

**AGENDA
CITY OF WATSONVILLE
PERSONNEL COMMISSION
MEETING**



Watsonville
CALIFORNIA

Working with our community to create positive impact through service with heart.

Values: Teamwork, Integrity, Honesty, Service and Respect

**VACANT, District 1
VACANT, District 2
Aurelio Gonzalez, District 3
Karina Vega, District 4
Eric Sturm, District 5
Alicia Danna, District 6
Joyce Parr, District 7**

**Location:
City Administrative Offices
275 Main Street, Top Floor
Watsonville, CA 95076**

NOTE: Pursuant to Government Code Section 54953(b), Commissioner Gonzalez will be participating in the meeting via teleconferencing from: 52 Hidalgo Centro Ciudad de Almoloya de Juárez, Municipio del Almoloya de Juárez, Estado de Mexico, 50900

Anyone addressing the Personnel Commission is asked to fill out a speaker card and return it to the clerk for recording purposes.

IF YOU CHALLENGE ANY ACTION APPEARING ON THIS AGENDA IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC MEETING DESCRIBED ON THIS AGENDA, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE CITY CLERK PRIOR TO, OR AT, THE PUBLIC MEETING.

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**AGENDA
CITY OF WATSONVILLE
PERSONNEL COMMISSION MEETING**

Working with our community to create positive impact through service with heart.

Values: Teamwork, Integrity, Honesty, Service and Respect

Tuesday, February 18, 2025, 5:00 p.m.
City Administration Offices
275 Main Street, Top Floor
Watsonville, CA 95076

Pages

NOTE: Pursuant to Government Code Section 54953(b), Commissioner Gonzalez will be participating in the meeting via teleconferencing from: 52 Hidalgo Centro Ciudad de Almoloya de Juárez, Municipio del Almoloya de Juárez, Estado de Mexico, 50900

1. **ROLL CALL**
Motion to excuse absent Personnel Commissioners (If any)

Pursuant to Charter Section 900, Paragraph 2.
2. **PLEDGE OF ALLEGIANCE**
3. **CONSENT AGENDA**
All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. Any items removed will be considered immediately after the consensus motion. The Chair will allow public input prior to the approval of the Consent Agenda.

Public Input on any Consent Agenda Item
 - 3.a **MOTION APPROVING MINUTES OF JULY 8, 2024** 3
4. **ITEMS REMOVED FROM CONSENT AGENDA**
5. **NEW BUSINESS**
 - 5.a **APPROVAL OF REVISED PUBLIC WORKS & UTILITIES JOB CLASSIFICATIONS** 6
 - 1) Staff Report
 - 2) Commission Questions & Input
 - 3) Public Input
 - 4) Appropriate Action

**5.b APPROVAL OF NEW AND REVISED WATSONVILLE POLICE DEPARTMENT
JOB CLASSIFICATIONS**

22

- 1) Staff Report
- 2) Commission Questions & Input
- 3) Public Input
- 4) Appropriate Action

**5.c APPROVAL AND AUTHORIZATION OF NEW AND REVISED
CLASSIFICATIONS AND SALARIES IN THE CITY ADMINISTRATION
OFFICE**

37

- 1) Staff Report
- 2) Commission Questions & Input
- 3) Public Input
- 4) Appropriate Action

6. HUMAN RESOURCES DIRECTOR'S REPORT

7. PRESENTATIONS & ORAL COMMUNICATIONS

This time is set aside for members of the general public to address the Personnel Commission on any item not on the Agenda, which is within the subject matter jurisdiction of the Personnel Commission. No action or discussion shall be taken on any item presented except that any Commissioner may respond to statements made or questions asked or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Personnel Commission will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Commissioner may place matters brought up under Oral Communications on a future agenda. ALL SPEAKERS ARE ASKED ANNOUNCE THEIR NAME AND ADDRESS IN ORDER TO OBTAIN AN ACCURATE RECORD FOR THE MINUTES.

7.a ORAL COMMUNICATIONS FROM THE PUBLIC

7.b ORAL COMMUNICATIONS FROM THE COMMISSION

8. ADJOURNMENT

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day and on the City of Watsonville website at <https://www.watsonville.gov/194/Personnel-Commission>

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources Department (275 Main Street, 4th Floor) during normal business hours.

Such documents are also available on the City of Watsonville website at: <https://www.watsonville.gov/194/Personnel-Commission> subject to staff's ability to post the document before the meeting.

MINUTES PERSONNEL COMMISSION MEETING



July 8, 2024

5:30 P.M.

City of Watsonville
City Manager's Conference Room
275 Main Street, Top Floor

1. ROLL CALL

Commissioners Mariscal, Zuniga Zamudio, Vega, Sturm, Danna and Parr were present.

Staff members present were Public Works and Utilities Director Lindberg, Assistant Director of Public Works and Utilities Green, Deputy City Manager Manning and Integrated Waste Supervisor Ray Martin.

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

No public input on any Consent Agenda Items.

3.a MOTION APPROVING MINUTES OF NOVEMBER 3, 2022

MOTION: It was moved by Commissioner Sturm seconded by Commissioner Mariscal and carried by the following vote to approve the minutes of the November 3, 2022.

AYES: MEMBERS: Mariscal, Zuniga Zamudio, Vega, Sturm, Danna, Parr
NOES: MEMBERS: None
ABSENT: MEMBERS: None

4. ITEMS REMOVED FROM CONSENT AGENDA

5. NEW BUSINESS

5.a. ELECTION OF CHAIR AND VICE CHAIR

MOTION: It was moved by Commissioner Zuniga Zamudio, seconded by Commissioner Vega and carried by the following vote to approve Commissioner Sturm as Chair.

AYES: MEMBERS: Mariscal, Zuniga Zamudio, Vega, Sturm, Danna, Parr
NOES: MEMBERS: None
ABSENT: MEMBERS: None

MOTION: It was moved by Commissioner Mariscal, seconded by Commissioner Parr and carried by the following vote to approve Commissioner Zuniga Zamudio as Vice Chair.

AYES: MEMBERS: Mariscal, Zuniga Zamudio, Vega, Sturm, Danna, Parr
NOES: MEMBERS: None
ABSENT: MEMBERS: None

5.b. APPROVAL OF NEW AND REVISED PUBLIC WORKS & UTILITIES JOB CLASSIFICATIONS

- Integrated Waste Superintendent (new)
- Landfill Equipment Operator I, II, III (new)
- Wastewater Division Manager

Public Works & Utilities Director (PWUD) Lindberg presented the staff report and PowerPoint presentation for the new and revised job descriptions and associated proposed salary changes.

PWUD Lindberg proceeded to explain she is only bringing four positions, but it is not to say they are the only ones needed and shared the city is conducting a citywide classification and compensation study. She advised the need for the new Integrated Waste Superintendent and Landfill Equipment Operator I, II, III positions and introduced Ray Martin, Integrated Waste Supervisor sharing that the City's landfill which has been closed since before COVID is expected to open in probably January 2025 and the creation of the positions will allow for career advancement. She explained the hardship of recruiting for positions and being proactive and realistic and these proposed changes would help with recruiting and retaining employees.

PWUD Lindberg explained the Landfill Equipment Operator series would allow for career advancement and would be responsible for the day-to-day duties of the landfill and the Integrated Waste Superintendent would oversee those positions. She shared that training others to learn and gain the same knowledge as Ray Martin, Integrated Waste Supervisor would allow for succession planning.

Assistant Public Works & Utilities Director (APWUD) Green, presented on the revised Wastewater Division Manager position. She explained that all treatment plants are regulated by the state water board and have classifications based on the type of treatment and size. She stated the city has a grade five treatment plant which means the Chief Plant Operator needs to have a grade five operator license, but the current set-up is that the Division Manager holds the grade five and the operation supervisor holds up to grade four and can get up to grade five. However, the current supervisor holds a grade five.

She went on to explain that the Division Manager position is meant to have higher level administrative position that oversees the day-to-day operations of the treatment plant, but also two other teams within that. They are more budget, strategic planning and not in the day-to-day operations. She stated in their opinion they didn't think it made sense to have the grade five operator license required for the Division Manager, but instead proposing through the citywide classification and compensation study it be required for the Operation Supervisor with a commiserate salary increase for it.

There was further discussion amongst the Commissioners, APWUD Green, PWUD Lindberg, Integrated Waste Supervisor Ray Martin, and Deputy City Manager Manning regarding required operator licenses for the Wastewater Treatment Plant, the landfill, offered the Commissioners a tour of the landfill and the proposed job descriptions.

MOTION: It was moved by Commissioner Danna, seconded by Commissioner Zuniga Zamudio and carried by the following vote to approve the new and revised Public Works and Utilities job descriptions with minor revisions and salaries.

AYES: MEMBERS: Mariscal, Zuniga Zamudio, Vega, Sturm, Danna, Parr
NOES: MEMBERS: None
ABSENT: MEMBERS: None

6. HUMAN RESOURCES DIRECTOR REPORT

Deputy City Manager advised that the City is conducting a citywide classification and compensation study and are working with Ralph Anderson and Associates to complete it, working on updating the Personnel Rules and Regulations, currently recruiting for City Manager, and shared challenges in recruiting Police Officers and Firefighters.

