

1. November 14, 2022 Full Packet

Documents:

[NOVEMBER 14, 2022 PERSONNEL COMMISSION FULL PACKET.PDF](#)

# CITY OF GILROY PERSONNEL COMMISSION AGENDA

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

Monday, November 14, 2022 at 5:30 p.m. – Regular Meeting

Sholly Nicholson, Chair

Robin Bronze, Vice Chair

Catherin Cummins, Commissioner

Nita Edde-Mitchell, Commissioner

Marissa Haro, Commissioner

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

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](http://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.

Public comments will be taken at the beginning of the meeting for items not on the agenda and on agenda items before action is taken by the Personnel Commission. Comments may be provided in-person at the meeting or may be emailed by no later than 1:00 p.m. on the day of the meeting to [LeeAnn.McPhillips@cityofgilroy.org](mailto:LeeAnn.McPhillips@cityofgilroy.org). **IMPORTANT: identify the Agenda Item Number or PUBLIC COMMENT in the subject line of your email. The Clerk will read the first three minutes of each email into the public record.**

## 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)**

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 on the City website at [www.cityofgilroy.org/AgendaCenter](http://www.cityofgilroy.org/AgendaCenter)

## **1) OPENING**

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

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

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

## **3) APPROVAL OF MINUTES**

- A) Approval of Minutes for the Meeting of September 12, 2022 (report attached)

## **4) HUMAN RESOURCES DIRECTOR'S REPORT**

## **5) INFORMATIONAL ITEMS**

- A) Recruitment and Employment Status Report (report attached)
- B) 2023 Personnel Commission Meeting Schedule (report attached)
- C) Annual Presentation to City Council – December 5, 2022

## **6) NEW BUSINESS**

- A) Update to Personnel Commission Bylaws Regarding Attendance (report attached)
- B) Approve Updates to the Hourly Pay Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with January 1, 2023 Minimum Wage Requirements (report attached)
- C) Approval of Assistant to the City Administrator Job Description and Salary Range, and Reclassification of Bryce Atkins to the Position of Assistant to the City Administrator (report attached)
- D) Approve Job Description and Salary Range for New Classification of Community Resiliency Coordinator (report attached)

## **7) FUTURE PERSONNEL COMMISSION BUSINESS**

- A) Recognition of Outgoing Personnel Commissioners Robin Bronze and Sholly Nicholson – December 12, 2022
- B) Appointment of Chair and Vice Chair for 2023 – December 12, 2023
- C) Welcome of New Personnel Commissioners - January or February, 2023
- D) Police Department Cadet Program

## **8) MEETING ADJOURNMENT**

**NEXT MEETING OF THE PERSONNEL COMMISSION**

The next regularly scheduled meeting of the Personnel Commission is **Monday, December 12, 2022 at 5:30 p.m.**

**MEETING SCHEDULE**

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

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

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**September 12, 2022 Regular Meeting – DRAFT MINUTES**

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

***Members Present***

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

***Members Absent***

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

*Commissioner Nicholson called the meeting of September 12, 2022 to order at 5:30 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Haro and Nicholson were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on September 9, 2022 at 4:20 p.m. Commissioner Edde-Mitchell arrived at 5:32 p.m.*

**II. PRESENTATIONS**

*Mayor Marie Blankley attended the Personnel Commission meeting to review the updated attendance policy, role of the Commission, and noted that the Personnel Commission is one of five Commissions established by the City Charter. City Administrator Forbis also attended the presentation. Mayor Blankley and City Administrator Forbis thanked the Commissioners for their volunteer service.*

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

**IV. APPROVAL OF MINUTES**

- A. *For the regular meeting dated June 13, 2022 – on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the minutes for the June 12, 2022, 2022 meeting were approved on 5-0 vote.*

**V. HUMAN RESOURCES DIRECTOR'S REPORT –**

**VI. INFORMATIONAL ITEMS**

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

**VII. NEW BUSINESS**

- A. *Review Attendance Policy for City Boards, Commissions, and Committees - Reviewed revised Attendance Police for City Boards, Commissions, and Committees; receive report; no action taken; revisions to the Personnel Commission Bylaws to conform to policy will be prepared for the next Personnel Commission meeting.*

**VIII. FUTURE PERSONNEL COMMISSION BUSINESS**

- Police Cadet Program
- Annual Presentation to City Council – December 5, 2022

**IX. ADJOURNMENT** - *the meeting adjourned at 6:04 p.m. on motion from Commissioner Nicholson, seconded by Commissioner Bronze; motion passed 5-0.*

Respectfully Submitted,

*LeeAnn McPhillips*

LeeAnn McPhillips  
Human Resources Director/  
Staff to the Personnel Commission

