



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: Jan 8, 2008

SUBJECT: Revised Job Descriptions

Report in Brief

The City Council is requested to approve revisions in the job descriptions for Public Works Director, Associate Housing Analyst, and Human Resources Technician.

Staff recommends that the City Council approve the revisions in the job descriptions for Public Works Director, Associate Housing Analyst, and Human Resources Technician.

Background

Staff has requested revisions to the current job descriptions for a variety of reasons. Specifically, the retirement announcement of the current Public Works Director prompted a review of this position, combined with the reorganization of Community Development to include development services functions previously assigned to Public Works Engineering.

Discussion

The primary revision to the Public Works Director job description includes an update to the language describing the qualifications for the position. Specifically, a “Bachelor’s Degree from an accredited college or university with major work in civil engineering, environmental studies, public administration or a closely related field is required. A Master’s Degree in engineering, public administration, or management is preferred. Five years of increasingly responsible professional civil engineering experience is desirable; with at least three years of responsible administrative/management experience in the public sector.” The City Manager also added knowledge of, “Strategic goals, program outcomes, and performance measures that can be applied to the evaluation of Public Works activities” and the ability to “Apply strategic goals, program outcomes and performance measures to Public Works operations in order to facilitate innovation and continuous improvement”. There is no change in salary and the City Manager has approved the changes to the job description.

The primary revisions to the Associate Housing Analyst job description is a title change and a split classification change. The new title will be “Redevelopment & Housing Analyst I/II”. The Redevelopment & Housing Analyst I is an entry level position and will perform the most basic and routine tasks to assist the department. The Redevelopment & Housing Analyst II is a journey level position and will perform responsible and complex technical assignments in support of the department. The pay range for Redevelopment & Housing Analyst I is Mid-Management 120 (\$4174.37 - \$5073.97) and the pay range for Redevelopment & Housing Analyst II remains at Mid-Management 124 (\$4607.72 - \$5600.72). The Mid-Management Association has approved this revised job classification and salary. The budgeted salary for the Redevelopment & Housing Analyst II is the current salary for Associate Housing Analyst and if a Redevelopment & Housing Analyst I is hired there will be a salary savings.

The primary revision to the Human Resources Technician job description is a split classification change. The new title will be “Human Resources Technician I/II”. The Human Resources Technician I is an entry level position and will perform the most basic and routine tasks to assist the department. The Human Resources Technician II is a journey level position and will perform responsible and complex technical assignments in support of the department. The pay range for Human Resources Technician I remains at the Confidential unit (\$3251.82 - \$3952.60) and the pay range for Human Resources Technician II is Confidential unit (\$3625.73 - \$4407.10). The Confidential unit approves this revised job classification and salary. The budgeted salary for the Human Resources Technician I is the current salary for Human Resources Technician.

Fiscal Impact:

There is no salary change for the Public Works Director. The salary for Redevelopment & Housing Analyst may be a salary savings if hired at the entry level. There is no available funding for the Human Resources Technician II at this time.

Public Contact

Posting of the City Council agenda.

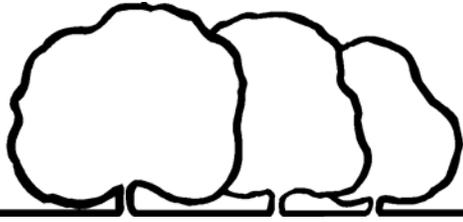
Recommendation for Action

Staff recommends that the City Council approve the revisions in the job descriptions for Public Works Director, Associate Housing Analyst, and Human Resources Technician.

Prepared by: Amy Buck
Human Resources Mgr

Mark G. Deven
City Manager

Attachments



City of Woodland

PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, direct, supervise, and review the activities of the divisions of a municipal public works department; and ensure the proper performance of those duties.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Responsible for direct and indirect supervision over assigned staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Direct, coordinate, and participate in the development and implementation of departmental goals, objectives, policies, procedures, and priorities, and provide staff leadership on policy planning for public works activities. Plan, organize and direct the operations and activities of the City's Public Works Department. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards. Prepare and direct the preparation of various reports to the City Council and state and federal agencies; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media. In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Establish work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures. Promote and maintain safety in the work place. Administer and oversee assigned contractual

agreements between the City and other agencies, private organizations and individual members of the public. Represent the City before the City Council, community, outside agencies and at professional meetings as appropriate. Recommend adoption and assist in the preparation of ordinances; prepare and recommend fees. Serve as Acting City Manager as assigned. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of municipal public works planning, design, construction, maintenance, and administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Civil engineering principles and practices as applied to the field of municipal public works, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal utilities and proposed public works facilities.