7. PRESENTATIONS & ORAL COMMUNICATIONS

None.

7.a ORAL COMMUNICATIONS FROM THE PUBLIC
None

7.b ORAL COMMUNICATIONS FROM THE COMMISSION
Commissioner Strum suggested meeting regularly and opened the discussion to the rest of the Commissioners where they shared their opinion.

8. ADJOURNMENT

The meeting was adjourned at 7:05 p.m.

Agenda Report



MEETING DATE: Tuesday, February 18, 2025

TO: Personnel Commission

FROM: PUBLIC WORKS & UTILITIES DIRECTOR LINDBERG

SUBJECT: APPROVAL OF REVISED PUBLIC WORKS & UTILITIES JOB CLASSIFICATIONS

RECOMMENDED ACTION:

It is recommended that the Personnel Commission approve the updated Public Works & Utilities job descriptions for the following classifications, and associated proposed salary changes where applicable:

- Wastewater Operations Supervisor-revised job description at current salary with negotiated certification pay
- Utilities Maintenance Mechanic III-revised job description at current salary
- Principal Engineer-salary increase of 10%

DISCUSSION:

The City of Watsonville continues to undergo a city-wide classification and compensation study. The City has put an extended pause on bringing new and updated job descriptions and salary adjustments forward pending the results of the study and potential implementation through upcoming negotiations. However, there are a few critical updates that require more urgent action. They are listed in detail below:

Wastewater Operations Supervisor

An update to the Wastewater Division Manager job classification was approved previously to remove the requirement for a Grade V license, making it an optional certification for that position. This helped align the requirements of the position to the actual job duties, allowing the City maximum flexibility now and in the future to recruit and retain qualified candidates for the Division Manager role.

As a corollary, the Wastewater Operations Supervisor classification needs to be updated to add the Grade V license requirement into the position, which will allow this position the option to serve as the City's Wastewater Treatment Chief Plant Operator (CPO) registered with the State Water Board. The CPO is required to sign and file all reporting required to maintain regulatory compliance and holds direct control over the day-to-day operation of the plant, which aligns better with the supervisor job classification. Currently the classification only requires a Grade IV license, which makes it ineligible to serve as

CPO, since the treatment plant is a Class V facility. It is recommended the increased license requirements result in certification pay which will be discussed and negotiated with the Mid-Management bargaining unit and included as part of a side letter agreement and later incorporated in the MOU. This will be further reviewed as part of the upcoming classification and compensation study as all classifications in the Wastewater division and the relationships between them must be considered.

Utilities Maintenance Mechanic III

The Utilities Maintenance Mechanic III job classification currently requires a crane operator certification be obtained and maintained to meet minimum qualifications. The City no longer owns any equipment that requires a crane operator certification and the position does not provide sufficient operating time on an annual basis to maintain a certification if it were obtained. It is therefore recommended the crane certification requirement be removed from the job classification. There is no change to the salary.

Principal Engineer

The Public Works and Utilities Department has been understaffed in the Engineering Division for several years, with anticipated retirement of the majority of remaining engineering staff anticipated over the next year. Despite multiple attempts at recruiting, offering a hiring bonus, and advertising the position at a lower experience level, the City has been unsuccessful in attracting candidates for the vacant engineering positions. As a result, consultants have been hired to assist with maintaining an acceptable level of service for these critical engineering services. These services have included traffic engineering, project management, grant application and administration, program development, development and plan-check review, stormwater management, and general staff augmentation services.

It is recommended that the Principal Engineer salary be increased by 10% across all steps in an effort to recruit senior engineering staff to fill urgent existing needs within the department. It is noted that the classification and compensation study may recommend an additional increase once completed and will also examine all other engineering positions.

STRATEGIC PLAN:

These job classification updates and salary changes where applicable are
2-Infrastructure & Environment
7-Efficient and Well-performing Government

FINANCIAL IMPACT:

Wastewater Operations Supervisor: No net impact is anticipated from this increase in salary as the City is currently contracting out CPO services.

Utilities Maintenance Mechanic III: No financial impacts.

Principal Engineer: This will increase the Principal Engineer salaries 10%. If the position is successfully recruited, the cost addition will be offset by the reduction in consultant services that may be needed, likely with a net savings.

ALTERNATIVE ACTION:

No reasonable alternatives are known at this time.

ATTACHMENTS AND/OR REFERENCES (If any):

Updated job classifications.

City of Watsonville



Job Description

JOB TITLE: Utilities Maintenance Mechanic I,II,III

DATE APPROVED: January 19, 2021

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Utilities Maintenance Supervisor

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To perform a wide variety of mechanical, electrical, and plumbing repair and maintenance of various machinery and equipment belonging to the City's utilities including wastewater, water, materials processing, stormwater, and sewer pump station machinery and equipment, and related facilities.

DISTINGUISHING CHARACTERISTICS

Utilities Maintenance Mechanic I:

This job class functions at an entry-level of classification and requires technical knowledge and skill at the semi-skilled level related to the operation, maintenance, and repair of basic machinery and equipment.

Utilities Maintenance Mechanic II:

This job class functions at a journey level of classification and requires advanced technical knowledge and the skill level related to the operation, maintenance, and repair of complex machinery and equipment, and may train and monitor the work of others in the accomplishment of specific projects as assigned. The job class exercises responsibility for performing a wide variety of maintenance tasks at the skilled level.

Utilities Maintenance Mechanic III:

This job class is the advanced journey level classification of the Utilities Maintenance Mechanic series in which incumbents are expected to independently perform the full scope of assigned duties under general direction. Incumbents lead Utilities Maintenance Mechanics I/II's, Utility Electrical/Instrumental Tech I/II's, temporary workers, and/or contractors. This classification is distinguished from the next lower classification of Utilities Maintenance Mechanic II in that the latter performs the less complex mechanical maintenance work. This classification is distinguished from the next higher classification of supervisors who have a wider scope of programmatic duties, supervisory responsibilities, and project management.

EXAMPLES OF ESSENTIAL DUTIES for Utilities Maintenance Mechanics I / II – Duties may include, but are not limited to, the following:

- Performs journey level maintenance and repair work to mechanical and electrical equipment and instrumentation systems in the City's utilities and related facilities
- Detects malfunctions in machinery and equipment; makes appropriate repairs and adjustments
- Inspects pumps, valves, and related mechanical apparatus for proper operation; makes mechanical and electrical repairs to pumps, motors, compressors, engine generators, filters, valves, flights, clarifiers, boilers, meters, condensers, and other similar equipment
- Lubricates and adjusts machinery and equipment
- Performs a wide variety of preventative maintenance work in connection with the upkeep and repair of machinery and equipment including, but not limited to, rough carpentry, concrete, plumbing, and pipefitting, hydraulics, pneumatics, welding, and metal fabrication
- Maintains detailed and accurate records related to maintenance and repair operations
- Prepares and paints equipment as necessary
- Installs, maintains, and repairs electrical lighting and power circuits, fixtures, controls, motors, and other related electrical equipment
- Maintains and troubleshoots instrumentation systems
- Assists in fabrication used to maintain Wastewater and Water facilities and equipment
- Safely and effectively repair and maintain process equipment and related components with a basic understanding of process equipment purpose and function
- Perform related duties similar to the above in scope and function as required

EXAMPLES OF ESSENTIAL DUTIES for the Utilities Maintenance Mechanic III - Duties may include, but are not limited to, the following:

- Develops and carries out an on-going inspection and preventive maintenance program to ensure adequate mechanical operation of the treatment and pumping facilities
- Troubleshoots equipment as referred by work orders or verbal directions; determines necessary repairs; makes recommendations to supervisor regarding actions needed, and performs such work as feasible and appropriate
- Removes, repairs, and completely overhauls pumps, motors, sludge centrifuge gear drives, mechanical bar-screens, chlorinators, gas compressors, boilers, valves, blowers, and other types of equipment related to water or wastewater treatment plants and pumping facilities
- Services and maintains motors and internal combustion engines
- Performs basic mechanical maintenance and troubleshooting on a variety of electrical equipment related to pumping systems, including motors, manual and automatic control centers, panel-boards and switch indicators, and remote control equipment; troubleshoots and performs minor mechanical repairs on electric motors, coordinating work with electrical technicians as required
- Utilizes a variety of mechanical, welding, plumbing, and machinist tools to fabricate, rebuild, strengthen, and maintain various parts and pieces of plant equipment
- Fabricate, assemble, and install special structures and equipment from blueprints, schematics, drawings, or construction diagrams, including rough and finished carpentry work as needed for repair or remodel
- Performs maintenance on large pipes, valves, and related fittings with diameters up to 54 inches

- Maintains accurate work records and preventative maintenance records and computer-directed preventative maintenance records as required
- Uses computerized monitoring and operating systems
- Participates in and provides lead work direction to small crews of maintenance workers in maintenance work assignment
- Participates and leads in skills and safety training programs; learns and implements safety rules, regulations, and emergency procedures
- May order supplies and materials as required for completion of various work assignments; prepares and maintains related documents and records
- May be required to perform duties related to confined space entry and rescue
- Performs other related duties as assigned

