

# NOTICE OF SPECIAL MEETING PERSONNEL COMMISSION

June 10, 2016 at 9:00 AM  
City Council Chamber  
200 Civic Center Way  
El Cajon, CA 92020

**NOTICE IS HEREBY GIVEN** that a Special Meeting of the City of El Cajon's Personnel Commission will be held at **9:00 a.m. on Friday, June 10, 2016, in the City Council Chambers**, located at 200 Civic Center Way, El Cajon, California, to consider the following:

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. MINUTES OF PREVIOUS MEETINGS
- V. ORAL COMMUNICATIONS

Each person who wishes to speak before the Personnel Commission on any matter not listed on the Agenda shall approach the Personnel Commission, give his/her name and address, and limit his/her presentation to three minutes.

- VI. ACTION ITEMS (None)
- VII. INFORMATIONAL ITEMS (No action required)
  1. **Review of Classification Specifications (Non-Classified)**
    - 7.1 IT Network Administrator
  2. **Review of Classification Specifications (Unrepresented)**
    - 7.2 Director of Administrative Services
    - 7.3 Deputy Director of Administrative Services
    - 7.4 Principal Human Resources Analyst

## VIII. ADJOURNMENT

In accordance with provisions of Government Code Section 54957, no other business

shall be considered at this Regular Meeting of the Personnel Commission.

The City of El Cajon endeavors to comply with the Americans with Disabilities Act. If you require assistance or auxiliary aids in order to participate at Personnel Commission meetings, please contact the Human Resources Department at (619) 441-1736 as far in advance of the meeting as possible.

# MINUTES PERSONNEL COMMISSION

January 8, 2016 at 10:00 AM  
City Council Chamber  
200 Civic Center Way  
El Cajon, CA 92020

## I. CALL TO ORDER

Chair Thigpen calls the meeting to order at 10:00 a.m.

## II. ROLL CALL

Commissioners Present: Chair Mary Thigpen, Vice Chair Richard Nasif, Richard Agundez, Jr., Donald Bishop, and Susi Kuklinski

Commissioners Absent: None

Others Present: Jim Lynch, Director of Human Resources  
Judi Gonzalez, Administrative Secretary (HR)

## III. PLEDGE OF ALLEGIANCE

Chair Thigpen leads the group in reciting the Pledge of Allegiance.

## IV. MINUTES OF PREVIOUS MEETINGS

Motion by Nasif, seconded by Bishop, and carried unanimously by those present, to accept for filing the Minutes of the August 13, 2015 meeting of the Personnel Commission.

## V. ORAL COMMUNICATIONS

None.

## VI. ACTION ITEMS

### 1. Selection of Nominee for Fifth Personnel Commission Member

Motion by Bishop, seconded by Agundez, and carried unanimously by those present (Kuklinski – Abstains), to nominate Susi Kuklinski as the Fifth Personnel Commission Member.

## VII. INFORMATIONAL ITEMS (None)

None.

**VIII. ADJOURNMENT**

Motion by Agundez, seconded by Bishop, and carried unanimously by those present, to adjourn the meeting of the Personnel Commission at 10:05 a.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

# City of El Cajon Personnel Commission Agenda Report

**DATE:** June 10, 2016

**TO:** Commission Chair Mary Thigpen  
Commission Vice Chair Richard Nasif  
Commissioner Richard Agundez  
Commissioner Donald Bishop  
Commissioner "Susi" Kuklinski

**FROM:** Jim Lynch, Director of Human Resources

**SUBJECT:** Revised IT Network Administrator Classification Specification

**BACKGROUND:**

During the 2015 meet and confer process, the City and the El Cajon Mid-Management and Professional Employees Group (MMPEG) agreed upon revisions to the IT Network Administrator classification specification, which had not been updated since 2006.

Revisions were made to the skills, knowledge, abilities, education, and working conditions of the classification, due to updates in the operational services provided by the Information Technology (IT) Division.

Currently, the IT Network Administrator classification requires a bachelor's degree and a manufacturer's certification (e.g., from Microsoft, Novell) as its education requirements. The proposed change to remove the manufacturer certification was due to it being an out-of-date qualification for current software manufacturers. Specifically, employees in this classification will only require a bachelor's degree from an accredited college or university in computer science, information systems or closely related field. Potential candidates will no longer be able to substitute the education requirement of the bachelor's degree for an associate's degree *plus* a manufacturer's certification.

