service.
   b) Use equipment and assist with mitigating emergency and non-emergency incidents.
   c) Maintain fire apparatus, equipment and facilities.
   d) Become familiar with city streets and response routes.
   e) Conduct fire safety inspections and public education presentations.
   f) Other related duties as assigned.

REQUIREMENTS, SKILLS, KNOWLEDGE, AND ABILITIES:

All of the below skills, knowledge and abilities will be possessed at time of hire and/or further developed as part of Gilroy’s Trainee program:

SKILLS:

1. Techniques required to safely and effectively operate all department equipment.

2. Listening, hearing and understanding.
4. Independent decision-making.
5. Communicating with others in a positive and effective format.
6. Presenting a positive image.
7. Preparing detailed, accurate reports.
8. Expressing ideas effectively, orally and in writing.

**KNOWLEDGE:** Knowledge of:

1. Principles and practices of modern methods and techniques of fire suppression, fire prevention, rescue and of the Incident Command System (ICS).
2. Principles of Basic Life Support, Emergency Medical Services (EMS), Emergency Medical Technician-Defibrillator (EMT-D), and Advanced Life Support.
3. City and departmental rules, policies, and procedures.
4. Customer service techniques.
5. Operation of Department computer system, including the effective use of the City’s electronic mail system, spreadsheet software, and word-processing software.
6. Basic arithmetic, correct English usage, grammar, spelling and punctuation.

**ABILITIES:** Ability to:

1. Respond to and evaluate emergency situations.
2. Learn a wide variety of firefighter duties and methods and to use department apparatus and equipment.
3. Safely and effectively operate fire equipment.
4. Evaluate equipment performance and recommend for service or repair.
5. Establish and maintain effective working relationships with supervisors, co-workers, other departments, other agencies, business and community groups and the general public.
6. Communicate, understand and follow oral and written instructions.
7. Think clearly and act decisively under stressful conditions.
8. Maintain good physical condition and pass physical fitness testing as required by the department and academy.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Printers and multi-function machines
3. Telephone or cell phone
4. Station Pager
5. Mobile data terminals (MDT)
6. Copier
7. Calculator
8. I Pad or tablet device
9. Facsimile machine
10. Personal protective equipment (PPE)
11. Breathing air compressor
12. Various ground ladders
13. Paper shredder or cutter
14. Specialized computer software
15. Mobile and portable radio
16. Binoculars
17. Gas detector
18. Thermal imaging camera (TIC)
19. Fuel pumps
20. Eye, ear, hand and head protection equipment
21. Flashlight
22. Uniforms and safety equipment
23. Cameras/video cameras
24. Keys to a variety of City locks
25. All medical diagnostic equipment authorized by Santa Clara County EMS
26. Trauma medical bag equipped with standard equipment
27. Stokes litter
28. Hose Tester
29. Rescue equipment
30. Oxygen equipment
31. Diagnostic equipment
32. Radiation detection equipment
33. Foam eductor
34. Backboard and straps
35. Sager splint
36. Defibrillator/AED/Cardiac monitor
37. Suction unit
38. Rescue rope and associated hardware
39. Rescue air bags
40. Self-contained breathing apparatus and associated components (SCBA)
41. Various types of fire nozzles
42. Run book, target hazard book, and other reference books
43. Fire extinguishers
44. Electrical cord and adaptors
45. Highway flares
46. Glass cutter
47. Fire hydrants
48. Bolt cutter
49. Cribbing
50. Hydrant wrench
51. Plug and dike
52. Axe (various types)
53. Crowbar
54. Halligan bar and rescue tools
55. Sledge hammer
56. Various type of hand tools for cutting and forcible entry
57. Pike pole
58. Push broom
59. Shovel
60. Fire protection systems
61. Wildland fire apparatus
62. Structural fire apparatus
63. Ventilation fan
64. Aerial fire apparatus
65. Various types of gas or battery powered saws
66. Power Generators
67. Battery or gas/hydraulic extrication tool
68. Water vacuum
69. Various residential appliances (washing machine, dryer, oven, microwave)
70. Extractor and hose dryer
71. Other related emergency and firefighting equipment

ADDITIONAL COMMENTS:

The work of all firefighters may be dangerous. Firefighters may go from a resting pulse position, to a physically demanding and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. Standing: Firefighters have to stand while at the scene of an accident or when communicating with other safety personnel or citizens. Firefighters stand when waiting for assignments, putting on gear, accessing ladders, servicing equipment, attending training, etc.