Minimum Qualifications for Utilities Maintenance Mechanic I / II:

Knowledge of:

- Maintenance requirements of pumps and pumping systems
- Electrical motor controls, lighting and power circuits
- Principles of instrumentation systems
- Plumbing, pipefitting, and mechanical repair work
- Proper welding and metal fabrication procedures
- Basic engine principles and basic engine maintenance
- Cal-OSHA safety standards

Ability to:

- Detect malfunctions in machinery and make necessary repairs and adjustments
- Perform general maintenance and repair to electrical and mechanical equipment and instrumentation systems
- Weld and fabricate metalwork
- Interpret and work from technical sketches and blueprints
- Safely use and care for a variety of tools and special equipment
- Safely perform duties in potentially hazardous situations
- Understand oral and written instructions
- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, and climbing
- Carry weights up to 50 lbs.
- Maintain good public relations with people contacted during work assignments
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Perform assigned duties while wearing respiratory protection equipment

Minimum Qualifications for Utilities Maintenance Mechanic III:

Knowledge of:

- Techniques, tools, and materials used in the maintenance and repair of industrial machinery and equipment including large capacity pumps, motors, valves, gearboxes, centrifuges, compressors, boilers, and generators
- Multi-position welding with acetylene and arc welders
- Heating, cutting and bending materials
- Material estimation
- Electrical operation and troubleshooting of pumps, motors, and generators, to determine problems and service equipment
- Cal-OSHA safety standards

Ability to:

- Lead and provide work direction to a small crew of employees
- Perform the most complex maintenance tasks on wastewater, water, and stormwater equipment
- Learn more complex principles, practices, techniques, and regulations pertaining to plant maintenance work
- Make sound decisions, assimilate, and communicate that information in a manner consistent with the essential job functions
- Maintain, adjust, and repair industrial machinery and equipment
- Operate hand and power tools used in mechanical maintenance work
- Interpret and explain policies, safety practices, and standard operational procedures
- Recognize unusual or dangerous operating conditions and make sound judgments within established guidelines
- Read schematics, blueprints, drawings, and construction diagrams
- Perform mathematical calculations
- Follow oral and written instructions
- Communicate effectively orally and in writing
- Complete and maintain accurate records
- Establish and maintain effective working relationships with others
- Act in a courteous and tactful manner with members of the public
- Observe safety principles and work in a safe manner
- Safely handle hazardous materials
- Perform assigned duties while wearing respiratory protection equipment
- Operate a boom truck, dump trucks, and other similar equipment

Other Requirements:

- Must successfully complete the City's respirator fit testing protocols; may be required to be clean-shaven
- Willingness to work flexible hours, including holidays, evenings, weekends, and overtime as assigned
- Willingness to perform call back work and standby duty as required; must remain available to be contacted by phone or pager and be able to report to work within thirty (30) minute period when standing duty
- Willingness to wear a uniform

Utilities Maintenance Mechanic I:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

- High school diploma or equivalent, and two years of mechanical experience that includes the routine maintenance of standard drive equipment such as motors and pumps
- Classroom training with CWEA or other equivalent agencies

Utilities Maintenance Mechanic II:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High School graduation or tested equivalent and three years of experience as a Utilities Maintenance Mechanic I with the City of Watsonville or three years of journey-level experience in mechanical maintenance work which included the maintenance and repair of industrial machinery and equipment

Utilities Maintenance Mechanic III:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

- High School graduation or tested equivalent and minimum two years of experience as a Utilities Maintenance Mechanic II with the City of Watsonville

LICENSES/CERTIFICATES:

Utilities Maintenance Mechanic I:

- Possession of a valid Class C California Driver's License and a safe driving record
- Possession of a CWEA Mechanical Technologist Certificate Grade I within 12 months of hire

Utilities Maintenance Mechanic II:

- Possession of a valid Class B California driver's license and a safe driving record
- Possession and maintenance of a CWEA Mechanical Technologist Certificate Grade II at time of hire
- Possession and maintenance of forklift certification

Utilities Maintenance Mechanic III:

- Possession and maintenance of a Class B driver's license and a good driving record
- Possession and maintenance of First Aid and CPR certification within one year of hire
- Possession and maintenance of a CWEA Mechanical Technologist Grade 3 certification at time of hire

City of Watsonville

Job Description



JOB TITLE:	Principal Engineer	DATE APPROVED:	December 1993
DEPARTMENT:	Public Works & Utilities	SUPERSEDES:	N/A
REPORTS TO:	Assistant Director of Public Works & Utilities		
SUPERVISION:	May oversee lower level professional and technical Engineers, Inspectors, and other subordinate staff		
EMPLOYEE UNIT:	Management		
FLSA :	Exempt		

JOB SUMMARY:

Plans, organizes, directs, assigns, manages, and coordinates the work of an engineering section within the Public Works & Utilities Department; directs and coordinates the work of engineering and construction consultants in the design and construction of major public works projects and other projects; applies for, administers, and manages project funding grants; and provides highly responsible and complex staff assistance to the Assistant Director of Public Works & Utilities.

DISTINGUISHING CHARACTERISTICS:

This job class functions at a program/project management level and is responsible for the effective administration of assigned engineering areas as well as for providing general assistance in the administration of the Public Works & Utilities Department.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Plans, organizes, assigns, manages, and evaluates the activities of an engineering section within the Public Works & Utilities Department; clarifies roles and responsibilities of staff in meeting an engineering division's goals and facilitates goal setting, scheduling and monitoring of public works projects.
- Analyzes complex issues and problems related to areas of responsibility, evaluates alternatives, and develops and recommends effective courses of action.
- Participates in the development, planning, financing, design, administration, and construction of significant and complex public works projects.
- Directs, assigns, supervises, and reviews the work of subordinate engineering and/or technical support assistants engaged in the preparation of designs, specifications, estimates, and technical reports related to the construction of public works projects.
- Performs the most difficult and complex professional engineering assignments in the design and construction of projects

- Serves as project manager on the most complex public works construction projects and oversees staff assigned less complex projects; administers project from inception to completion including planning, design, review, public meetings, bidding and construction; develops scope of work; serves as liaison to City staff, developers, engineers, consultants, the general public and external agencies on proposed projects; develops project timelines and sets priorities; assigns work tasks and oversees the services of consultant staff.
- Prepares and reviews specialized technical studies, investigations, reports, contracts, specifications, documents, and correspondence related to division activities and operations and as required by laws, codes, and regulations.
- Reviews and evaluates private improvement plans for impact on public works projects; approves plans as appropriate; issues permits as necessary.
- Reviews, evaluates, and monitors commercial, industrial, subdivision, or other project development plans for specification compliance; recommends approval/denial.
- Prepares and reviews bid request packages; reviews received bids and makes recommendations; reviews contract change proposals.
- Reviews and directs the work of consulting engineers and surveyors; ensures conformance with City and state requirements; reviews progress payment requests and administers contract costs.
- May attend and participate in professional organization meetings; maintains awareness of new trends and developments in the field of civil engineering; incorporates new developments as appropriate into programs.
- May function as Traffic and/or Transportation Engineer performing technical engineering work, coordinating efforts with state and federal regulatory agencies and attending the regional transportation committee meetings.
- Serves as City Engineer as assigned.
- Makes presentations and serves on a variety of committees to work with regulatory agencies, the public, elected officials, and other agencies.
- May serve as Assistant Director of Public Works and Utilities in their absence
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive engineering program.
- Principles and techniques of supervision including staffing, employee development, and planning and organizing work.
- Principles and practices of civil engineering and construction including the design, specification, and estimating of projects related to public works.
- Advanced principles and practices of project management and administration including budget, schedule, and scope control.
- Advanced knowledge and implementation of public contracting codes and contract administration.
- Advanced methods and techniques of engineering plan review and analysis.
- Principles and practices of business correspondence and technical report writing.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications as needed to perform engineering duties.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Plan, organize, coordinate, and manage an engineering team including the supervision of professional engineering and technical assistance staff.
- Serve as project manager on Capital Improvement Projects.
- Conduct thorough technical engineering research work.
- Prepare engineering plans, designs, estimates, and specifications for a variety of public works projects.
- Perform engineering computations and calculations.
- Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
- Manage deviations from plans and mitigate impacts to cost, quality, schedule, and budget.
- Prepare comprehensive technical reports and correspondence.
- Formulate, evaluate, and make recommendations on policies and procedures affecting the provision of public works services.
- Review and evaluate technical engineering and maintenance information, reports, and recommendations.
- Deal tactfully and courteously with the public, contractors, engineers, and representatives of other agencies in providing professional engineering information and assistance.
- Make effective presentations to elected officials, the public, city executives, businesses, and other agencies.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or related field.

