

1. Agenda - April 11, 2022

Documents:

[APRIL 11, 2022 PERSONNEL COMMISSION MEETING AGENDA ONLY.PDF](#)

2. Full Meeting Packet

Documents:

[APRIL 11, 2022 PERSONNEL COMMISSION MEETING PACKET.PDF](#)

CITY OF GILROY PERSONNEL COMMISSION AGENDA

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

Monday, April 11, 2021 at 5:30 p.m. – Regular Meeting

Sholly Nicholson, Chair

Robin Bronze, Vice Chair

Catherin Cummins, Commissioner

Nita Edde-Mitchell, Commissioner

Marissa Haro, Commissioner

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

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

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KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

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

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

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1) OPENING

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

2) RECOGNITION OF OUTGOING PERSONNEL COMMISSIONER ANNIE TOMASELLO

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

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

4) APPROVAL OF MINUTES

- A) Approval of Minutes for the Meeting of March 14, 2022 (report attached)

5) HUMAN RESOURCES DIRECTOR'S REPORT

6) INFORMATIONAL ITEMS

- A) Recruitment and Employment Status Report (report attached)
- B) LCW Human Resources Academy I Training Webinar

7) NEW BUSINESS

- A) Review and Approve Job Description and Salary Range for the Full-Time Position of Emergency Services & Volunteer Coordinator (report attached)

8) FUTURE PERSONNEL COMMISSION BUSINESS

- A) Updates to the Job Description of GIS Coordinator
- B) Updates to the Job Description of Code Enforcement Technician

9) MEETING ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is **Monday, May 9, 2022 at 5:30 p.m.**

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the second Monday of each month at 5:30 p.m. **If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.**

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City of Gilroy
PERSONNEL COMMISSION
MINUTES

March 14, 2022 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Nita Edde-Mitchell
Marissa Haro
Sholly Nicholson

Members Absent

Catherine Cummins

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Commissioner Edde-Mitchell called the meeting of March 14, 2022 to order at 5:37 p.m. Commissioner Marissa Haro was welcomed to her first meeting and introduced herself. Roll call was taken noting that Commissioners Bronze, Edde-Mitchell, Haro and Nicholson were present. Commissioner Cummins was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on March 11, 2022 at 2:03 p.m.

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

III. APPROVAL OF MINUTES

- A. For the special meeting dated January 13, 2022 – on a motion from Commissioner Bronze, seconded by Commissioner Nicholson, the minutes for the January 13, 2022 special meeting were approved on 3-0-1 vote with newly appointed Commissioner Haro abstaining as the meeting was prior to her appointment.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – *Human Resources Director McPhillips provided an update on the implementation of the new Human Capital Management module of the Tyler Munis ERP System.*

V. INFORMATIONAL ITEMS

- A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.*
- B. Updated Policy and Complaint Procedure Against Harassment, Discrimination, & Retaliation – verbal update provided by Human Resources Director McPhillips.*
- C. City Workforce Covid-19 Update – brief report provided by Human Resources Director McPhillips on how the city is addressing the Covid-19 issues with employees and the overall organization.*
- D. Presentation and Review of Personnel Commission Bylaws and Core Resource Documents – Human Resources Director McPhillips reviewed the Personnel Commission Bylaws and*

provided a brief review of the various resource documents of importance to the work of the Personnel Commission. Each Commissioner was provided with a flash drive containing the bylaws and resource documents.

VI. NEW BUSINESS

A. *Selection of Chair and Vice Chair for the Personnel Commission for 2022. Staff report provided by Human Resources Director McPhillips; questions answered.*

- *Commissioner Edde-Mitchell made a motion to appoint Commissioner Nicholson as Chair for 2022; Commissioner Haro seconded the motion; motion passed 4-0.*
- *Commissioner Edde-Mitchell made a motion to appoint Commissioner Bronze as Vice Chair for 2022; Commissioner Nicholson seconded the motion; motion passed 4-0.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS

A. *Updates to the Job Description for GIS Coordinator.*

B. *Updates to the Job Description for Code Enforcement Technician.*

C. *Recognition for Outgoing Personnel Commissioner Annie Tomasello (April 11 Meeting)*

VIII. ADJOURNMENT - *the meeting adjourned at 6:40 p.m. on motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell; motion passed 4-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

**CITY OF GILROY
PERSONNEL COMMISSION
STAFF REPORT**

Date: April 11, 2022

To: Personnel Commission

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

Subject: Review and Approve Job Description and Salary Range for the Full-Time Position of Emergency Services & Volunteer Coordinator

SUMMARY:

Currently, the city has the part-time, exempt job classification of Emergency Services Coordinator. With a recent budget update, the City Council approved increasing this position to full-time status. With the change to full-time status, city-wide volunteer coordination duties will be added to the position duties. The Emergency Services Coordinator already coordinates the efforts of many emergency management volunteers. Proposed edits to the attached job description are shown in track changes format. New wording is displayed in underline format and wording to be removed is displayed in ~~strikethrough~~ format.