DRAFT

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

<b>Recruitments Posted as of November, 2022</b>	<b>Date Open</b>	<b>Date Closed</b>	<b># to Fill</b>	<b>Status/ Interview/Assessment Date</b>	<b># of Applications as of 11/10/22</b>
Police Officer – Lateral	5/30/22	Continuous	5 total (can hire at any level)	Accepting applications	6
Police Officer – Academy Graduate	5/30/22	Continuous	5 total (can hire at any level)	Accepting applications	10
Police Officer – Current Academy Cadet	5/30/22	Continuous	5 total (can hire at any level)	Accepting applications	2
Police Officer Trainee	5/30/22	Continuous	5 total (can hire at any level)	Accepting applications; interviews on 6/13/22	16
Public Safety Communicator – Lateral	5/30/22	Continuous	2	Accepting applications; screening applications	4
Public Safety Communicator Trainee	7/28/22	Continuous	2	Accepting applications; screening applications; one in background	12
PT Recreation Specialist	9/14/22	Open Until Filled	1	Accepting applications; scheduling interviews	11
Senior Human Resources Analyst	10/21/22	11/20/22	1	Accepting applications	3
Senior Custodian	10/18/22	11/13/22	1	Accepting applications	8
Building Inspector I/II	11/3/22	12/4/22	1	Accepting applications	2
Firefighter/Firefighter Trainee (Licensed Paramedic)	n/a	n/a	4	Updated job postings	n/a
Police Records Technician	n/a	n/a	1	Preparing job flyer	n/a
Equipment Mechanic/Senior Equipment Mechanic	n/a	n/a	1	Preparing job flyer	n/a
Economic Development Manager	n/a	n/a	1	Working with recruiter; preparing job flyer	n/a
Information Technology Manager	n/a	n/a	1	Working with recruiter; preparing job flyer	n/a

<b>Recruitments in Process – November, 2022</b>	<b>Status</b>
Police Officer (All Levels)	4 candidates in background check; next interviews 12/8/22.
Public Safety Communicator (Trainee)	1 candidate in background check; 1 candidate scheduled for 2nd round interview; next interviews 12/8/22.
Firefighter Trainee (Licensed Paramedic)	Three candidates in background check
Youth Task Force Intern (year-round)	1 candidate in background check
Geographic Information Systems (GIS) Analyst	Oral interviews completed on 11/9/22
Planner I/II	1 candidate to start work 12/7/22
Planning Technician	1 candidate in final pre-hire steps
Community Services Officer	1 candidate in final pre-hire steps
Accounting Assistant I (Information Desk)	1 candidate in background check
PT/Temp Office Assistant I	1 candidate in background check
Hazardous Materials Inspector I/II	Finalist interview scheduled for early December

**Hiring/Promotion/Separation Information (September 9, 2022 – November 10, 2022)**

**HIRES/PROMOTIONS:**

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF HIRE</b>
GLORIA SCARA	PT EXTRA HELP SENIOR PLANNER	9/15/2022
ABRAHAM CARMELINO	FLEET SUPERINTENDENT	9/19/2022
ALIANNA MENDOZA	RECREATION LEADER I – AFTER SCHOOL PROGRAM	9/23/2022
MARCO MARTINEZ	ENGINEER I	9/26/2022
CESAR RUELAS	FIREFIGHTER – LICENSED PARAMEDIC	9/29/2022
MAURICIO RODRIGUEZ SALINAS	DETENTION SERVICES OFFICER – <i>PROMOTION</i>	10/1/2022
IAN NICKLOS	FIREFIGHTER (LICENSED PARAMEDIC)	10/2/2022
ADRIENNE RODRIGUEZ	PART-TIME HUMAN RESOURCES & RISK MANAGEMENT ASISSTANT	10/3/2022
CHRISTOPHER CHANNELL	FIREFIGHTER (LICENSED PARAMEDIC)	10/10/2022
CHRISTIAN MARTINEZ	MAINTENANCE WORKER I – WATER SECTION	10/16/2022
DANIEL CONTRERAS	MAINTENANCE WORKER I – WATER SECTION	10/17/2022
RIGOBERTO CHAVEZ SANDOVAL	MAINTENANCE WORKER I – WATER SECTION	10/23/2022
MATTHEW LOPEZ	COMMUNITY SERVICES OFFICER	10/24/2022
CARINA BAKSA	FINANCE MANAGER - <i>PROMOTION</i>	11/1/2022
JON CASTRO	ENGINEERING TECHNICIAN/INSPECTOR I	11/1/2022

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF HIRE</b>
CASSANDRA SNOW	PUBLIC SAFETY COMMUNICATOR TRAINEE	11/1/2022
LEONOR VELAZQUEZ	POLICE OFFICER – LATERAL	11/1/2022
NICO DEVILLIRES	POLICE OFFICER – ACADEMY GRADUATE	11/2/2022
KRISTINE DAVI	PT OFFICE ASSISTANT I – PUBLIC WORKS	11/7/2022

**SEPARATIONS:**

<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>DATE OF SEPARATION</b>
CRYSTAL ZAMORA	PROGRAM ADMINISTRATOR	9/14/2022
GERARD RICHARDS	BUILDING INSPECTOR II	9/16/2022
ARMANDO RUIZ	MAINTENANCE WORKER I – WATER SECTION	9/30/2022
VICTORIA RAHMAN	FINANCE MANAGER	10/11/2022
KARINE DECKER	MANAGEMENT ANALYST	10/17/2022
BILL HEADLEY	OPERATION SERVICES SUPERVISOR – PARKS & LANDSCAPE - <i>RETIREMENT</i>	10/31/2022
SCOTT GOLDEN	INFORMATION TECHNOLOGY MANAGER	11/3/2022
ALEJANDRO MORALES	MAINTENANCE WORKER I – WATER SECTION	11/3/2022
STEPHEN WILSON	MAINTENANCE WORKER I – STREETS/WASTEWATER/TREES SECTION	11/10/2022

**2023 GILROY PERSONNEL COMMISSION MEETINGS (5:30 p.m.)**

Gilroy City Council Chambers or Administrative Services Conference Room  
7351 Rosanna Street  
Gilroy, California