Experience:

Six years of increasingly responsible professional engineering experience in the design and construction of municipal public works projects with two years in a management or supervisory capacity preferred.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record.
- Possession of a valid certificate of registration as a Civil Engineer issued by the State Board of Registration for Civil Engineers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Standard office setting with some travel to conduct site investigations and field survey work; occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

City of Watsonville

Job Description



JOB TITLE: Wastewater Treatment Plant Operations Supervisor

DATE APPROVED: October 1, 2014

DEPARTMENT: Public Works & Utilities **SUPERSEDES:** N/A

REPORTS TO: Wastewater Division Manager

SUPERVISION: Wastewater Treatment Plant Operators

EMPLOYEE UNIT: Mid-Management

JOB SUMMARY:

Under general direction, organizes, directs, and supervises the safe and proper operation of the City's wastewater treatment plant, water recycling, and related facilities; monitors plant operations to ensure compliance with state and federal regulations; and performs technical and administrative work in connection with plant operations and maintenance functions.

DISTINGUISHING CHARACTERISTICS:

This job class is responsible for the successful day-to-day operations of the wastewater treatment plant and water recycling facilities to ensure compliance with all regional, state, and federal regulatory agencies. This position functions at a full supervisory level of classification directing, coordinating, supervising and formally evaluating the work of others.

This position may also be assigned as the registered Chief Plant Operator (CPO) as defined under the State Water Resources Control Board (SWRCB) Operator Plant Certification regulations. The CPO provides advanced technical expertise regarding plant operations and certifies and files all necessary wastewater and recycled water treatment facility compliance reporting on behalf of the City. If designated as the CPO on the City's SWRCB NPDES permits, this position will receive certification pay per Mid Management MOU while serving in said role.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Acts as and performs the duties of the Designated Operator-In-Charge (DOIC) as needed in accordance with state regulations when so designated by the CPO if not operating in this capacity.
- Plans, organizes, directs, schedules, trains, monitors, and formally evaluates the work of Wastewater Treatment Plant Operators and other assigned staff.

- Seeks out and pursues new ideas and better ways of performing the operations scope of responsibility; develops and implements short and long-term goals, objectives, policies, and priorities.
- Supports and provides direction to the Utilities Maintenance Supervisor to establish an effective short- and long-term maintenance program for all wastewater treatment and recycled water facilities; seeks out and pursues cost effective improvements that reduce or eliminate ongoing maintenance problems.
- Optimizes the performance of wastewater facilities to provide for the safe, efficient, and cost effective treatment, and disposal or reuse of wastewater and biosolids, while ensuring National Pollutant Discharge Elimination System (NPDES) compliance.
- Supports the Source Control Manager in administering an effective source control program which protects the resources of the City and which reduces, minimizes, or eliminates the discharge of pollutants to the environment.
- Supports the Laboratory Manager in providing analytical services and facilitates the resolution of environmental issues facing the wastewater treatment and recycling facilities.
- Empowers all levels of operations staff to be creative problem solvers, and provide the resources to lead staff towards becoming more goal oriented, offering creativity and extending flexibility in solving problems and accomplishing goals and objectives.
- Plans, coordinates, and manages various projects related to wastewater treatment, biosolids disposal, energy recovery, and water recycling.
- Attends trainings and/or participates in professional organizations to maintain awareness of new trends and developments in the field of wastewater treatment; incorporates new developments as appropriate into operations.
- Develops, implements, and maintains effective employee training programs for operations staff; evaluates the need for, and implementation of refresher training annually, or as required.
- Oversees and coordinates the use of operations interns and volunteers as required; ensures operators-in-training (OITs) are supervised directly in accordance with wastewater treatment operator certification regulations when designated as CPO.
- Uses SCADA and other platforms in a highly proficient manner to monitor, control, troubleshoot, and generate operational compliance reports for both wastewater and water recycling facilities.
- Monitors laboratory test results and plant processes; makes operational adjustments as necessary.
- Performs a variety of operations calculations to ensure compliance with federal and state requirements.
- Prepares and reviews reports submitted to regulatory agencies and other technical reports; if designated as CPO, also certifies regulatory reports and submits to regulatory agencies.
- Participates in the preparation and administration of the operations budget; submits budget recommendations; monitors expenditures.
- Advises Wastewater Division Manager of the status of the plant and operations personnel.
- Prepares requisitions for tools, equipment, supplies, and services and maintains an adequate inventory of supplies and materials.
- Conducts regular plant inspections and ensures that treatment processes meet federal and state wastewater quality standards.
- Recommends improvement to procedures and equipment and assists the Wastewater Division Manager with identifying, planning, and implementing operations related capital improvement projects or equipment.
- Directs professional development program for operations staff.
- May perform any of the duties assigned to the Wastewater Treatment Plant Operators; generally performs skilled work in participating in these activities and provides technical direction.

- Leads by example, interacts, and coordinates with other agencies relating to wastewater and recycled water treatment operations.
- Updates the Wastewater Treatment and Water Recycling Operations and Maintenance Manual as needed to keep current plant operating procedures.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a wastewater treatment plant.
- Advanced principles and practices of wastewater treatment plant and water recycling operations.
- State and federal standards and requirements for wastewater and recycled water treatment facilities.
- Work and plant safety programs.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Safety procedures pertaining to plant operations, including techniques for handling and storing hazardous chemicals.
- Principles and objectives of laboratory analysis for wastewater treatment and process control.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes, and regulations.

Ability to:

- Supervise, organize, and review the work of assigned staff involved in wastewater treatment plant and water recycling.
- Select, train, direct, and evaluate staff.
- Establish and maintain work and plant safety programs.
- Diagnose wastewater and water recycling process problems and make effective changes.
- Establish and maintain records and files.
- Prepare a variety of reports.
- Recommend laboratory testing for wastewater process control.
- Effectively interpret laboratory results and take effective course of action.
- Participate in the preparation and administration of assigned budgets.
- Actively listen and provide coaching, counseling, and guidance where appropriate.
- Conduct higher level public tours of the wastewater treatment and water recycling facilities.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Operate office equipment including computers and supporting software applications.
- Work in confined spaces and/or respond in an emergency.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by advanced educational training in wastewater treatment and water recycling technologies, chemistry, engineering, or a related field.

Experience:

Four years of increasingly responsible experience in a wastewater treatment plant and water recycling facilities while in possession of Grade III or higher Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board.

LICENSE & CERTIFICATION:

- Possession of a valid Class C California driver's license and a safe driving record.
- Possession of a Grade IV Wastewater Operators certificate issued by the State Water Resource Control Board.
- Possession of a valid Grade V Wastewater Treatment Plant Operator Certificate issued by the SWRCB is required within one year of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; work safely in and around confined spaces; and work around moderately loud noise levels; may be required to work evenings, nights, and weekends.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a wastewater treatment plant and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

Agenda Report



MEETING DATE: Tuesday, February 18, 2025

TO: Personnel Commission

FROM: POLICE CHIEF ZAMORA
ASSISTANT CHIEF OF POLICE RODRIGUEZ

SUBJECT: APPROVAL OF NEW AND REVISED WATSONVILLE POLICE
DEPARTMENT JOB CLASSIFICATIONS

RECOMMENDED ACTION:

It is recommended that the Personnel Commission approve and recommend to the City Council the authorization of the following new and revised classifications and proposed salaries, where applicable:

- Police Civilian Manager at a salary range of \$50.30 - \$67.41 per hour or \$8,719 - \$11,684 per month (new job description)
- Investigative Specialist at a salary range of \$31.85 - \$42.68 per hour or \$5,520 - \$7,397 per month (new job description)
- Police Sergeant (revised job description, existing salary)

These job classifications, descriptions and salaries have been reviewed and approved by the bargaining groups representing these classifications.

BACKGROUND/DISCUSSION:

The Watsonville Police Department (WPD) is facing staffing challenges, including recruitment and retention. To address these challenges, the WPD wants to hire professional staff to take roles traditionally handled by sworn personnel, especially those with administrative tasks, this allows officers to focus on more critical law enforcement activities. Creating professional positions in key areas will bridge the gap in the current vacancies and provide a fiscally responsible way to meet the needs of the Watsonville community. Below is a description of the new and revised classifications:

Police Civilian Manager: this position will improve service quality, bolster productivity, stabilize key agency roles and propose diversity, equity and inclusion. The police civilian police manager will supervise some activities and operations that are currently assigned to a sergeant and captains, such as police records, property and evidence, crime analysis and community services programming. Historically, a sergeant or captains oversee these units and they rotate approximately every 3 years; this rotation causes interruptions in projects and creates instability because a new captain has to be re-introduced to the existing activities,

programming and operations. The transfer of administrative duties from sworn personnel to this position, will allow sworn to increase oversight and supervision to the patrol, detectives, and special units. This position is proposed to be added to the Management bargaining group and be placed at a salary that is consistent with other managers within that unit. This position is part of the current classification and compensation city-wide study, and is subject to change through that process.

In 2024, the WPD retained the Matrix Consulting Group to conduct a comprehensive analysis of police operations to determine appropriate and optimum staffing levels while ensuring efficient operation management. As part of the organization and management recommendations, the Matrix Consulting Group recommended hiring a non-sworn mid-management position to the department. A police civilian manager would improve programming by providing the units with stability, consistency and increased efficiency.