As this job classification is currently an exempt, part-time position, the full-time position is identified to be included in the Gilroy Management Association employee group as this group represents all full-time, exempt positions that are not confidential or categorized as senior executive management.

Evaluating the current part-time salary range (\$36.89 - \$47.82 per hour) for the position as well as other full-time positions with like duties, the Gilroy Management Association salary range of \$82,764 - \$110,364 is recommended. This is the same range assigned to the Youth Task Force Coordinator and Management Analyst classifications.

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

RECOMMENDED ACTIONS:

Staff recommends that the Personnel Commission take the following action:

1. Approve the revised job description for the position of Emergency Services & Volunteer Coordinator.
2. Approve the Gilroy Management Association salary range of \$82,764 - \$110,364 for the Emergency Services & Volunteer Coordinator classification.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Administrative Services & Human Resources Director/Risk Manager

ADMINISTRATION DEPARTMENT
EMERGENCY SERVICES AND VOLUNTEER COORDINATOR

GENERAL DUTIES: Under direct supervision of the City Administrator, the Emergency Services and Volunteer Operations Center Coordinator maintains and assists in the implementation of the City's emergency preparedness, response and disaster recovery programs; plans, coordinates and implements the programmatic, administrative, and operational activities in support of the City Administrator; maintains and develops an effective volunteer program; and works closely with department leads in identifying volunteer opportunities and needs. The Emergency Services and Volunteer Operations Center Coordinator provides staff support to the City Administrator/Emergency Services Director; meets with a wide variety of officials, local, state, and federal agencies, businesses, community services, both public and private, concerning the related work and goals of the City; undertakes special projects with citywide significance as assigned; and performs related duties as required. This is an exempt, part-time, at-will mid-management level position that must exercise competent discretion and judgment in the performance of duties and interactions with others. ~~serves at the direction 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. Assists in recommending and developing goals, objectives, policies and priorities related to a specialized service or program and is responsible for implementation of these objectives and programs.
2. Plan, organize, review, evaluate, and personally perform activities to implement a variety of emergency preparedness and disaster recovery programs and procedures under the

NIMS/SEMS/ICS models.

3. Provide technical expertise in the area of disaster recovery and mitigation with a focus on establishing alternative means of providing power, water, communications, food and shelter for citizens in the event of a major disaster.
4. Coordinate and conduct drills and exercises to ensure the City's emergency plan is current, efficient, and effective; modify and update plan as necessary.
5. Facilitate the preparation of, maintain, and distribute a current Emergency Operations Plan.
6. Assist in the development of public awareness programs regarding disaster preparedness.
7. Interpret State and Federal regulations pertaining to disaster and civil defense planning and preparedness; and advises management regarding compliance with such regulations.
8. Develop educational materials and make presentations to business, professional and community groups.
9. Assist in the development and presentation of training sessions to City staff.
10. Coordinate department safety program related to emergency management in accordance with OSHA Guidelines.
11. Assist in resource development, homeland security related grant procurement and grant administration.
12. Maintain detailed records and prepare correspondence and periodic special reports.
13. Establish and maintain a volunteer program to make efficient use of a pool of responsible volunteers.
14. Recruit, train and evaluate volunteers for positions or specialized assignments; work closely with departments on volunteer opportunities and needs
15. Develop promotional campaigns and make presentations to promote and increase the number of volunteers.
16. Prepare materials, equipment, and training/procedural guides for volunteers.
17. Collect and analyze volunteer statistics including hours of service, skills possessed, training received, availability and special needs.
- ~~12-18.~~ 18. Coordinate volunteer events with both City staff and community volunteers.
- ~~13-19.~~ 19. Coordinate community emergency response team volunteers and medical reserve corps in conformance with the standards, practices, and procedures of the emergency plan.
- ~~14-20.~~ 20. Attend required meetings, training seminars, and conferences related to emergency management and homeland security.
- ~~15-21.~~ 21. Liaison with schools, business, local jurisdictions, State and Federal agencies.
- ~~16-22.~~ 22. Compile and analyze data, conduct surveys, prepare staff reports and other related correspondence summarizing information into written reports. Conducts ~~short and long range~~ short- and long-range strategic planning for the development, maintenance, and improvement of the City's emergency services and public education programs.
- ~~17-23.~~ 23. May prepare and present press releases to television, radio, print, and social media related to emergency events; work closely with the City's Communication & Engagement Manager.