Monday, January 9

Monday, February 13

Monday, March 13

Monday, April 10

Monday, May 8

Monday, June 12

Monday, July 10

Monday, August 14

Monday, September 11

Monday, October 9

Monday, November 13

Monday, December 11

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Date: November 14, 2022

To: Personnel Commission

Staff: LeeAnn McPhillips  
Assistant City Administrator  
Administrative Services & Human Resources Director/Risk Manager

**Subject: Update to Personnel Commission Bylaws Regarding Attendance**

**SUMMARY:**

Given turnover and attendance issues on some of the City's Boards, Commissions, and Committees coupled with difficulty in filling vacant seats, the Gilroy City Council revisited the attendance policy. Following discussion and feedback, the Council approved a final updated policy on August 1, 2022 making some changes to the attendance requirements. Staff liaisons to Boards, Commissions, and Committees were asked to bring the updated policy to their respective Board, Commission, or Committee and update any bylaws as appropriate.

At the meeting of September 12, 2022, the Personnel Commission reviewed the revised Council policy and had the opportunity to discuss the policy with Mayor Marie Blankley.

Consistent with the Council policy, the Personnel Commission bylaws have been updated to reflect the new attendance requirements. In summary, Commissioners who miss more than 33% of the regularly scheduled meetings may be removed from the Board, Commission or Committee at the discretion of the Council.

**RECOMMENDED ACTION:**

Considering the Council policy, staff recommends that the Personnel Commission approve the revised bylaws to incorporate the updated attendance standards for Boards, Commissions and Committees.

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Assistant City Administrator  
Administrative Services & Human Resources Director/Risk Manager

**CITY OF GILROY**  
**PERSONNEL COMMISSION BYLAWS**  
**INITIAL ADOPTION: MAY 14, 2009**  
**LAST REVISION: NOVEMBER 14, 2022**

**SECTION I.**        **Powers and Duties.** Pursuant to the City Charter of the City of Gilroy, the Personnel Commission shall have the following Powers and Duties:

1. Act in an advisory capacity to the City Council, City Administrator, and/or the Human Resources Director in the preparation, installation, revision and maintenance of a full-time employee position classification plan and the Human Resources Rules and Regulations.
2. Hear appeals of any officer or employee having regular full-time status in any office, position or employment in the Competitive Service pertaining to suspension, demotion, dismissal, or disciplinary action as provided in the Human Resources Rules and Regulations or Memorandums of Understanding.
3. Perform such other duties relating to personnel matters as may be prescribed by the Council not inconsistent with the provision of this Charter.

**SECTION 2.**        **Membership.**

1. Membership on the Personnel Commission shall be representative of the entire community insofar as that is possible, and members of the Personnel Commission shall be willing to serve as a civic responsibility.
2. No member of any advisory board or commission shall hold any paid office or employment in the City government.
3. In order to be eligible for appointment to any board or commission, a person shall be a qualified registered elector of the City.
4. There will be five (5) members of the Personnel Commission. They shall be appointed by the City Council of the City of Gilroy.
5. Terms of appointments to the Personnel Commission shall commence in January of each year and shall be for a term of four (4) years. A commissioner will not serve more than two full terms.
6. Vacancies on the Personnel Commission during the year shall be filled through appointment by the City Council. In accordance with the City Charter, upon a vacancy occurring leaving an unexpired portion of a term, any appointment to fill such vacancy shall be for the unexpired portion of such term.

**SECTION 3. Officers.**

1. Annually, the Personnel Commission shall elect from its membership a Chairperson and Vice Chairperson.
2. The Chairperson shall preside at all meetings of the Personnel Commission, shall make an annual presentation to the City Council, and shall supervise the efficient and responsible operation of the Personnel Commission. The Vice Chairperson shall preside at Personnel Commission meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson and shall assist the Chairperson in fulfilling his or her responsibilities as needed.
3. The City Human Resources Director, or his/her designee, shall serve as the Secretary to the Personnel Commission. The Secretary, or his/her designee, shall prepare the agenda, staff reports, and minutes for each Personnel Commission meeting.

**SECTION 4. Meetings.**

1. The Personnel Commission shall meet monthly on the second Monday of each month unless the meeting is cancelled by the Chairperson. The regular meeting start time shall be 5:30 p.m. The Vice Chairperson may authorize the cancellation of a meeting if the Chairperson is not available.
2. Each Personnel Commission meeting shall be open to the public and is subject to the Brown Act, California Government Code Section 54950 et. seq., however, pursuant to the Brown Act some proceedings of the Personnel Commission may be conducted in closed session.
3. The Personnel Commission shall keep written minutes of all meetings and minutes shall be posted on the City website in accordance with the City of Gilroy Open Government Ordinance.
4. Special Meetings may be called by the Personnel Commission provided at least three days notice is given to all members and to the media, all in accordance with the Brown Act and City Charter Section 904.
5. The latest edition of Roberts Rules of Order shall be followed unless otherwise provided for in these bylaws or based upon a rule, policy, or procedure adopted by the City Council.
6. Disciplinary and/or grievance appeal hearings conducted by the Personnel Commission shall follow the procedures contained in the City of Gilroy Human Resources Rules and Regulations adopted by the City Council.
7. Any member of the Personnel Commission who has a conflict of interest on any matter to be heard by the Personnel Commission shall refrain from influencing or participating in the matter. The member shall announce on the public record the nature of the conflict, vacate his/her seat, and recuse themselves from discussing and voting on said item.