Investigative Specialist: this is a non-sworn position that will support detectives and officers by thoroughly investigating cases, collecting evidence and property, and preparing court filing packages. Duties will include assisting in criminal incident or activities, missing persons, and/or other assigned investigations; evaluation of case facts, assists with cellphone and digital data analysis, prepares and presents investigative findings to sworn personnel and performs other related duties as assigned. Given the limited staffing, the number of detectives under the Specialist Operations Division has been reduced from 6 to 4, the average case load of a detective is between 20-30, and this division is in dire need of assistance. If cases are not expedited, the community can lose faith in systems, but having an investigative specialist assisting detectives can expenditure these cases that involve homicides, robberies, burglaries, assaults, arson, fraud, vandalism, sexual assaults, missing persons and narcotic investigations among others. This position has been created in other law enforcement agencies in order to address the staffing shortages and fill needed gaps in their law enforcement organizations.

This position is proposed to be added to the Mid-Management bargaining group and the salary scale is consistent with a similar job description in a nearby law enforcement agency. This position is part of the current classification and compensation city-wide study, and is subject to change through that process.

Police Sergeant: this sworn position supervises, assigns, trains and evaluates employees as assigned; ensures that department policies, procedures and protocols are followed by staff. Receives reports of emergencies and determines priority and appropriate action to be taken among other duties. The WPD is proposing a minor change to the Police Sergeant job description that removes the requirement to be a WPD officer for 3 years and will be replaced with the following:

- Five years of continuous experience as a California Peace Officer in a Police or Sheriff Department pursuant to PC 830.1 and completion of probationary period

This minor change is intended to support the ability of lateral officers coming to the department with experience to test for promotional opportunities sooner. Making this change could assist with the recruitment with hiring of lateral police officers. Hiring lateral police officers is an

advantage as they have experience, faster onboarding due to prior training, and increased diversity in perspectives. Removing the three year wait to compete for a promotional opportunity will make coming over as a lateral officer more attractive. This position is part of the current classification and compensation city-wide study, and is subject to change through that process.

STRATEGIC PLAN:

These new job descriptions align with the following strategic plan goals:

- 5-Public Safety
- 7-Efficient and Well-performing Government

FINANCIAL IMPACT:

The WPD is proposing to eliminate a police sergeant position and use these funds to absorb the hiring of the two new civilian positions.

ALTERNATIVE ACTION:

No reasonable alternatives are known at this time.

ATTACHMENTS AND/OR REFERENCES (If any):

New and revised job descriptions for reference classifications.

- Directs the crime analysis functions and the preparation of related reports and information to assist in the interpretation and projection of crime trends and effectiveness of police services within the City.
- Directs the community services programming to ensure that it aligns with the goals of the police department.
- Develop and implement unit and program goals, objectives, policies and procedures.
- Direct, oversee and participate in the development of the assigned unit work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training, conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Assigns, reviews, and evaluates unit and programs personnel's work performance.
- Prepare and present staff reports and other necessary documents or correspondence to appropriate boards, groups and/or committees.
- Confer with other City departments regarding assigned related issues; implement internal controls to ensure governmental policy and regulations are met.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Manage a variety of software systems.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observe and maintain a safe working environment in compliance with established safety program and procedures.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of organization and management of work, effective supervisory practices, staff development and personnel administration.
- Pertinent federal, state, and local laws, codes, rules, and regulations.
- California government codes and penal codes, regulations, status and requirements related to police records, property and evidence control, privacy and security, and record retention, dissemination, and confidentiality.
- Principles and practices related to the technical aspects of assigned area of responsibility within a law enforcement agency.
- Techniques of effective oral and written communication, public speaking.

- Principals and techniques of supervision, including planning, organizing and supervising the work of assigned staff, providing for employee training and development and appraisal.
- Data processing concepts, procedures, and security pertaining to police record keeping operations.
- Applicable City policies, procedures and memoranda of understanding related to administration and personnel.

Ability to:

- Plan, organize, coordinate and manage at management level, including directing the activities within general police guidelines
- Plan, organize and supervise work, including providing for employee training and development and appraisal.
- Analyze and evaluate administrative problems and make appropriate recommendations for action.
- Effectively communicate, both oral and written, with government officials, department heads, agency officials and employees.
- Make oral presentation to City Council, Commissions, Boards, and community groups.
- Prepare clear, concise and accurate reports and correspondence.
- Interpret, explain, and apply City and department policies, procedures, rules and regulations.
- Operate a personal computer, use automated data management applications to compile and analyze data and present information.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a bachelor’s degree from an accredited college or university with major course work in public administration or business administration and broad and extensive work in management, statistical crime analysis and at least three (3) years in a management or supervisory capacity.

LICENSE AND CERTIFICATES

Licenses/Certificates:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

Other Requirements

- Positions within the Watsonville Police Department require an extensive background investigation and criminal background check. Employment offers are contingent upon passing the above requirements.



City of Watsonville

Job Description

JOB TITLE: Investigative Specialist **DATE APPROVED:**

DEPARTMENT: Police Department

REPORTS TO: Police Sergeant

EMPLOYEE UNIT: Mid-Management

DEFINITION

The investigative specialist is a civilian, non-sworn classification, reporting to a Police Sergeant. The primary role is to support detectives and officers, this position will perform complex and specialized civilian law enforcement duties in the investigation of crimes, preparation of court filing packages. Duties include but are not limited to the investigation of financial crimes, property crimes and crimes against persons, collection of evidence and property for related cases, preparation of related reports and court filings and testifying in court or administrative hearings.

DISTINGUISHING CHARACTERISTICS

The investigative specialist will work under a sworn supervisor acting as a primary investigator. Performs a wide variety of criminal investigations, including collecting evidence and property and related cases, interviewing suspects or witnesses, preparing official investigation reports and search warrants, testifying in court, and performing limited field duties. This class differs from sworn personnel in that incumbents will not conduct independent field investigations or surveillance operations nor participate in the direct arrest of suspects.

SUPERVISION RECEIVED/EXERCISED

Receives general and functional supervision from the Police Sergeant(s). Exercises no supervision.

EXAMPLES OF DUTIES:

- Evaluates allegations and determines if a criminal investigation is warranted; makes recommendations to sworn personnel related to opening of investigations or referral of complainants to appropriate agencies.
- Takes initial crime reports where appropriate; reviews and completes crime reports; identifies, locates, and interviews victims, witnesses, and suspects by telephone and in person to obtain details, information, and additional leads; compiles and shows photographic line-ups to victims and witnesses; prepares supplemental reports on interviews.
- Conducts canvas interviews of neighborhoods to identify and locate potential crime victims and witnesses; contact individuals and organizations to secure information and disseminate relevant information.

- Utilizes computer systems to access and retrieve information from local, State, Federal and other public and private computer databases; evaluates information retrieved and takes appropriate action; and assembles printouts into case files for future reference.
- Prepares a variety of reports, complaints, declarations and other necessary documents related to assigned investigations, prepares copies to support sworn personnel's presentation to District Attorney for filing purposes as necessary. Maintains a variety of records, logs, files and databases.
- Assists with digital forensic investigations including the collection, recovery, processing, preservation, analysis, storage, maintenance, and /or preservation of digital evidence.
- Performs a wide variety of office duties in support of investigations such as preparing letters, recording measures taken to locate suspects; performs records checks and investigates criminal background of suspects as assigned.
- Identifies various types of evidence and prepares requests for lab analyses, medical records, motor vehicle records, and other documents needed for evidence in assigned cases.
- Analyzes financial documents and related records to establish loss amounts and methods of operation of suspects. Prepares charts, diagrams, and other visual aids to demonstrate method of operation and link suspects, victims and financial institutions.
- Assists in the coordination of the arrests of suspects by sworn officers. Schedules witnesses/suspects for interviews and/or court appearances.
- Testifies in court at motions, hearings and trials. Maintains proper courtroom demeanor and etiquette while testifying in court.
- Maintains confidentiality of sensitive information and correspondence.
- Maintains knowledge of current case law, investigative and evidence collection techniques, and department policies and procedures. Attends additional job specific certified schools, training courses, updates, and seminars as required.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic police department organizational structure, functions, procedures and operations.
- The principals of criminal and civil law as necessary to evaluate complaints and determine if allegation is civil or criminal in nature; court and trial procedures; and pertinent Federal, State and local laws, codes, ordinances and regulations.
- Investigative, research and problem-solving techniques, methods and procedures.
- Principles of interviewing; and operational characteristics, services and activities of an investigative program.
- Principles and procedures of record keeping and report preparation.
- Policies, procedures and techniques for dealing with the public.
- Correct English usage, spelling, punctuation, and grammar.
- Modern office procedures, methods, and equipment including computer and associated hardware, computer software and operating systems.

- Safe driving practices.