2. Walking: Firefighters walk while on the incident ground to complete various tasks. Firefighters walk when conducting fire inspections, completing daily tasks, cleaning equipment and tools, maintaining the Fire station facilities, attending training, etc.

3. Sitting: Firefighters have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Firefighters are seated on fire apparatus when responding to emergencies or may remain seated for extended periods of time when traveling out of town to Southern or Northern California.

4. Stooping/Bending: Firefighters have to stoop or bend during rescue situations, when interviewing or working on patients, picking up tools and equipment, attending training, etc.

5. Lifting: Firefighters have to lift various objects or materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment, fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, patients, victims, etc. Firefighters may lift victims out of cars or when assisting with their removal from a burning building, or when attending training. They may also lift heavy material during salvage operations.
6. **Carrying**: Firefighters have to carry various objects and materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, etc. Firefighters may carry victims for long distances, such as out of burning buildings or when attending training. They may also carry heavy materials in salvage operations.

7. **Pushing/Pulling**: Firefighters have to pull hoses or pull ceilings down during overhaul operations. They may push and pull heavy objects while extinguishing and overhauling a fire or during training exercises.

8. **Balancing**: Firefighters have to balance while on ladders, steep rooftops, hillsides, etc. During training exercises, Firefighters are required to demonstrate their ability to safely access fire apparatus such as ladders or heavy equipment.

9. **Climbing**: Firefighters have to climb ladders, hills, fences, stairs, rooftops, etc. Firefighters may climb over all types of debris from burning buildings.

10. **Twisting/Turning**: Firefighters twist and turn when fighting fires, working with fire hoses, searching buildings, moving patients, cleaning equipment, attending training, etc.

11. **Kneeling**: Firefighters kneel when working with patients or while holding C-spine on injured patients, when fighting fires, attending training, cleaning equipment, etc.

12. **Reaching**: Firefighters reach when fighting fires, attending training, cleaning equipment, removing debris, moving patients, pulling down ceilings, etc.

13. **Crawling**: Firefighters may crawl when entering or exiting a burning building, cleaning fire apparatus and heavy equipment, maintaining the Fire stations, etc.

14. **Brisk Walking/Running**: Firefighters may walk briskly during the course of a firefighting incident or during training. Firefighters may run 1.5 miles when completing the physical fitness evaluation.

**ADDITIONAL COMMENTS:**

Firefighters are exposed to extreme physical demands during emergency situations with exposure to extreme danger, at times. The time periods that the firefighter has to perform physically may be very long in duration (sometimes hours at a time). The firefighter must be able to perform work under various environmental conditions, which often produces major physical strain. The firefighter must have a combination of strength, dexterity, and endurance to properly function under these various situations.

**SENSORY DEMANDS:**

1. **Seeing**: Firefighters use vision to assess patients, incident conditions, such as a fire back draft or eminent building collapse, and dangerous situations such as downed power lines. Firefighters need to see while conducting inspections or performing station maintenance.

2. **Talking/Hearing**: Firefighters must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations. They need to hear to detect a possible trapped victim. They need to hear while assessing a patient for lung sounds or determining a pulse or blood pressure.
3. **Touching/Feeling:** Firefighters must touch and feel when testing a patient’s pulse rate. Firefighters must also be able to feel the contour of a building when conducting a search or rescue. They need the ability to feel for heat when conducting suppression activities in a non-visible environment. They also must have the ability to detect the presence of a body or foreign objects or obstacles.

4. **Smelling:** Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

**ADDITIONAL COMMENTS:**

Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter’s sense is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hoses together in the dark; the firefighter has no visual sense, but does have the sense of touch.

**ENVIRONMENTAL CONDITIONS:**

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

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

3. **Hazards:**
   a. **Burns:** Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
   b. **Mechanical:** Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
   c. **Electrical:** Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
   d. **Chemical:** A chemical injury may occur from a firefighter coming in contact with a hazardous chemical through either inhalation, injection, absorption, or ingestion.
   e. **Biological:** A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.
f. **Respiratory:** Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.

g. **Mental Stress:** Mental stress is a hazard to the firefighter because of the grim situations that a firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.

h. **Physical Stress:** The firefighter’s body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage hose lines, move heavy and/or unsafe objects, etc.

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

j. **Sleep deprivation:** Firefighter’s sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24-hour period without sleep.