**SECTION 5. Quorum.**

1. A quorum is necessary at a Personnel Commission meeting for any action to be taken. A majority of the Personnel Commission members shall constitute a quorum.
2. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal. No action may be taken.

**SECTION 6. Committees.**

1. Committees shall be formed, as needed, in relation to the responsibilities of the Personnel Commission. As needs dictate, these may be standing committees that function throughout the year, or task-oriented committees that function only until the task is completed.

**SECTION 7. Training Requirements.**

1. Given the nature of the work completed by the Personnel Commission, Commissioners may be provided, or required to attend, training in one or more of the following areas:
  - New Commissioner Orientation and Review of Employee Handbook
  - Due process and disciplinary/grievance hearings
  - The Ralph M. Brown Act
  - Gilroy Open Government Ordinance
  - Harassment and Discrimination Prevention (AB 1825 and AB 1343)
  - Ethics in Public Service (AB 1234)

**SECTION 8. Attendance.**

1. Personnel Commission members are expected to attend all meetings of the Personnel Commission. Pre-planned/excused absences shall be reported to the Secretary of the Personnel Commission at least seventy-two (72) hours prior to the meeting date unless an emergency absence.
2. ~~Allowed Absences:~~ Any~~Each~~ member of a Body who is absent in a calendar year for more than 33% of the total Regular Meetings scheduled to be held in that calendar year will be subject to potential termination of membership from Body, upon action of the City Council. Where applying a 33% calculation creates other than a whole number, normal number rounding to the nearest whole number will be used. If a member of a Body exceeds the number of allowed absences, the City Administrator shall report this fact to the City Council, which may decide in its discretion that such absences warrant a declaration that the Member's office shall become vacant.~~shall be allowed two excused absences, and one emergency absence from regular meetings per calendar year.~~
3. ~~Unexcused Absences: Any absence from a regular meeting in excess of the two excused~~

~~absences and one emergency absence in a calendar year shall be deemed unexcused. A member with an unexcused absence shall be removed from their seat.~~

4. Commissioners Reporting Absences: Absences are to be reported through the staff liaison to the body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than seventy-two (72) hours before a regular meeting for an excused absence. Emergency absences shall be reported to the staff liaison as soon as practicable.

~~5. Removal Due to Absences: If a member exceeds the number of allowed absences described in the City Council policy, and as noted above, his or her office shall become vacant and shall be so declared by the Council.~~

## **SECTION 9. Compensation.**

1. Members of the Personnel Commission shall serve without compensation for their services as such but shall receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have been authorized by the City Council.

## **SECTION 10. Amendments**

1. Amendments to these bylaws may be initiated at any Personnel Commission meeting, to be voted upon not sooner than the next regularly scheduled meeting. Bylaws shall not conflict with the City Charter or other Council approved policy, rule, or regulation.

2. Recommendation of any amendment shall require a majority vote of Personnel Commission members.

4. Upon approval by the Personnel Commission, the bylaws, or future amendments to these bylaws, shall take effect immediately.

*Bylaws Approved by Personnel Commission – Initial Adoption: May 14, 2009; Revisions Approved: May 13, 2013; February 8, 2016; October 15, 2018; November 14, 2022*

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Date: November 14, 2022

To: Personnel Commission

Staff: LeeAnn McPhillips  
Assistant City Administrator  
Administrative Service & Human Resources Director/Risk Manager

**Subject:** Approve Updates to the Hourly Rates for Select Part-Time/Temporary/  
Seasonal Positions to Comply with January 1, 2023 Minimum Wage  
Requirements

**SUMMARY:**

Effective January 1, 2023, the new California minimum wage is set at \$15.50 per hour and the City of Gilroy must comply. There are a few positions that are just below the new minimum wage and need to be adjusted as follows:

<b>Classification Title</b>	<b>Current Rate or Range</b>	<b>Adjusted Rate or Range</b>
Recreation Leader I	\$15.45 per hour	\$15.50 per hour
Intern – Bachelor’s	\$15.45 - \$17.58 per hour	\$15.50 - \$17.58 per hour
High School Work Experience Student Worker	\$15.45 per hour	\$15.50 per hour

These minor updates do not have a negative impact on any other classifications after reviewing internal equity alignment.

In future years, minimum wage will adjust based on an inflation factor so the city will continue to monitor hourly rates to ensure compliance with any future changes.

**RECOMMENDED ACTIONS:**

Staff recommends that the Personnel Commission take the following actions:

Implement the following hourly rate changes for the hourly classifications listed below effective January 1, 2023:

<b>Classification Title</b>	<b>Adjusted Rate or Range</b>
Recreation Leader I	\$15.50 per hour

Intern – Bachelor’s	\$15.50 - \$17.58 per hour
High School Work Experience Student Worker	\$15.50 per hour

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Assistant City Administrator  
Administrative Services & Human Resources Director/Risk Manager

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Meeting Date: November 14, 2022

To: Personnel Commission

Staff: LeeAnn McPhillips  
Assistant City Administrator  
Administrative Services & Human Resources Director/Risk Manager

**Subject:** Approval of Assistant to the City Administrator Job Description and Salary Range, and  
Reclassification of Bryce Atkins to the Position of Assistant to the City Administrator

**BACKGROUND:**

Bryce Atkins currently holds the position of Senior Management Analyst in the City Administrator's Office/Administration Department. Over the last year, he has taken on additional projects and tasks of a higher level to include management and oversight of various functions within the Administration Department. He supervises the Recreation Division with the Recreation Manager reporting directly to him. In addition, Mr. Atkins took over supervision of the Emergency Management and Economic Development functions. Both functions are staffed with one full-time employee but perform a distinct area of work very important to the City organization hence the placement in the City Administrator's Office/Administration Department. Also, Mr. Atkins regularly takes on the more complex and sensitive projects often including work with outside organizations and which involve presentations to City Council.