In addition, the skills, knowledge, and abilities were revised to reflect the technological needs of the City. Finally, incumbents in this classification will now be required to serve on-call through a rotational basis to insure that the information technology network is operational during irregular work hours. Incumbents' pay has been increased in order to reflect this additional responsibility.

The above changes are consistent with current “industry standards” for the classification and reflect the needs of the IT Division. Staff has also confirmed that all incumbents possess the required bachelor’s degree for the Network Administrator classification. In recognition of these changes, compensation provisions have been updated in the MMPEG Memorandum of Understanding (MOU).

A draft of the proposed IT Network Administrator classification specification is attached.

**RECOMMENDATION:**

Informational only. For review and comment. No formal action required.

# City of El Cajon

## NETWORK ADMINISTRATOR

(Non-Classified)

### CLASSIFICATION DESCRIPTION

**Function:** Under general supervision by the IT Manager, performs a variety of duties to support the operation and maintenance of citywide LAN/WAN operating systems and hardware; assists in the design and ~~implements~~implementation of office automation systems and performs related work as required.

### Representative Duties:

1. ~~Handles computer systems related functions such as systems diagnosis and repair, inventory control, security maintenance, data archival~~archive, data back-up, data retrieval, and data conversion;
2. ~~monitors~~Monitors, evaluates and maintains networks, systems and procedures to protect the data systems and data bases from unauthorized users;
3. ~~implements~~Implements hardware, application software and network operating system upgrades;
4. ~~programs~~Programs modifiable software and/or generates application software;
5. ~~provides~~Provides hardware and application software training to city employees;
6. ~~researches~~Researches and recommends computer equipment changes to obtain more effective operations;
7. ~~formulates~~Formulates and submits viable solutions to trouble calls;
- 8.7. ~~assists in the preparation of user manuals.~~

**Contacts and Relationships:** Contacts are primarily with City departmental users while providing assistance. Some duties will involve contact with vendors and other government agencies.

**Accountability:** The employee is responsible for assisting in the implementation and maintenance of the City-wide information systems plan as directed.

**Working Conditions:** The employee's time is spent in the offices of various departments. Employee occasionally must engage in strenuous physical activity during hardware relocation. Employee may be required to participate in a callout rotation. Employees will be required to serve on a standby basis which may include irregular work hours such as evenings, weekends,

and holidays.

## **QUALIFICATIONS GUIDELINES**

**Physical Condition:** Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must frequently lift and/or move computer equipment and accessories, such as, but not limited to: racks, routers, power supplies and monitors. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Experience:** Two years' experience performing systems analysis, design, development, installation or other technical support duties in current and recent releases of Novell, Windows, and Unix/Linux are desirable. Public Safety information system experience is desirable.

**Education:** Equivalent to a Bachelor's or higher degree in management information systems or computer science courses. A manufacturer's certification is required, such as: CNA or CNE for Netware or MCSA or MCSE for Microsoft. A manufacturer's certification for CNE or MCSE and an Associate's degree may be substituted for the Bachelor's degree.

**Education:** A bachelor's degree from an accredited U.S. college or university in computer science, information systems, or closely related field.;

### **Abilities/Skills/Knowledge:**

1. Working knowledge of current server operating systems and platforms including Windows, Novell and Linux.
- 2. Working knowledge of Intel-based microcomputer architecture and related commercially available application software for word processors, spreadsheets, databases, web tools, and desktop operating systems;.
3. Working knowledge of virtual computing environments including Hyper V and VSphere.
4. Familiarity with law enforcement applications.
- 5. Technical skill in installing and maintaining PC-based hardware/software;.
6. Technical skill in installing and maintaining server based hardware/software.
7. Technical ability to configure and manage an enterprise email solution such as



City of El Cajon  
Network Administrator

GroupWise and/or Exchange.