- ~~18-24.~~ Provide leadership and direction to Ceity staff regarding emergency management functions.
- ~~19-25.~~ May lead and supervise ~~emergency management~~ volunteers and/or interns.
- ~~20-26.~~ Performs related duties as required.

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. Effective 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.
10. Applying common sense and logic to decision making.
11. Interacting and communicating effectively with a culturally diverse staff and community.
12. Making sound, independent judgments and decisions based on standard policy and procedures.

KNOWLEDGE: Knowledge of:

1. Application and utilization of computer systems.
2. Trends and current developments in Ceity Government.
3. Legal and administrative rules and regulations that apply to operation of City Government.
4. Municipal ordinances, City policies and City charter.
- ~~5.~~ Demographic composition of the City.
- ~~6.~~ Utilization and organization of volunteer groups.
- ~~5-7.~~ Laws, rules and regulations applicable to a municipal volunteer program.
- ~~6-8.~~ Basic principles and techniques for developing emergency preparedness and disaster relief programs.
- ~~7-9.~~ NIMS/SEMS/ICS model for emergency program development, EOC operation, implementation and monitoring techniques.
- ~~8-10.~~ Applicable federal, state and local laws and regulations.
- ~~9-11.~~ Statistical analysis, project management and project/problem resolution; concepts of effective team building.

- ~~10-12.~~ Principles of effective personnel management, including supervision, training and evaluation.
- ~~11-13.~~ Business community and neighborhood outreach and processes.
- ~~12-14.~~ Community Emergency Response Team (CERT) training.
- ~~13-15.~~ Grant availability and grant submittal and administration processes.

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 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. Work independently with little supervision and complete work in a timely manner.
6. Exercise sound independent judgment within general policy guidelines.
7. Select, train, evaluate, and supervise program personnel.
8. Conduct and participate in related training programs.
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. Learn, support and, where appropriate, enforce, City and departmental rules, policies and procedures, and maintain effective discipline.
12. Formulate and administer the annual program budget.
13. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial and religious groups in the community.
- ~~14. — Conduct regular staff meetings and maintain open communication with staff.~~
- ~~15-14.~~ Implement and maintain customer service techniques.
- ~~16-15.~~ Model and practice the highest standards of ethical conduct.
- ~~17-16.~~ Handle confidential information with discretion.

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 that include handling files, books, binders, and sometimes boxes of work-related material:

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

SENSORY DEMANDS:

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

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

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios, Multi-Function machines, and 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 or electrical 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.

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. Bachelor’s degree (or equivalent experience) from an accredited college or university with a major in Emergency Management, Public Administration, Business Administration, Communications, or related field of study.
2. Two (2) years of experience in emergency management, preferably in a government setting, or closely related field. Additional related specialized training or certification may, at the sole discretion of the City of Gilroy, substitute for up to one year of the required work experience.
3. Successful completion of National Incident Management System (NIMS) training courses (NIMS 100, NIMS 200, NIMS 300, NIMS 400, NIMS 700, and NIMS 800) prior to hire or within six (6) months of hire.
4. Successful completion of Standardized Emergency Management System (SEMS) Emergency Management Specialist Certificate prior to hire or within ten (10) months of hire. Certificate program includes: Emergency Management Concepts, Mitigation for Emergency Managers, Emergency Planning, Recovery from Disaster: The Local Community Role, and other required elective courses totaling seventy-two (72) hours of instruction.
5. Possess and maintain a valid CPR/AED/First Aid certification within six (6) months of hire.
- ~~5.6.~~ Experience hiring, recruiting and coordinating volunteers/interns or managing a formal volunteer program is desired.
- ~~6.7.~~ Able and willing to respond back to the City during emergencies when requested.

- ~~7.8.~~ 8. Able and willing to work additional hours, days, nights, weekends, and holidays as needed ~~to get the job done.~~
- ~~8.9.~~ 9. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
- ~~9.10.~~ 10. Strong computer/technology skills required.
- ~~10.11.~~ 11. Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.
- ~~11.12.~~ 12. Pass a post-offer medical examination, which includes a drug test.
- ~~12.13.~~ 13. Pass a detailed employment background check, including a Department of Justice criminal record check.
- ~~13.14.~~ 14. Prefer non-tobacco user.
- ~~14.15.~~ 15. Bilingual English/Spanish desired, but not required.