**ANALYSIS:**

As part of the mid-cycle budget process, it was determined that the additional higher-level work performed by Mr. Atkins in support of the City Administrator's Office/Administration Department needed to continue. In particular, the City Administrator needed to reduce the number of direct reports in his span of control as this span had grown during Covid when functions were reorganized as part of the staffing reduction plan.

Also, after assessing the complexity of projects and assignments completed by Mr. Atkins, it was clear that he was been operating above the classification of Senior Management Analyst. For example, Mr. Atkins took on the staff liaison role with the City Council ad hoc committee working on the very complicated and sensitive unhoused/homelessness issues within the Gilroy community. Currently, Mr. Atkins is leading an organizational effort to develop a City of Gilroy Justice, Equity, Diversity, and Inclusion (JEDI) plan. Most of the projects and initiatives worked on by Mr. Atkins have city-wide implications and/or larger community implications.

The job description of Assistant to the City Administrator was not previously established, but best fits the scope of work performed by Mr. Atkins after completing a thorough review of job descriptions from several of Gilroy's comparable agencies. The classification of Assistant to the City Administrator is the highest-level position when looking at the Analyst job series within a local government agency. Successful candidates in this classification often advance from the position of Senior Management

Analyst or Principal Management Analyst following several years of experience in various operating departments where a broad range of experience has been acquired related to multiple departments within the organization. In this instance, Mr. Atkins' work in the City Administrator's Office/Administration Department and Finance Department has allowed him to gain a broad range of experience resulting in the taking on of additional work across City departments. Mr. Atkins also has experience working for three other public agencies including management of multiple functions within the organization as well as complex projects involving many different departments.

The pay range for this new position also needs to be established. After evaluating salary ranges for this classification from other comparable agencies as well as internal management level salary ranges within the Gilroy organization, the management range of \$134,807 - \$179,764 is recommended. This range recognizes the high-level complex work and management oversight assigned to this position as described above as well as the placement of this position on the Senior Executive Team. This salary range falls below a Director/Department Head position, but above Senior Management Analyst and other mid-management positions with less responsibility.

Given that this position will provide high-level support to the labor negotiations function, the position is appropriately classified as an unrepresented, confidential, exempt, management-level position. Mr. Atkins, in his current Senior Management Analyst role in the City Administrator's Office is currently an unrepresented, confidential, exempt employee so there will be no change to the employee group to which Mr. Atkins is assigned.

The additional funds needed to support the reclassification were included in the FY 23 mid-cycle budget that was recently approved by the City Council and allows the city to move forward with the recommendation for reclassification.

Following approval of the reclassification, Mr. Atkins will be appropriately placed within the new Assistant to the City Administrator pay range as this will be a new position not previously held. It is recommended that the effective date of the reclassification be retro to October 1, 2022 as that is the first of the month following the mid-cycle budget approval that occurred on September 19, 2022.

**RECOMMENDED ACTION:**

Staff recommends that the Personnel Commission take the following actions:

1. Approve the job description of Assistant to the City Administrator.
2. Add the classification of Assistant to the City Administrator to the Unrepresented, Confidential, Exempt, Management salary schedule with a range of \$134,807 - \$179,764.
3. Reclassify Bryce Atkins to the position of Assistant to the City Administrator effective October 1, 2022.

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Assistant City Administrator  
Administrative Services & Human Resources Director/Risk Manager

**CITY OF GILROY  
ADMINISTRATION DEPARTMENT  
ASSISTANT TO THE CITY ADMINISTRATOR**

**GENERAL DUTIES:** Unique to the City Administrator's Office, and under the direction of the City Administrator, the Assistant to the City Administrator performs a variety of complex and sensitive assignments and projects within the City Administrator's Office, including certain ongoing tasks, as well as overall responsibility for assigned projects and functions, including, but not limited to, Emergency Management, Recreation, and/or Economic Development. Functions, projects, and tasks assigned require experience in administration, finance, contract and/or grant administration, as well as the ability to supervise and interact with a wide variety of personnel and customers to include elected and appointed officials. Some projects and tasks performed may be of a city-wide nature often involving representation of the City Administrator's Office. Incumbents may act as a City liaison with external agencies, boards, commissions, and committees. This position may provide support for the labor negotiations function and may assist with confidential human resources related matters. This position is classified as a confidential, exempt member of the Senior Executive Team.

**GENERAL REQUIREMENTS:**

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

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

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

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

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption 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 gender identity differences of others, and avoids derogatory statements regarding these differences. Supports organizational diversity, equity, and inclusion.

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

**ILLUSTRATIVE EXAMPLES OF FUNCTIONS:**

1. Manage and supervise assigned functions within the Administration Department, including, but not limited to Emergency Management, Recreation, and/or Economic Development.