Strategic goals, program outcomes, and performance measures that can be applied to the evaluation of Public Works activities.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works.

Operation and programs of a personal computer.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports in accordance with laws, regulations, and policies.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate clearly and concisely, orally and in writing.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement services which will meet the changing public works needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Deal effectively with other department directors, elected officials, outside agencies, contractors, citizens, and the press.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Apply strategic goals, program outcomes and performance measures to Public Works operations in order to facilitate innovation and continuous improvement.

Minimum Education and Experience

Education:

Bachelor's Degree from an accredited college or university with major work in civil engineering, environmental studies, public administration or a closely related field is required. A Master's Degree in engineering, public administration, or management is preferred.

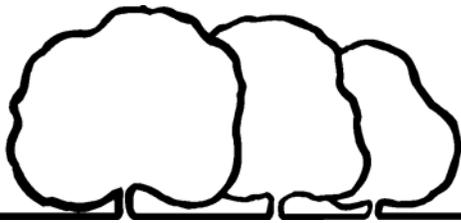
Experience:

Five years of increasingly responsible professional civil engineering experience is desirable; with at least three years of responsible administrative/management experience in the public sector.

License or Certificate

Required upon hire, possession of a valid California driver's license.

Council Action:



REDEVELOPMENT & HOUSING ANALYST I/II

DEFINITION

Develops, implements and monitors affordable housing, redevelopment, and community development activities, including those funded through CDBG, HOME and other federal and state grants, and performs a variety of highly specialized administrative work.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Redevelopment Manager or designee within a broad framework of policies and objectives. The Redevelopment & Housing Analyst I is an entry level position and will perform the most basic and routine tasks to assist the department. The Redevelopment & Housing Analyst II is a journey level position and will perform responsible and complex technical assignments in support of the department. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Explains, interprets and analyzes redevelopment and affordable housing policies and regulations for the public. Implements and interprets the local, state and federal legislation on redevelopment and inclusionary housing policies. Plans, and organizes redevelopment project activities including land acquisition, real estate financial analysis Provides information to housing developers regarding compliance with regulatory agreements for residential projects. Negotiates complex agreements and policies related to redevelopment and affordable housing, effectively soliciting the input of developers, affordable housing advocates, and other stakeholders. Manage housing consultant contracts. Reviews proformas and financial assistance options. Evaluates requests for loans and grant financing and bond issuances for projects leading to funding recommendations. Coordinates and facilitates the development of affordable subsidized and inclusionary housing in the Spring Lake Specific Plan area, as well as infill sites throughout the City. Manages and monitors affordable housing program (all inclusionary units) for rental and for sale properties. Administers the City's Community Development Block Grant Program including funded activities. Prepares state and federal grant applications and assists in locating alternative funding sources for community development activities and completes all related reporting. Administers projects and programs funded by the State HOME Program and other State and Federal funding sources, including

contract management and long-term compliance monitoring. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Assists in the planning and administration of the Redevelopment Agency tax increment and housing set-aside funds. Researches and analyzes technical and statistical data to implement goals, objectives and policies of the Redevelopment Plan and Housing Element and makes recommendations to improve program activities. Prepares and presents staff reports to a variety of audiences. Coordinates with the Finance Department in preparation and administration of the Redevelopment and Housing Program budget and maintenance of affordable housing program portfolio. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of municipal organization. Regulations and laws related to assigned areas of responsibility and redevelopment law. Principles and practices of inclusionary housing as it relates to housing programs. Methods of public and private financing. Budget administration practices. Research techniques, sources and availability of information and methods of report presentation.