8. Working knowledge of current directory solutions including eDirectory and Active Directory including Group Policies and LDAP configuration.
9. Working knowledge of current network security standards and solutions including file security, email security and content management in a multi-layered security environment.
10. Knowledge of basic local area and wide area networking concepts including routing and switching configuration.
11. Technical skill in configuring and managing backup solutions.
12. Ability to configure and manage network printing solutions.
13. Technical skill in configuring and managing wireless networks.
14. Technical skill in managing Voice over IP phone systems.
15. Working knowledge of network infrastructure including punch down standards, CAT 6 wiring and fiber optic solutions.
16. Ability to analyze, troubleshoot and solve complex network issues.
- 17. Ability to coordinate multiple and changing priorities;
  - ~~working knowledge current and recent releases of Novell, Windows, and Unix/Linux.~~
  - ~~skill in network topologies is desirable;~~
- 18. abilityAbility to define user requirements in order to evaluate/design systems;
  - ~~analytical ability;~~
  - ~~familiarity with at least one popular shell scripting language is desirable.~~
- 19. excellentExcellent written and oral communication skills;
- 20. abilityAbility to establish and maintain effective working relationships with co-workers, other City employees, vendors, and other governmental agencies.

~~Special Requirements: Possess of, or ability to obtain prior to employment, a valid Class C California driver's license with a safe driving record.~~

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

City of El Cajon  
Network Administrator

Established: 02/96  
Revised: 11/99; 02/2006; 065/2015  
Reviewed by City Manager: 02/2006; TBD  
Approved by City Council: 12/19/2006; TBD

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# City of El Cajon Personnel Commission Agenda Report

**DATE:** June 10, 2016

**TO:** Commission Chair Mary Thigpen  
Commission Vice Chair Richard Nasif  
Commissioner Richard Agundez  
Commissioner Donald Bishop  
Commissioner "Susi" Kuklinski

**FROM:** Jim Lynch, Director of Human Resources

**SUBJECT:** New Classification Specifications:  
1. Director of Administrative Services  
2. Deputy Director of Administrative Services  
3. Principal Human Resources Analyst

**BACKGROUND:**

The City Manager will be proposing to the City Council a limited reorganization of certain duties as part of the City's 2016-17 budget. He will be recommending the elimination of the Human Resources Department and replacing it with an Administrative Services Department that will be broader in scope, with multiple divisions.

Specifically, the new Administrative Services Department will include the Human Resources Division, the Information Technologies (IT) Division, and the Public Information Office, Risk Management and general support duties for the City Manager's Office.

The reorganized department will have a Director and Deputy Director, currently the Director of Human Resources and the Assistant to the City Manager. The Human Resources Division will have one vacant Human Resources Analyst positions converted to a Principal Human Resources Analyst. The proposed class specifications for these three new classifications are included for review by the Commission.

The City Manager believes that everything the City does should be with the overall goal of preparing the City of El Cajon for the 21st Century in every way possible. He firmly believes that this reorganization is in keeping with that goal and will allow the organization to be better coordinated, more flexible and operate more effectively into the future.

At the June 14<sup>th</sup> City Council meeting, it will be recommended that the City Council approve the changes. All of the classifications are “at-will”, not represented by a bargaining group, and not designated as part of the City’s classified service. The proposed re-organization will take effect on July 1, 2016.

A draft of each of the referenced class specifications is attached.

**RECOMMENDATION:**

Informational only. For review and comment. No formal action required.

# City of El Cajon

## DIRECTOR OF ADMINISTRATIVE SERVICES

(Non-Classified)

### POSITION DESCRIPTION

**Function:** Under general direction, to plan, direct and manage the City's programs and operations in Human Resources, including recruitment and selection, labor relations, benefits administration, and classification and compensation, Risk Management, including safety, workers' compensation, liability and insurance, Information Technology, and Business Services; assist the City Manager in conducting all matters related to these divisions. Participate as a member of the City's management team in the consideration of general policies, programs and concerns; and perform related work as required.

### Representative Duties:

1. Directs and oversees the City's Human Resources, Information Technology, Risk Management and Business Services Divisions.
2. Prepares, administers and monitors budgets in designated divisions.
3. Manages the development and implementation of goals, objectives, policies and priorities for the assigned divisions.
4. Plans for and participates as member of City's negotiation team in labor negotiations with employee bargaining groups.
5. Plans, directs, coordinates the assignments and duties and evaluates the performance of subordinate staff in the assigned divisions.
6. Reviews, establishes or revises applicable records retention and maintenance policies for each assigned division.
7. Prepares and presents information at City Council meetings and at board and commission meetings and hearings.
8. Works closely, comfortably and effectively with other executive management staff, including the City Manager, Assistant City Manager and department directors.