2. Plan, organize, and conduct complex and sensitive administrative and management analyses, studies, and research projects using statistical, financial, and/or organizational data on specialized topics such as city-wide and emerging local government issues and develops alternative courses of action and recommendations for the City Administrator.
3. Provide professional staff assistance to the City Administrator on public and confidential matters; provide excellent customer service to internal and external representatives.
4. Make recommendations on the formulation of policies and procedures.
5. Process complaints and requests received from the public by the City Administrator's Office by obtaining needed information and preparing replies. Initiate and respond to both written correspondence and verbal communication.
6. Review and approve various operating matters that require processing through the City Administrator's Office as assigned and to the extent delegated.
7. Keep informed of State and Federal legislation that may have an impact on the City and submit reports containing results and analysis of proposed actions.
8. Represent the City Administrator's Office in intergovernmental, interdepartmental, community, and professional meetings as required.
9. Prepare and/or deliver public presentations and interact with the City Council, Commissions, Committee, and Board members, staff, and the general public to answer questions and provide information.
10. Provide assistance and staff support on public participation, public information, labor relations, budget development, and other activities as assigned.
11. Research and apply for State and Federal funding and grant programs applicable to the organization.
12. Develop and implement department and city-wide goals, objectives, policies, and procedures.
13. Direct, oversee, and participate in the development of Program and/or Division workplan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
14. Prepare Program and/or Division budgets as assigned; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; may prepare Capital Improvement Project/Program budgets as related to areas of assignment.
15. Participate in developing and monitoring the City's strategic plans and integration with the annual budget preparation process.
16. Develop, coordinate, and manage assigned contracts, leases, and other similar documents.

17. Maintain assigned program content on the City's website.
18. Provide support to the Emergency Operations Center as assigned.
19. Review and edit City Council staff reports and may provide input to the calendar of agenda items.
20. Plan and direct activities of multi-faceted city wide projects of limited duration; evaluate progress and resolves difficulties including those crossing departmental lines; provide project leadership and advice to committees; provide technical direction and expertise related to project; manage and direct the work of project staff including consultants, subcontractors and City personnel.
21. Interact and communicate with a variety of groups and individuals, including line staff, division managers, department heads, City Council members, the public and professional peers.
22. Maintain advanced knowledge of public administration, organization and management principles and practices; municipal fiscal policy, financing, and procedures; personnel management principles; applicable ordinances, laws, and regulations; and advanced research techniques and information sources.
23. Write and edit articles for City publication.
24. Perform research and analysis for the collective bargaining process.
25. Develop work plans, operations plans, and public notification plans.
26. Perform other related duties as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Supervising and managing the work of others.
2. Communicating effectively, both verbally and in writing.
3. Maintaining accurate and detailed records and making accurate arithmetic calculations.
4. Working on several assignments simultaneously, setting priorities, meeting deadlines, and working independently within established guidelines.
5. Developing requests for proposals, bids, and quotes.
6. Developing contracts.
7. Preparing, administering, and monitoring budgets.
8. Analyzing data and making recommendations.
9. Establishing and monitoring timelines.
10. Monitoring compliance with applicable governmental regulations.
11. Interpreting and applying program/project requirements.

12. Managing projects, teams, and consultants.
13. Collecting, compiling, analyzing, organizing, and presenting data.
14. Proposing, writing, and/or setting up grants, contracts, and/or agreements.
15. Using computers and related software applications.
16. Facilitating meetings and making public presentations.

**KNOWLEDGE:** Knowledge of:

1. Thorough knowledge of principles and practices of organization and public administration; procurement, contract administration; research techniques, sources and availability of information, and methods of report presentation
2. Principles, methods and practices of municipal finance and budgeting, including long-range financial forecasting.
3. Principles, methods, and practices of employee supervision, including knowledge of applicable laws, rules, policies, and labor contracts.
4. Diversity, equity, and inclusion programs and practices.
5. Statistical and analytical methods, techniques, and procedures.
6. Project management.
7. Basic management information system applications for accounting and budgeting functions.
8. Computer applications, including advanced proficiency with spreadsheet, database, word processing and presentation software.
9. Advanced customer service principles and practices.
10. Contract and lease management principles and practices.
11. Development and administration of strategic plan implementation action plan.
12. Applicable federal, state, and local laws, rules and regulations pertaining to area of assignment; administrative principles and methods, including goal setting, program and budget development, work planning and organization

**ABILITIES:** Ability to:

1. Prepare and analyze complex budgets and data.
2. Manage multiple priorities.
3. Develop and analyze complex problems and/or programs, evaluate alternatives, and implement creative recommendations.
4. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the public.
5. Use independent judgment, within established guidelines, while undertaking assigned responsibilities.
6. Organize work, set priorities, meet deadlines, and complete assignments independently.