Ability to:

- Learn and understand the organization and operation of the police Department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Learn and understand how to utilize computer forensic hardware, software, and methodologies to identify, extract, and preserve electronically stored information to be used as evidence.
- Analyze, interpret, and utilize data and information; identify alternative solutions; anticipate consequences of proposed actions; and implement recommendations in support of goals; compare, count, differentiate, measure, sort, assemble, copy, record, and transcribe data and information; classify, compute, tabulate, and categorize data.
- Understand and carry out oral and written instructions.
- Exercise sound judgment, decisiveness and creativity in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Prepare detailed and comprehensive reports; and maintain logs, records, and files.
- Communicate clearly and effectively, both orally and in writing with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact and diplomacy.
- Establish, foster and maintain positive and cooperative working relationships with those encountered in the course of the work.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High school diploma/GED and three years' experience in public safety, insurance/claims investigation, code enforcement, evidence collection or public sector; or
- Associate degree or completion of 60 college units from an accredited college in criminal justice or related field, and two years' experience in public safety, insurance claims investigation, code enforcement, evidence collection of public sector; or
- Bachelor degree or completion of 120 college units from an accredited college in criminal justice or related field and one-year experience in public safety, insurance/claims investigation, code enforcement, evidence collection or public sector.

Licenses/Certificates:

- Possession of a valid Class C California driver's license and a safe driving record.
- California Law Enforcement Telecommunications System (C.L.E.T.S.) certification within six months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

Other Requirements

- Positions within the Watsonville Police Department require an extensive background investigation and criminal background check. Employment offers are contingent upon passing the above requirements.



City of Watsonville

Job Description

JOB TITLE:	Police Sergeant	DATE APPROVED:	September 1994
DEPARTMENT:	Police Department	DATE MODIFIED:	September 2018
REPORTS TO:	Police Captain		
SUPERVISION:	Police Officers and other department personnel		
EMPLOYEE UNIT:	Public Safety Mid-Management		
FLSA:	Non-exempt		

JOB SUMMARY: Under general supervision, this position will supervise, assign and review the work of staff in a contemporary environment in all phases of law enforcement. The incumbent will make critical decisions concerning police activities, investigate criminal offenses, and maintain law and order; participate in the investigation of adult and juvenile crime and follow-up; and perform related work as required by use of vehicle, bicycle or foot patrols.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, any combination of the following:

- Assigns, supervises, trains, and evaluates employees as assigned; ensures department policies, procedures and protocols are followed or carried out by subordinate staff.
- Receives reports of emergencies and determines priority and appropriate action to be taken.
- Assists officers in handling difficult situations; coordinates and takes charge of situations by directing citizens, other officers, other public service personnel, etc.
- Conducts recruitment background investigations.
- Supervises and directs officers conducting preliminary field investigations and assists in follow-up investigations; gathers information by interviewing suspicious persons, complainants, witnesses, victims, prisoners, etc.
- Supervises and directs investigators and participates in felony investigations.
- Oversees activity of support personnel, supervises booking, photographing, searching and jailing of prisoners.
- Reviews and approves arrests. Arrest persons with and without warrants; takes into custody arrested citizens; guards prisoners/inmates detained at facility other than jail (e.g. Hospital)
- Process custody paperwork, books evidence and personal property; prepares, files, retrieves and maintains documents and records systems; reviews warrant and restraining order papers for completeness and accuracy; generates computer reports for information.
- Confers with suspects, victims, witnesses, probation officers, other officers, attorneys, physicians, etc.; gives verbal assistance, counsel, advice, explanations, etc. to victims, complainants, offenders, parents of juveniles, inmates, etc.

- Examines injured/wounded persons; examines dead bodies for wounds and injuries, examines unlocked businesses and dwellings for signs of illegal entry; examines suspicious or potentially dangerous objects; physically examines abandoned vehicles.
- Analyzes, evaluates and inquires in order to survey and evaluate accident scenes and incidents to determine priority of required actions; determines investigative procedures and assistance needed; analyzes and compares cases for similarity of modus operandi.
- Sketches accident and crime scenes; estimates vehicle speed using physical evidence and mathematical formulas and graphs; writes reports consisting of several short descriptive phrases; records and communicates descriptions of persons and vehicles; summarizes in writing statements of witnesses, complainant, victim and suspect.
- Dusts and lifts latent fingerprints; makes fingerprint comparisons; fingerprints prisoners and other persons; uses various cameras and video apparatus along with associated equipment for video recording.
- Administers physical roadside sobriety and breathalyzer tests; uses chemical test kit to test for controlled substances; arranges for obtaining blood or urine samples for sobriety tests.
- Reviews written reports and computer data input of subordinates. Enters and receives computer data; searches computer for information.
- Promotes discipline through a systematic approach utilizing awareness, involvement, communication, training, counseling documentation and other performance improvement methods and tools necessary.
- Prepares reports and analysis on activities to plan and direct patrol projects and public safety events.
- Supervises special projects and directs enforcement programs.
- Processes Department-issued licenses and permits.
- Serves as liaison to other City departments and agencies.
- Initiates disciplinary actions; conducts and participates in internal affairs investigations.
- Participates in the City planning process.
- Conducts public relations activities such as making oral and written presentations to community groups, working with public agencies, delivering death and emergency messages, etc.
- Maintains close relationships with citizens and businesses with regards to policing concerns associated with community policing; after initial contact, follows up with citizens and businesses regarding the quality of the service provided.
- Makes referrals to other agencies and follows up to see that service was provided.
- Performs technical research and planning, writes and administers grant programs and provides input to budget control.
- Periodically reviews department directives, policies and operating procedures for accuracy and completeness, and makes recommendations for changes as necessary.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- departmental policies, regulations and procedures, including disciplinary procedure; current law enforcement work, including California criminal law, laws of arrest, search and seizure, criminal investigation, patrol supervision, traffic enforcement, rules of evidence and court procedure.
- pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, custody of persons accused of misdemeanors and felonies.
- arrest tactics, baton tactics and self defense tactics.
- use, operation, and maintenance of police equipment, vehicles, and tools including firearms.
- rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Ability to:

- supervise and coordinate law enforcement and crime prevention activities.
- make decisions independently.
- read and understand department rules, procedures, police instructions, laws and general literature pertaining to law enforcement activities.
- supervise and evaluate the work of subordinates, maintaining morale and discipline.
- prepare clear, concise, and comprehensive reports.
- tactfully and effectively represent the Police Department in public contacts.
- establish and maintain effective working relationships with City staff, public officials, other agencies and the general public contacted in the performance of required duties.
- mediate confrontations with hostile or potentially hostile people, interpersonal disputes, family and civil disputes; control hostile groups.
- review information to maintain a current knowledge of known criminals and criminal activity in areas; review rap sheet and M.O.'s of suspects; identify from memory wanted vehicles or persons.
- communicate clearly and concisely, orally and in writing.
- review reports and notes to prepare for testimony at hearings and trails.
- train and learn other associated jobs in the Police Department, i.e. Records, Dispatch, Property, etc.
- stay abreast of current crime trends and innovative policing techniques.
- work irregular hours including evenings, weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing issues.
- wear leather gear and associated equipment weighting 15-25 lbs. during duty hours.
- speak English/Spanish is highly desirable.

Skill in:

- performing physical duties of handcuffing, subduing attacking or resisting persons using locks, grips, or control holds; use of baton, pepper spray and TASER.
- operating department vehicles safely.
- drawing weapon and firing with either hand; cleaning, servicing and storing weapons; firing other weapon as required or needed.
- wearing self contained breathing apparatus including gas mask.

- use a variety of police equipment including radar units and specialized communications and computer equipment.
- operation of a computer and relevant software necessary to perform the requirements of the job.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Perform physical duties of pursuing fleeing suspects on foot; lift/carry heavy objects (e.g., disable persons or equipment); pull oneself up over obstacles; climb up to elevated surfaces (e.g., roof); jump or climb over obstacles (e.g., fences); balance oneself on uneven or narrow surfaces; use bodily force to gain entrance through barriers (e.g., locked doors); ride a bicycle.
- Drive or ride in vehicle for long periods of time on a continuous basis.
- Regularly required to talk or hear. Frequently required to sit, stand, walk, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms.
- Must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Hear alarm and sirens.
- Work under physical and mental pressures in potentially hazardous situations.
- Work in a variety of weather conditions with exposure to the elements.
- Maintain physical health stamina, and agility to meet physical demands of police work.
- Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

TRAINING AND EXPERIENCE

In order to test for the position of Police Sergeant, the following is required at the time of application:

Education/Experience:

- Five years of continuous experience as a California Peace Officer in a Police or Sheriff Department pursuant to PC 830.1 and completion of probationary period at the time of application
- High School Diploma or GED required, AA or AS degree required or equivalent (at least 60 semester units from an accredited college/university)

Licenses/Certificates:

- possess an intermediate POST certificate
- a valid California Driver's license and safe driving record

Agenda Report



MEETING DATE: Tuesday, February 18, 2025

TO: PERSONNEL COMMISSION

FROM: CITY MANAGER VIDES
DEPUTY CITY MANAGER MANNING

SUBJECT: APPROVAL AND AUTHORIZATION OF NEW AND REVISED
CLASSIFICATIONS AND SALARIES IN THE CITY ADMINISTRATION
OFFICE

RECOMMENDED ACTION:

It is recommended that the Personnel Commission recommend to the City Council approval of the proposed new and revised City Administration job classifications and associated salaries, where applicable.