Ability to:

Coordinate and administer various housing programs. Communicate clearly and concisely, orally and in writing. Establish and maintain effective working relationships with others. Plan, organize and schedule projects and responsibilities. Obtain grant funding and develop City's annual Community Development Block Grant Program.

Minimum Education and Experience:

Redevelopment & Housing Analyst I & II -

Education:

Bachelor's degree from an accredited college or university with major coursework in community development, planning, public or business administration, economics or related field.

Redevelopment & Housing Analyst I

Experience:

One year of responsible work experience in housing, community development, redevelopment, public administration, or a related field is preferred.

Redevelopment & Housing Analyst II

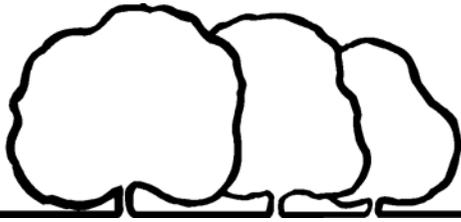
Experience:

Two years of professional work experience in housing, community development, redevelopment, public administration, or a related field.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action:



HUMAN RESOURCES TECHNICIAN I/II

DEFINITION

To perform a wide variety of administrative and technical duties in support of Human Resources, including employee benefits administration, recruitment and selection, workers' compensation, centralized training and assists with compensation and classification administration.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Human Resources Manager or designee. The Human Resources Technician I is an entry level position and will perform the most basic and routine tasks to assist the department. The Human Resources Technician II is a journey level position and will perform responsible and complex technical assignments in support of the department. May provide functional supervision to the clerical staff. This is a confidential position due to access to labor relations material and information.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Conducts new employee orientation and provides information on health, insurance and retirement benefits. Performs calculations related to COBRA payments, eligibility periods, benefits coverage, payments and audits. Monitors and reconciles reports for payment of various employee benefits. Oversees the processing of paperwork to notify the payroll unit of changes in employment status including new hires, separations, salary increases, special enrollments, bargaining unit and other changes. Coordinates the annual open enrollment for health insurance and Section 125 programs. Oversees worker's compensation program to include notification to department supervisors and payroll; and maintains the OSHA log. Develops recruitment and selection materials, including job announcements, advertisements, mailing lists, applicant correspondence and eligibility lists. Screens applications for minimum qualifications and accepts or rejects for further processing. Organizes and schedules examination times, sites, and interview panels. Administers written and performance examinations and chair interview panels. Coordinates the scheduling of pre-employment physicals, drug testing, background checks and hire dates. Conducts employment exit interviews and advises appropriate staff of the results. Provides basic human resources information to employees. Prepares and maintains a variety of complex reports and files including federal and state reporting, position control, salary schedule, employee evaluations, personnel files, and related matters.

Oversees records management for the department. Coordinates centralized training programs. Maintains confidentiality at all times with regards to employee, applicant and labor relations information. Maintains regular and consistent attendance.

OTHER JOB FUNCTIONS

Performs a variety of responsible administrative work, including customer service, telephone reception, filing, photocopying, proofreading and uses a personal computer. Orders office supplies as needed. Codes departmental invoices. Researches and collects data from other agencies for salary and benefit comparisons. May assist in the design and development of oral, written and practical examinations. May assist with preparation of departmental budget. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic functions of human resource management and public personnel administration. Basic recruitment, examination and selection standards. Terminology, methods, techniques, and practices of personnel administration. Effective methods of office and records management. Word-processing and spreadsheet applications. Basic mathematics.

Skill to:

Understand, interpret and apply City, State and Federal rules, laws, regulations, and policies pertaining to public personnel management. Interpret rules and regulations. Organize and plan assigned work. Establish cooperative working relationships with City staff, the public, and other agencies. Communicate effectively both orally and in writing. Follow oral and written instructions. Work independently and use good judgment. Operate a variety of office equipment.

Minimum Education and Experience

Education:

High School diploma or equivalent. College level coursework in a related field or specialized Human Resources training is desirable for the Human Resources Technician I and required for the Human Resources Technician II.

Experience:

Two years of increasingly responsible clerical experience in the area of Human Resources administration or closely related field is desirable for the Human Resources Technician I and required for the Human Resources Technician II.

License:

Required upon hire, possession of a valid California Driver's License.

Council Action :