**Contacts and Relationships:** The employee has contacts with a variety of City employees and representatives of other agencies, both public and private. Maintenance of effective working relationships with various employee organizations, benefits providers and brokers, equipment vendors, joint powers authorities and community groups is required.

CITY OF EL CAJON

Director of Administrative Services

**Accountability:** The employee is responsible for ensuring that the activities of the department are carried out in accordance with City policy and State and Federal law. Innovative ideas for the improvement of services directed are expected.

**Working Conditions:** The work generally involves a high degree of concentration especially in the consideration and resolution of technical, budgetary and human resources problems. The employee may be required to drive or arrange transportation between job sites.

**QUALIFICATIONS GUIDELINES**

**Physical Condition:** Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to oneself or others.

**Experience:** Extensive experience in human resources, risk management, information technology, public relations, employee relations and employee benefits programs is highly desirable, including considerable experience supervising professional-level and administrative staff. Experience in California labor relations is highly desirable.

**Education:** Educational achievement equivalent to graduation from an accredited four-year college or university preferably with a major in public or business administration or a related field. A graduate degree in public or business administration or related field is highly desirable.

**Abilities/Skills/Knowledge:**

- a. Extensive knowledge of principles, best management practices, laws and regulations related to human resources, information technology, risk management and business services.
- b. Ability to work effectively with the general public, the City Council, service and equipment vendors and contractors, benefits providers, employee organizations, City departments, and officials of federal, state, county and multi-jurisdictional agencies in coordinating activities and resolving problems.
- c. Ability to develop new programs designed to keep the City organizationally efficient effective.
- d. Extensive knowledge of government labor relations, employee benefit programs, employee discipline, candidate recruitment, classification and compensation, training, California government tort liability and workers' compensation.
- e. Substantial knowledge of public relations and public information techniques.
- f. Demonstrated supervisory and administrative experience.

Established: 06/16

CITY OF EL CAJON  
Director of Administrative Services  
Reviewed by City Manager: 06/16  
Reviewed by Personnel Commission: TBD  
Approved City Council: 06/14/16

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# City of El Cajon

## DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES (Non-Classified)

### POSITION DESCRIPTION

**Function:** Under general direction, assist in the planning, directing and managing the City's programs and operations in Human Resources, including recruitment and selection, labor relations, benefits administration, and classification and compensation. Risk Management, including safety, workers' compensation, liability and insurance, Information Technology, and Business Services; assist the Director of Administrative Services in conducting all matters related to these divisions. May participate as a member of the City's management team in the consideration of general policies, programs and concerns; and perform related work as required.

### Representative Duties:

1. Serves as Acting Director of Administrative Services when assigned and in the absence of the Director.
2. Assists in directing and overseeing the City's Human Resources, Information Technology, Risk Management and Business Services Divisions.
3. Assists in the preparation, administration and monitoring of budgets in designated divisions.
4. Assists in the management, development and implementation of the department's goals, objectives, policies and priorities for the assigned divisions.
5. Assists in planning for and participating in labor negotiations with employee bargaining groups.
6. When assigned, plans, directs, coordinates the assignments and duties and evaluates the performance of subordinate staff in the assigned divisions.
7. Assists in the review, establishment or revisions to the applicable records retention and maintenance policies for the department's division.
8. When assigned, prepares and presents information at City Council meetings and at board and commission meetings and hearings.
9. Works closely, comfortably and effectively with executive management staff, including the City Manager, Assistant City Manager and department directors.

**Contacts and Relationships:** The employee has contacts with a variety of City employees and representatives of other agencies, both public and private. Maintenance of effective working relationships with various employee organizations, benefits providers and brokers, equipment vendors, joint powers authorities and community groups is required.



CITY OF EL CAJON  
Deputy Director of Administrative Services

**Accountability:** The employee is responsible for helping to ensure that the activities of the department are carried out in accordance with City policy and State and Federal law. Innovative ideas for the improvement of services directed are expected.

**Working Conditions:** The work generally involves a high degree of concentration especially in the consideration and resolution of technical, budgetary and human resources problems. The employee may be required to drive or arrange transportation between job sites.