Deputy City Manager- revised job description and salary adjusted to equal current Assistant City Manager Salary of \$ \$13,766.07 - \$18,447.89

Principal Management Analyst – Replace Assistant to the City Manager at current salary of \$8,706.69 - \$11,667.78

Principal Human Resources Analyst – new job classification and salary of \$8,706.69 - \$11,667.78

Community Development Director – Update current job description with no change to salary.

BACKGROUND:

The City of Watsonville is currently undergoing a city-wide classification and compensation study. The City has put a pause on bringing most proposed new job descriptions and salaries forward pending the results of the study which will then be considered as part of upcoming negotiations. However, there are several key positions in the City that the City Manager would like to update based on current staffing and hiring realities. It is necessary to address these key positions in a timely manner to support the organizational goals of the City Manager's Office.

DISCUSSION:

The City Manager is proposing a reorganization of the City Manager's office to best address staffing needed to carry out policy direction with a limited budget. The City is also in the process of recruiting a Community Development Director and would like to have the extremely outdated job description updated to reflect current duties and expectations.

Deputy City Manager

The City Manager is electing not to fill the Assistant City Manager position that she previously occupied and is holding this position vacant indefinitely. As an alternative, the City Manager has promoted Nick Calubaquib to Deputy City Manager while continuing to fulfil his role as Parks and Community Services Director for the foreseeable future. Nick will also support the Library which will come under his direction as well as be assigned to many city-wide projects to assist the City Manager. Nathalie Manning, while continuing to function as the City's Human Resources Director and manager of labor relations will assume additional management responsibilities such as providing support to the IT department and is currently assisting the CDD department as a search is conducted for a new CDD Director. Currently, the salary structure of the Deputy City Manager is the same as most department heads including the Parks and Community Services Director. It is proposed that the Deputy City Manager classification be increased by 7.5% which is equivalent to the current Assistant City Manager classification. The Deputy City Manager position provides oversight to other internal departments and department heads and works on a variety of city-wide issues and projects. Without an Assistant City Manager, the Deputy City Manager may also act as the interim or acting City Manager in her absence.

Principal Management Analyst

The City Manager's office has traditionally had the position of "Assistant to the City Manager" which is the highest level of analytical support provided the City Manager's office that is not a department director level position. The City Manager proposes to update the job title to be "Principal Management Analyst" with a salary the same as the current "Assistant to the City Manager" classification. This position provides high level programmatic and policy level work as directed by the City Manager. The City proposes to repeal the "Assistant to the City Manager" job classification as while it is customary to use this title in municipal governments, the proposed classification of Principal Management Analyst is more universally used in the workforce.

Principal Human Resources Analyst

The Human Resources Department currently is overseen by the Deputy City Manager with a Sr. Human Resources Analyst, two Human Resource Analysts, and a Personnel Technician. The department proposes to create a higher-level position of Principal Human Resources Analyst which is common in our comparable cities. Creating a higher-level classification will allow this position to formally supervise staff, take additional ownership over some day-to-day functions of the department, and act as the interim or acting Director in her absence. This position is approved in the current budget, but formal action must be taken to create the job classification. It is proposed that this position be established at the same level as the Principal Management Analyst due to the commensurate level of responsibility and duties.

Community Development Director

The City of Watsonville is currently recruiting for a Community Development Director. The job description for this position has not been updated in decades. It is anticipated that we will hire a new CDD Director in March and this will ensure that we have an updated and accurate job description at that time. There is no proposed change to the salary.

These proposed changes are necessary to assist the City Manager in carrying out the Council's programmatic and policy direction in the most efficient and effective manner. Furthermore, this

proposed structure provides budgetary savings that allow for the retention of key staff previously funded by ARPA which has ended. Additional proposed changes to these job classifications and salaries may be explored as part of the pending classification and compensation study.

STRATEGIC PLAN:

This aligns with strategic plan number 7-efficient and high performing government by attracting qualified candidates and retaining great employees.

7-Efficient and Well-performing Government

FINANCIAL IMPACT:

The proposed fiscal changes are overall cost neutral and can be absorbed in the current budget.

ALTERNATIVE ACTION:

The Personnel Commission may elect not to approve the new and revised job classifications and salary adjustments.

ATTACHMENTS AND/OR REFERENCES (If any):

Updated and new job descriptions for referenced classifications.

City of Watsonville

Job Description



JOB TITLE:	Deputy City Manager	DATE APPROVED:	November 1, 1995
DEPARTMENT:	City Manager	SUPERSEDES:	N/A
REPORTS TO:	City Manager		
SUPERVISION:	Over management, supervisory, professional, technical, and/or administrative support staff		
EMPLOYEE UNIT:	Executive		
FLSA :	Exempt		

JOB SUMMARY:

Under general administrative direction, performs highly responsible and complex professional administrative work while assisting the City Manager with the direction and coordination of the activities of assigned City departments; directly supervises assigned functions of the City; provides leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the City Manager, City Council, and department heads; and serves as acting City Manager and Assistant City Manager as required. This role involves promoting a culture of high performance and continuous improvement, strategic leadership, operational oversight, and community engagement to support the City's vision and objectives.

DISTINGUISHING CHARACTERISTICS:

This job class functions at a Senior Management level of classification and is responsible for administering the activities of assigned departments/divisions. This position works independently with the City Manager in carrying out the vision of the departments and/or divisions assigned. This position works cooperatively and supportively with the City Manager/Assistant City Manager when interacting on assigned projects, personnel issues, and related City assignments. This classification will provide the opportunity to fulfill the prerequisite experience necessary to apply for the position of City Manager.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Assists the City Manager in carrying out the vision of the City through the overall administrative and policy planning process of the City; assumes full management responsibility for assigned functions, services, and activities of the City.
- Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

- Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through subordinate level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Plans, directs, and coordinates, through subordinate department/division heads the work plan for assigned functions; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
- Participates in the preparation, coordination, and presentation of the City's annual budget; participates in the development and presentation of financial forecasts including reviewing expenditures and revenues.
- Reviews and evaluates proposed new work programs, changes in level of service to the community, and reorganization of assigned departments/divisions.
- Represents the City and assigned departments/divisions in meetings with community organizations, the public, private organizations, businesses, boards, commissions, and other government agencies.
- Coordinates and participates in providing responsible staff assistance to the City Manager and Assistant City Manager; prepares a variety of oral and written reports.
- Participates on a variety of boards, commissions, and committees including City Council; prepares and makes presentations regarding agenda items and resolutions as necessary; acts as Secretary to assigned commission or board as necessary.
- Responds to and resolves difficult and sensitive inquiries and complaints.
- Coordinates activities of the City Manager's Office with other City departments and divisions and with outside agencies.
- Serves as City Manager in the absence of the City Manager and Assistant City Manager.
- Ensures that all safety regulations are communicated and followed.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of the management of a large and diverse organization including organization and management of work, effective supervisory practices, and staff development
- Principles and practices of municipal budget, preparation, and administration.
- Advanced principles and practices of program development and administration.
- Pertinent federal, state, and local laws, codes, regulations, and ordinances affecting City operations and facilities.
- Applicable City policies, procedures, and memoranda of understanding related to budgeting, administration, and personnel

- Analytical techniques and effective methods of solving problems and promoting good management and leadership within the City Management Team.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.

Ability to:

- Coordinate the activities of assigned City departments/divisions.
- Develop and administer City-wide goals, objectives, and procedures.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Represent the City Manager with high standards of ethics, professionalism, and dedication.
- Focus on multiple tasks simultaneously.
- Respond to negative feedback appropriately
- Make effective presentations to elected officials, the public, city executives, businesses, and other agencies
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field. A Master's degree is preferred.

Experience:

Eight years of increasingly responsible experience in municipal management including three years of management and administrative responsibility.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record.

Other Requirements:

- Bilingual English/Spanish oral skills is highly preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

City of Watsonville

Job Description



JOB TITLE:	Principal Management Analyst	DATE APPROVED:
DEPARTMENT:	City Manager	SUPERSEDES: N/A
REPORTS TO:	City Manager or designee	
SUPERVISION:	May supervise professional, technical, and/or administrative support staff	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under general direction, provides a full range of highly complex staff assistance as well as administrative and analytical support within the City Manager’s Office; supervises and manages special high priority programs/projects; serves as liaison between the City Manager’s Office and the general public, City staff, appointed boards and committees, community organizations, and other governmental agencies seeking interaction with the City Manager; may oversee the general office support functions of the City Manager’s Office; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This job class is responsible for providing analytical and administrative assistance within the City Manager’s Office. This key position performs assigned tasks in a highly sensitive and rapidly changing environment involving the City’s top executives. The incumbent performs difficult, diverse, and confidential administrative duties in support of the City Manager’s Office.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Provides highly complex staff assistance as well as administrative and analytical support within the City Manager’s Office; prepares memoranda, correspondence, and other documents and reports, often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete; proofreads materials for accuracy, completeness, and compliance with City standards, policies and procedures.
- Conducts administrative and operational research and analysis; develops recommendations on City Manager’s Office and City-wide work methods, operating policy, procedures, and other administrative issues; prepares staff reports, answers questions, or arranges for compilation of data to assist in the decision making process.
- Designs, develops, implements, and monitors assigned programs and special projects including those having an impact on City-wide services and operations; oversees the selection and training of staff for special programs/projects; researches and analyzes organization structure, technical data and fiscal impact to determine feasibility, resolve problems, and increase efficiency; develops recommendations.