7. Communicate effectively, both verbally and in writing.
8. Work effectively as a team member in developing and preparing quality finished products.
9. Identify data sources, collect, and analyze information and prepare informative reports.
10. Provide technical and substantive direction to other staff members on budget and assigned program matters.
11. Problem solve, manage conflict, and de-escalate interactions as appropriate.
12. Gain cooperation through discussion and persuasion.
13. Handle the pressure of deadlines and work on several projects or processes as the same time.
14. Work evenings, weekends, and varied hours as needed to complete assigned work or to attend meetings.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard, and monitor
2. Telephone or headset
3. Multi-Function Machines (copy, scan, fax)
4. Calculator
5. Plans, maps, and blueprints
6. Presentation equipment, microphones, easels, projectors, etc.
7. Specialized computer software
8. Postage machine
9. Automobile

**PHYSICAL DEMANDS:**

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

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking
3. Standing, during Council meetings or other public presentations.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling, boxes of files or plans
10. Lifting to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and in using office equipment

**SENSORY DEMANDS:**

Under typical office and field conditions, employee utilizes these senses while using a computer,

typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, plan, map, blueprint, camera, microphone, overhead projector, easel, or automobile:

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

### **ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

#### **Office Conditions:**

1. **Indoors:** Typical office conditions, over 95% of the time.
2. **Flooring:** Low level carpeting, linoleum, tile, wood, and some exposure to asphalt.
3. **Noise Level:** Conducive to office settings with phones, copiers, faxes, or other office machines.
4. **Lighting:** Conducive to normal office setting.
5. **Ventilation:** Provided by central heating and air conditioning.
6. **Dust or Fumes:** Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, or other office-related equipment.

#### **Field Conditions:**

1. **Outdoors:** Typical field conditions, less than 5% of the time.
2. **Travel:** Under varying conditions via automobile or plane, less than 8% of the time.
3. **Flooring:** Asphalt, grass, dirt, wood, carpeting, linoleum, tile, and uneven surfaces.
4. **Noise Level:** Minimal to low exposure to equipment noise when traveling in the field.
5. **Lighting:** Normal outdoor conditions, with some exposure to extreme weather conditions.
6. **Ventilation:** Heating and air conditioning provided by vehicle or plane.
7. **Dust or Fumes:** Normal to high outdoor levels of dust, pollen, or vehicle exhaust when conducting surveys or research or when traveling.

### **HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, multi-function machine, calculator, fax machine, radio, paper shredder, paper cutter, microphone, projector, television, etc.

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

### **ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

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

1. Bachelor's Degree from an accredited college or university with major course work in Public Administration, Political Science, Business Administration, or a closely related field. Master's

degree from an accredited college or university is highly desirable.

2. Seven years of progressively responsible analytical and administrative experience in a local government agency, three years of which is at the advanced-journey level and which included formal supervisory responsibilities.
3. Advanced experience in utilization of computers including Microsoft Office Suite and other specialized software related to the work.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops, and individual study.
6. Pass a Department of Justice criminal record check and background check for employment.
7. Pass any required pos-offer medical evaluation and/or drug screen.
8. Prefer non-tobacco user.
9. English/Spanish bilingual skills desired, but not required.

**CITY OF GILROY  
PERSONNEL COMMISSION  
STAFF REPORT**

Date: November 14, 2022

To: Personnel Commission

Staff: LeeAnn McPhillips  
Assistant City Administrator  
Administrative Services & Human Resources Director/Risk Manager

**Subject: Review and Approve Job Description and Salary Range for the Position of Community Resilience Coordinator**

**SUMMARY:**

City staff applied for, and was recently awarded, a federal grant to further improve the City's emergency services program. One aspect of the grant submission focused on community outreach, resiliency, and education with emphasis on Gilroy's more vulnerable populations who may not have access to information, communication tools, planning, and resources during and after a major emergency. The grant award includes funding for a full-time position to assist with these emergency management and preparedness efforts.

After review of the grant requirements and needs shared within the grant application, the attached job description of Community Resilience Coordinator was developed. This position will work closely with the City's Emergency Services & Volunteer Coordinator in delivering important emergency management services to the community. The grant award will fund this position for five years and, if the financial resources are available at the end of the five years, the City hopes to retain this position as an ongoing position.

Like the Emergency Services & Volunteer Coordinator classification, the Community Resilience Coordinator is identified as an exempt mid-management level position with a recommended salary range of \$86,902 – \$115,882 annually plus excellent benefits. Both emergency management positions will report to the Assistant to the City Administrator in the Administration Department and will work closely with staff in all City departments regarding emergency management and preparedness efforts within the City organization and throughout the community. Emphasis will be placed on bilingual skills for this new position given that a large portion of the work will focus on services and resources for Gilroy's Spanish speaking only residents and business operators.

Since this full-time classification will be included with the Gilroy Management Association employee group, the Gilroy Management Association was provided with the job description and salary recommendation for review and comment. As of the writing of this report, no recommended changes have been received.

**RECOMMENDED ACTIONS:**

Staff recommends that the Personnel Commission take the following actions:

1. Approve the job description for the classification of Community Resilience Coordinator.
2. Approve the Gilroy Management Association salary range of \$86,902 - \$115,883 for the classification of Community Resilience Coordinator.

Respectfully Submitted,

*LeeAnn McPhillips*

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LeeAnn McPhillips  
Assistant City Administrator  
Administrative Services & Human Resources Director/Risk Manager

## **ADMINISTRATION DEPARTMENT COMMUNITY RESILIENCE COORDINATOR**

**GENERAL DUTIES:** Under direct supervision of the Assistant to the City Administrator, the Community Resilience Coordinator will develop, implement and lead comprehensive local resilience vision, strategy and planning related to the community’s emergency preparedness and response programs; develop solutions to reduce disaster risks; secure and manage mitigation grant funding; deliver community resilience education and training; effectively engage, partner and collaborate variety of officials, local, state, and federal agencies, businesses, community services, both public and private, concerning the related work and goals of the City to establish compelling vision and drive resilience efforts in the City; undertakes special projects with citywide significance; and perform other related duties as required. This position is considered essential personnel during City emergencies and is expected to be available to staff and support the Emergency Operations Center. This is an exempt, mid-management level position that must exercise competent discretion and judgment in the performance of duties and interactions with others.