### QUALIFICATIONS GUIDELINES

**Physical Condition:** Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to oneself or others.

**Experience:** Significant experience in human resources, risk management, information technology, public relations, employee relations and employee benefits programs is highly desirable, including experience supervising professional-level and administrative staff. Experience in California labor relations is highly desirable.

**Education:** Educational achievement equivalent to graduation from an accredited four-year college or university preferably with a major in public or business administration or a related field. A graduate degree in public or business administration or related field is highly desirable.

**Abilities/Skills/Knowledge:**

- a. Significant knowledge of principles, best management practices, laws and regulations related to human resources, information technology, risk management and business services.
- b. Ability to work effectively with the general public, the City Council, service and equipment vendors and contractors, benefits providers, employee organizations, City departments, and officials of federal, state, county and multi-jurisdictional agencies in coordinating activities and resolving problems.
- c. Ability to recommend and develop new programs designed to keep the City organizationally efficient effective.
- d. Knowledge of government labor relations, employee benefit programs, employee discipline, candidate recruitment, classification and compensation, training, California government tort liability and workers' compensation.
- e. Knowledge of public relations and public information techniques.
- f. Demonstrated supervisory and administrative experience.

CITY OF EL CAJON  
Deputy Director of Administrative Services  
Established: 06/16  
Reviewed by City Manager: 06/16  
Reviewed by Personnel Commission: TBD  
Approved City Council: 06/14/16

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# City of El Cajon

## PRINCIPAL HUMAN RESOURCES ANALYST

(Non-Classified)

### POSITION DESCRIPTION:

**Function:** Under administrative direction, performs a variety of highly advanced, complex and sensitive professional, administrative, technical and analytical activities in support of the City's human resources division in assigned areas of functional responsibility. Organizes, supervises and participates in the activities of one or more of the major functions of the human resources division. Work assignments may overlap or reflect the duties of multiple assignments. Provides complete and accurate advice and information to employees, supervisors, managers and directors on the full range of personnel policies and practices. May plan, supervise and review the work of other division staff.

**Class Characteristics:** This class is the highest-level human resources position below the director and deputy director and may act in the absence of either, if assigned. Incumbents are responsible for supervising large and/or highly complex department projects that have citywide impact. Work requires a thorough understanding of human resource laws, principles, methods and techniques, the exercise of professional judgment in selecting appropriate analytical methods and latitude in developing proposals and recommendations. Incumbents exercise considerable independence and make decisions of major impact involving the development and administration of human resources programs and initiatives.

### REPRESENTATIVE DUTIES:

1. Develops goals, objectives, policies and procedures for assigned functions.
2. Oversees trains and participates in the coordination and implementation of recruitment and selection activities, including job announcement development, applicant screening and evaluation, examination selection, analysis of recruiting and testing results and candidate certification.
3. Participates in collective bargaining and labor/employee relations as a resource person and member of the management negotiating team.
4. Conducts advanced comprehensive classification and compensation studies and benefit surveys.
5. When directed, plans, prioritizes, assigns, supervises and reviews the work of staff responsible for performing a variety of professional, technical and analytical work in support of the City's human resources functions.
6. Performs a variety of highly advanced, complex and sensitive professional human resources assignments. This may include advising, counseling, and assisting executives and managers on confidential human resources issues.

7. Prepares staff reports and correspondence.
8. When assigned, may assist in the administration of workers' compensation and other employee benefit and training programs.
9. Coordinates training programs.
10. Participates in departmental budget preparation and administration.
11. Works with departments to resolve personnel issues, and analyze staffing needs.
12. Interprets personnel policies, procedures and MOU provisions and recommends effective courses of action.
13. Participates in special projects and training as required.
14. Works collaboratively with the human resources division staff to develop strategies, plan activities, coordinate efforts and resolve issues and problems proactively and constructively.
15. Researches and assesses impact of new laws/court rulings with regard to human resources policies, practices and procedures.
16. Conducts the more complex studies on subjects related to human resources, conducts research, analyzes findings and prepares reports based on findings, coordinates the work of outside contractors/consultants, as necessary.
17. When assigned, independently conducts or coordinates a wide variety of employee investigations and when warranted, recommends appropriate disciplinary actions.
18. When assigned, prepares and/or reviews employee performance evaluations.
19. Approves and processes personnel actions, ensuring compliance with contracts and policies.
20. Assists in planning and implementing Human Resources Information Systems (HRIS) activities including automation strategies.
21. When assigned, may act in the absence of the department director or deputy director and may represent or assist the department director or deputy director at City Council meetings.
22. May plan, supervise and review the work of other professional analysts, administrative staff and/or the work of consultants. May supervise and participate in a variety of other departmental administration functions and projects.
23. Performs related duties as assigned.