**ADDITIONAL COMMENTS:**

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

**ATMOSPHERIC CONDITIONS:**

1. **Fire:** Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergencies.

2. **Smoke:** Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergencies.

3. **Gases:** Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when a he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle’s gasoline tank.

4. **Dust:** Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.

5. **Biological:** Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.

6. **Low Oxygen levels:** Firefighters may be exposed to low oxygen levels in situations such as confined space or a CO₂ enriched environment.
ADDITIONAL COMMENTS:

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

FLOOR SURFACES:

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc. The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when a floor has been exposed to fire. Firefighters often work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS*:

1. Must be on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List by meeting the entry-level Firefighter candidate requirements and passing the written and physical ability testing elements.
2. Education equivalent to graduation from high school. Additional college level course work in the field of paramedicine and fire science/technology strongly preferred.
3. Be at least 18 years of age.
4. Possess at time of application, and maintain, a valid State of California Emergency Medical Technician – Paramedic (EMT-P) license.
5. One year of full-time (or equivalent; equivalency determined by the City of Gilroy) work experience within the last year as a licensed paramedic in the State of California.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
7. Must be able to successfully complete a Firefighter I Academy (meets or exceeds the standards for certification by the State Board of Fire Services and the Office of the State Fire Marshal and in-house training programs).
8. Willingness to continue education and training by taking additional courses, attending seminars and workshops, supplemented by individual study.
9. Pass an extensive background investigation, which includes a Department of Justice criminal record check for employment.
10. Be able to meet the current medical standards for a Firefighter, and be free from any physical condition which might adversely affect the ability to perform the duties of a City of Gilroy Firefighter.
11. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.
12. Shall comply with no tobacco use standard (includes all types of nicotine/tobacco).
13. Bilingual (English/Spanish) highly desired.

*Although not a requirement of the Firefighter Trainee position, Trainees should be aware the Gilroy Fire Department has a mandatory residency requirement wherein Fire personnel must reside, and continue to reside, within ninety (90) minutes of a Gilroy Fire Station before the end of the Firefighter I/II probationary period.
CITY OF GILROY
PERSONNEL COMMISSION
STAFF REPORT

Date: July 8, 2019
To: Personnel Commission
Staff: LeeAnn McPhillips, Human Resources Director/Risk Manager
Subject: Approve New Job Description and Hourly Rate Range for the Part-Time Classification of Communication Assistant

SUMMARY:

Staff is requesting that the Personnel Commission approve a new job description for the part-time classification of Communication Assistant. This classification replaces the prior part-time classification of Public Information Technician. Given the shift to a communication and community engagement model from the prior, more traditional public information model, a new job description was warranted for this part-time position. The part-time Communication Assistant will assist the current Community Engagement Coordinator with written communication, print and digital media communication, marketing, community engagement, photography and videography, and customer service. In addition, the part-time Communication Assistant will assist with the recording/televising of City Council, Planning Commission, and other meetings, which occur in the evenings or on weekends. The recommended job description is attached to this staff report and was prepared in conjunction with the Community Engagement Coordinator.

Staff is recommending that the part-time Communication Assistant be placed on the same range as the existing part-time Public Information Technician as the work is similar and the range is appropriate for the work to be performed. The current part-time Public Information Technician hourly rate range is set at $21.86 - $27.06 per hour.

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following actions:

1. Approve the new job description for the part-time classification of Communication Assistant.
2. Approve the part-time, hourly rate range of $21.86 - $27.06 for the classification of Communication Assistant.

Respectfully Submitted,

LeeAnn McPhillips
Human Resources Director/Risk Manager
ADMINISTRATION DEPARTMENT
PART-TIME COMMUNICATIONS ASSISTANT

GENERAL DUTIES: The part-time Communication Assistant provides support in the City’s Communication and Engagement program under the direct supervision of the Communication and Engagement Manager. The Communications Assistant will work in the areas of written communication, print and digital media communication, marketing, community engagement, photography and videography, and customer service. If bilingual, the Communications Assistant may assist with verbal and written translation of communications materials. Evening and weekend hours required. The Communications Assistant is a part-time, at-will position.