### **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 gender identity differences of others, and avoids derogatory statements regarding these differences. Supports the City’s efforts relative to diversity, equity and inclusion.

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

### **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Assist in recommending and developing goals, objectives, strategies, 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 resilience related outreach programs.

3. Formulate strategies to strengthen the City's resilience to unforeseen events and their impact on the community while enhancing local capacity to mitigate, respond to and recover from disasters.
4. Manage the design and implementation of public education, outreach, and workshop/training programs for the community regarding emergency preparedness and resilience efforts through diversity, inclusiveness, equity, and sustainability with an emphasis on supporting and empowering the whole community including vulnerable populations.
5. Spearhead partner development strategies to build strong, viable, and sustained relationships to conduct activities with key stakeholders and community members within the City to foster trust, engender connectedness, and to promote understanding of issues that may be related to both emergency planning and response as well as general resiliency.
6. Coordinate and conduct community outreach and engagement activities to involve the public in resilience planning, programs, and projects.
7. Translate information and ideas into effective materials (writing, drawing, photography, video, etc.) to convey information for the community regarding hazard mitigation and resiliency.
8. Monitor, track, and evaluate community resilience initiatives and activities for effectiveness.
9. Conduct data collection, analysis, writing, and outreach for resilience plans, and integrates resilience into the City's long-range, strategic, emergency operations, hazard mitigation, economic development, capital improvement, and master plans.
10. Interpret State and Federal regulations pertaining to disaster and civil defense planning and preparedness and advises management regarding compliance with such regulations.
11. Develop educational materials and make presentations to business, professional and community groups.
12. Assist in grant procurement and grant administration.
13. Maintain detailed records and prepare correspondence and periodic special reports.
14. Assist with the development of promotional campaigns, deliver presentations, and identify work with community stakeholders improve social capital, build capacity, and promote volunteerism.
15. Attend required meetings, working groups, training seminars, and conferences related to emergency management and homeland security.
16. Actively engage schools, community-based and faith-based organizations, business, local jurisdictions, County, State, and Federal agencies, and other key stakeholders regarding preparedness planning and resilience initiatives.
17. Compile and analyze data, conduct surveys, prepare staff reports and other related correspondence summarizing information into written reports. Conducts short- and long-range strategic planning for the development, maintenance, and improvement of the City's public education programs.
18. May prepare and present press releases to television, radio, print, and social media related to emergency preparedness and resilience; work closely with the City's Emergency Services & Volunteer Coordinator and Communication & Engagement Manager.
19. May lead and supervise volunteers and/or interns.
20. Perform 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 city government.
3. Legal and administrative rules and regulations that apply to operation of city government.
4. Municipal ordinances, City policies and City of Gilroy Charter.
5. Demographic composition of the City.
6. Basic principles and techniques for developing emergency preparedness and disaster relief programs.
7. NIMS/SEMS/ICS model for emergency program development, EOC operation, implementation and monitoring techniques.
8. Applicable federal, state and local laws and regulations.
9. Statistical analysis, project management and project/problem resolution; concepts of effective team building.
10. Principles of effective personnel management, including supervision, training and evaluation.
11. Business community and neighborhood outreach and processes.
12. Grant availability and grant submittal and administration processes.

**ABILITIES:** Ability to:

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

2. Identify training needs and implement training and programs to a diverse audience.
3. Prepare and present ideas and recommendations effectively, orally and in writing.
4. Present and explain complicated issues to the City Council and the public.
5. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups and the general public.
6. Work independently with little supervision and complete work in a timely manner.
7. Exercise sound independent judgment within general policy guidelines.
8. Develop community outreach material using a variety of platforms and languages.
9. Conduct and participate in related training programs and measure program effectiveness.
10. Meet the public to discuss problems and complaints tactfully, courteously, and effectively.
11. Analyze the effectiveness of and make recommendations for changes in procedures, policies and organization structures.
12. Learn, support and, where appropriate, enforce, City and departmental rules, policies and procedures, and maintain effective discipline.
13. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial and religious groups in the community.
14. Implement and maintain customer service techniques.
15. Model and practice the highest standards of ethical conduct.
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
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 and DVD 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, microphone, easel, 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.
3. Noise Level: Varying low to high equipment noise.
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 various outdoor 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 from an accredited college or university with a major in Emergency Management, Public Administration, Business Administration, Psychology, Social Science, or closely related field of study. Additional work experience may be considered, at the sole discretion of the City of Gilroy, in lieu of up to two years (60 semester units) of the required education with one year of directly related work experience equaling one year (30 semester units) of the required education.
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 eleven (11) months of hire.
4. Successful completion of Standardized Emergency Management System (SEMS) Emergency Management Specialist Certificate highly desired. 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.
6. Able and willing to respond back to the City during emergencies when requested.
7. Able and willing to work additional hours, days, nights, weekends, and holidays as needed to get the job done.
8. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
9. Strong computer/technology skills required.
10. Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.
11. Pass a detailed employment background check, including a Department of Justice criminal record check.
12. Pass a post-offer medical examination, which includes a drug test.
13. Prefer non-tobacco user.
14. Bilingual English/Spanish strongly preferred.