**CONTACTS AND RELATIONSHIPS:**

Contacts are varied, including elected officials, personnel commissioners, department directors, the City Manager's staff, supervisors, employees and applicants. The Principal Human Resources Analyst interacts with members of both public and private agencies in accomplishing assignments for which a high degree of professionalism, discretion and integrity is required.

**ACCOUNTABILITY:**

The employee is accountable for carrying out appropriate action consistently and in accordance with City policies and applicable laws, rules and regulations. Errors could negatively impact City employees, applicants and the operation of the division as well as create liability issues for the City.

**QUALIFICATIONS GUIDELINES:**

**Education:** Educational achievement equivalent to graduation from a college or university four-year with a bachelor's degree in human resources, public administration, or business administration or a related field. A graduate degree study in human resources, public administration or business administration or a related field is desirable.

**Experience:** A minimum of five (5) years of advanced professional experience in the human resources field, preferably in a municipal government setting. Supervisory experience is highly desirable.

**Special Requirements:** Possession of, or ability to obtain prior to employment, a valid Class C California driver's license with a safe driving record or the ability to arrange alternate means of transportation when necessary.

**ABILITIES/SKILLS/KNOWLEDGE:**

**Knowledge of:**

1. Advanced principles, practices and techniques of public agency human resources administration, including recruitment and selection, job analysis, classification and compensation plan administration and labor relations.
2. Policies, procedures, ordinances, labor contract provisions, and resolutions governing the City's human resource activities, conditions of employment, and/or employee benefits.
3. Applicable federal, state, and local laws, regulations, and ordinances.
4. Basic employee benefit programs.
5. Advanced research, data analysis techniques, and statistical methods.
6. Project management principles and concepts.
7. Basic workers' compensation principles as they relate to public agencies.
8. Principles and practices of effective employee supervision, evaluation and discipline.
9. Principles and practices of sound business communication; including correct English usage, correct spelling, grammar and punctuation.
10. Modern office practices, procedures, and equipment, and applicant tracking systems.
11. Principles and practices of budget preparation and business mathematics.
12. Principles and practices of effective customer service.

**Ability to:**

1. Collect, organize and analyze information and develop practical recommendations based on logical conclusions.

2. Effectively administer a variety of human resources programs, functions and administrative activities.
3. Research, analyze and evaluate human resources programs, policies and procedures.
4. Independently perform the full range of responsible and advanced analytical and administrative work involving the use of independent judgment and personal initiative.
5. Keep current on developments and trends within the human resources field.
6. Collect, evaluate and interpret data and make sound recommendations on complex issues.
7. Understand, interpret and apply pertinent policies, procedures, laws and regulations, and explain them to others.
8. Compile and maintain a variety of complex records, personnel files and related records requiring confidentiality and security.
9. Handle sensitive employee situations with compassion, tact and confidentiality.
10. Communicate effectively, both orally and in writing.
11. Make presentations and effectively prepare and present training programs.
12. Operate a computer and standard business software.
13. Effectively supervise subordinates.
14. Establish and maintain effective working relationships with all those encountered in the course of work, including various levels of professional, managerial, administrative, and technical personnel.

#### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

**Working Conditions:** The major part of the employee's work is spent in the office; however, field work with various departments may occur. May be required to drive or arrange transportation between worksites.

**Physical Conditions:** The employee must possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to him/her or others. While performing the duties of this job, employees are frequently required to sit, talk and hear. Employees are occasionally required to move about an office; use hands to handle or feel objects, tools or controls; and reach with hands and arms. Employees must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision and the ability to focus.

Established: 06/16

Reviewed by City Manager: 06/16

Reviewed by Personnel Commission: TBD

Approved City Council: 06/14/16