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. Assist with preparation and writing of newsletters, social media posts, and updates to the City’s website, calendar, community engagement platform, and channel 17.
2. Assist with creation of new video and photography content.
3. Records evening meetings such as City Council and Planning Commission meetings.
4. Provide informational tours of City Hall to various groups.
5. Provide public information support, and/or other required support, to the City’s Emergency Operations Center.
6. Provide front counter support as needed, to include answering phones and providing customer service at the front counter.
7. Attend and participates in training programs related to work.
8. Assist with special communication and engagement projects as needed.
9. Perform related work as assigned.
REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:
1. Operating a variety of office machines (i.e. computer, multi-function device, etc.) and software packages.
2. Prioritizing work and coordinating several activities.
3. Communicating tactfully and effectively with the public using excellent customer service techniques.
4. Typing/keyboarding accurately at a rate of 40 net words per minute.
5. Using creative and innovative methods in assignments and problem resolution.
6. Working as a member of a team.
8. Using a computer, computer software related to the job, and other modern office machines and equipment.
9. Speaking in front of groups of people, both adults and children, when giving tours.

KNOWLEDGE: Knowledge of:
1. The technical aspects of photography and videography, including the operation of cameras, equipment, and editing systems.
2. Live and studio production, including video programming sources and playback systems.
3. English grammar and spelling to ensure professional written work.

ABILITIES: Ability to:
1. Write professional and engaging content.
2. Shoot and edit photography and videography content.
3. Deal courteously and effectively with staff, participants and community groups with the focus centered upon excellent customer service.
4. Work creatively and flexibly in a team environment, operating autonomously under minimal supervision, but accepting direction, supervision and guidance when appropriate.
5. Organize and manage multiple projects and priorities.
6. Learn about the city organization, departments, and functions to given interesting and informative tours of the city and to provide interesting, accurate and relevant content for communications with the community.
7. Provide public information support in City’s Emergency Operations Center.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:
1. Computer, keyboard and monitor
2. TV, recording, and video editing equipment
3. Video camera
4. Digital camera
5. LaserJet or ink jet printer
6. Telephone or headset
7. Multi-Function Machine (copy, scan, fax)
8. Calculator
9. Postage meter and scale
10. Lettering machine
11. Binding machine
12. Microfiche reader
13. Paper shredder
14. Paper cutter
15. Computer scanner
16. Specialized computer software
17. Automobile
18. Handcart

**PHYSICAL DEMANDS:**

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling, boxes of files or training materials, up to 50 lbs. with a hand cart
10. Lifting up to 25 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, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, radio, or automobile. When working and traveling in the field, all senses are used.

1. Seeing
2. Speaking
3. Hearing
4. Touching
ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:
1. **Indoors:** Typical office conditions, over 90% of the time.
2. **Flooring:** Low-level carpeting, linoleum, tile floors and some exposure to asphalt.
3. **Noise Level:** Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. **Lighting:** Conducive to normal office setting.
5. **Ventilation:** Provided by central heating and air conditioning.
6. **Dust or Fumes:** Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:
1. **Outdoors:** Typical outdoor conditions during special events or recruitment testing, less than 10% of the time.
2. **Travel:** Varying conditions in an automobile, less than 5% of the time.
3. **Flooring:** Asphalt, grass, dirt, and uneven surfaces while documenting claim information or when attending recruitment testing functions.
4. **Noise Level:** Varying low to high equipment noise during special events or at recruitment testing sites.
5. **Lighting:** Normal outdoor conditions, and also some exposure to extreme hot, cold and rainy weather conditions.
6. **Ventilation:** Heating and air conditioning provided by vehicle and outdoor equipment.
7. **Dust:** Normal, outdoor levels to high outdoor levels associated with special events or recruitment activities.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, scanner, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter. When working or traveling in the field, there is some exposure to mechanical hazards, especially when utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office or field environment. Typical office related-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. Completion of sixty semester units of college-level course work that has included course work in communications, public relations, marketing, television production, digital media or related field of study.
2. Two years of work experience in a communications environment similar to that found at the City of Gilroy.
3. Additional related work experience may, at the sole discretion of the City of Gilroy, be substituted for the required education with two years of directly related full-time work experience being equivalent to sixty semester units of college-level course work.

4. Must be available for some evening and occasional weekend work.

5. Experience with digital media and desktop publishing software is highly desired.

6. Prefer employee who lives locally as this facilitates occasional trips to City Hall to televise evening meetings and participate with Emergency Operations Center if required.

7. Possession of a valid California Class C driver’s license and a safe driving record.

8. Prefer non-tobacco user

9. Bilingual skills (English/Spanish) desired, but not required.