- Assists in the management of budget policy and provides leadership in budget development.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates and administers contracts; ensures all contractual obligations are met.
- Responds to and resolves difficult and sensitive complaints and inquiries; provides general and specialized information and assistance within area of assignment that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explains programs, policies, and activities related to specific program area of assignment; prepares responses, writes reports, makes recommendations and reviews with City Manager as appropriate.
- Serves as liaison between City Manager, City management staff, City staff, the general public, and outside groups and agencies; reviews, determines the priority, and routes incoming reports, requests and instructions; refers matters to appropriate staff; acts as liaison in coordinating matters between the City Manager's Office and other department heads and managers.
- Represents the City Manager at meetings with high level public and private industry officials, occasionally serving in the capacity of project leader or coordinator; makes presentations to agency boards at public meetings, or to neighborhood or citizen groups on behalf of the City Manager.
- Prepares grant requests as necessary.
- Participates in meetings, conferences, workshops, and training sessions; remains current on new trends and innovations within assigned areas of responsibility; researches emerging products and enhancements and their applicability to City needs.
- May oversee the general office administrative team in the City Manager's Office.
- May direct the work of Staff on a project or day-to-day basis, trains Staff in work procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Operational characteristics, services, and activities of the City Manager's Office.
- Principles and practices of program, policy, and procedure evaluation and development.
- Principles of public administration.
- Advanced methods and techniques of data collection, research, and report preparation.
- Advanced methods and techniques of statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Principles and practices used in grant development and administration.
- Principles of business letter writing and report preparation.
- Basic principles of supervision and training.
- Principles and practices of record keeping and records management.
- Public relations and customer service techniques.
- Public speaking techniques.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative and analytical support to the City Manager’s Office involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City as a whole and outside agencies as necessary to assume assigned responsibilities.
- Provide administrative and professional leadership on a City-wide basis.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations as well as City and departmental policies and procedures.
- Plan, organize, and direct the work of project teams.
- Delegate authority and responsibility as necessary.
- Conduct various administrative and organizational studies and analyses on a wide variety of complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop, implement, and interpret City policies, procedures, regulations, and codes.
- Research, analyze, and evaluate City-wide programs, policies, and procedures.
- Collect, evaluate, and interpret complex information and data.
- Prepare clear and concise technical, administrative, and financial reports.
- Assist with budget preparation and administration.
- Identify, apply for, and administer private, state, and federal funding sources.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain a variety of records and reports.
- Effectively represent the City Manager internally and externally.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, or a closely related field. A Master’s degree is preferred

Experience:

Five years of increasingly responsible administrative and analytical experience in a local government including project management experience.

LICENSE & CERTIFICATION:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

City of Watsonville

Job Description



JOB TITLE: Principal Human Resources Analyst **DATE APPROVED:**
DEPARTMENT: Human Resources **SUPERSEDES:** N/A
REPORTS TO: Deputy City Manager
SUPERVISION: Over lower level professional and technical staff
EMPLOYEE UNIT: Management
FLSA : Exempt

JOB SUMMARY:

Under general direction, plans, supervises, assigns, and participates in the work of staff responsible for performing professional level human resources duties in the administration of recruitment and examination, classification and compensation, employee benefits, employee/labor relations, employee training and development, workers compensation, benefits administration and related human resources functions; advises and assists managers in the resolution of departmental personnel issues and performs complex research and analysis; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex assistance to the Deputy City Manager.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level within the Human Resources Analyst series. Employees in this classification receive administrative direction within a framework of general guidelines and requires a comprehensive knowledge of human resources principles, practices, laws, and regulations.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing professional level human resources duties in the administration of recruitment and examination, classification and compensation, employee benefits, employee/labor relations, employee training and development, workers compensation, benefits administration and related human resources functions.
- Participates in the development and implementation of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.
- Participate in the selection and evaluation of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Analyzes and develops recommendations on a wide range of personnel related issues.

- Serves as a resource to City supervisors, managers, and department heads regarding human resources issues.
- Develops and prepares materials for orientation sessions, training classes, and public presentations.
- Participates in the preparation and administration of the human resources budget; submits budget recommendations; monitors expenditures.
- Represents the department to outside agencies and organizations.
- Oversees and assists in the administration of the City's Personnel Rules and Regulations.
- Drafts, recommends, and implements administrative policies and procedures related to personnel.
- Interprets and applies personnel policies and regulations, bargaining unit memoranda of understanding, and related guiding documents.
- Advises and assists managers on personnel and labor relations matters such as hiring, performance problems, appraisals and documentation, disciplinary actions, and grievances.
- Performs and/or directs special projects as assigned.
- Provides staff assistance to Personnel Commission as needed including preparing agendas, reports, and attending meetings.
- May supervise the preparation and maintenance of records including personnel files, required statistical reporting, and related documents.
- May assist in the investigation of allegations of sexual harassment, employment discrimination, policy violations, or other prohibited practices.
- Oversees the coordination of staff development training for the City.
- Provides staff assistance to the Deputy City Manager; participates on committees as assigned; prepares and presents reports, recommendations, correspondence, and related communications as assigned.
- Conducts research and analytical studies on a variety of topics related to personnel administration as assigned.
- May develop specifications, evaluate proposals, recommend consultant selection, and may monitor and administer contracts for contract and consultant services.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of human resources.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a human resources program.
- Principles and practices of public personnel administration including recruitment, selection, classification and pay, labor relations, benefits, and training.
- Pertinent federal, state, and local laws, codes, and regulations governing public personnel administration.
- Principles, rights, and techniques of public sector collective bargaining.
- Basic principles and techniques of supervision, training, and performance evaluation.
- Methods and techniques of recordkeeping and reporting requirements related to public personnel administration.
- Research methods and techniques.
- Principles of mathematics and basic statistics related to data analysis and setting exam pass points.
- Basic principles and practices of budget preparation and administration.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Plan, coordinate, and participate in assigned human resources programs including recruitment and selection, classification and pay, benefit administration, and training.
- Supervise, organize, and review the work of others.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for human resources programs.
- Develop, recommend, implement, interpret and apply policies, regulations, and provisions of memoranda of understanding.
- Analyze complex human resources issues and develop and implement appropriate responses; advise and counsel departments of best course of action.
- Independently develop and coordinate effective systems, programs, and procedures.
- Implement, explain, and apply applicable laws, codes, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare and present effective reports, recommendations, and correspondence.
- Represent the City to employees, managers, bargaining unit representatives, elected officials, vendors, and the public.
- Develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes.
- Read, interpret, and record data accurately.
- Maintain confidentiality
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Drive an automobile.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in public administration, human resources, business administration, or a closely related field.

Experience:

Five years of experience performing professional level human resources work with one year of supervisory experience preferred.

LICENSE & CERTIFICATION:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

City of Watsonville

Job Description



JOB TITLE:	Community Development Director	DATE APPROVED:
DEPARTMENT:	Community Development	SUPERSEDES: N/A
REPORTS TO:	City Manager	
SUPERVISION:	Over management, supervisory, professional, and/or administrative support staff	
EMPLOYEE UNIT:	Executive	
FLSA :	Exempt	

JOB SUMMARY:

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Development Department including planning, building inspection and compliance, plan checking, issuance of all permits, code enforcement, and housing programs, services, and activities; administers and maintains the City's General Plan, Zoning Ordinance and other development regulations; serves as Secretary to the Planning Commission; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive executive direction within a framework of overall goals and objectives. This job class functions at a Department Management level of classification and is responsible for the activities, operations, and management of the Community Development Department. This position is part of the City's Leadership Team, with full responsibility for leading the activities of the Department and providing support throughout the organization. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Assumes full management responsibility of the Community Development Department services and activities including planning, building inspection and compliance, plan checking, issuance of all permits, code enforcement, and housing programs.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

- Plans, directs, and coordinates, through subordinate level staff, the Community Development Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Oversees the City's planning functions and activities; develops, manages, and implements complex planning and policy programs.
- Supervises and coordinates the environmental review and development review process for private and public development activities in the City; reviews plans and resolves sensitive, controversial and complex issues; solves problems with developers, property owners, the public, architects, engineers, and planners as well as City Council and Planning Commission.
- Oversees building plan check, building inspection, and code enforcement activities and ensures compliance with appropriate laws, ordinances, and regulations.
- Oversees housing programs including the City's Affordable Housing services and activities; oversees and provides support to programs that provide safe, sanitary, and affordable housing for the community.
- Oversees the processing of applications for private construction, subdivisions, and land development, including plan check, design review, field inspection and permit enforcement
- Reviews and recommends appropriate adjustments to fees for services provided by the Community Development Department; prepares and/or approves a variety of technical studies, reports and correspondence.
- Oversees the California Environmental Quality Act (CEQA) with respect to private development projects.
- Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
- Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees including City Council and Planning Commission.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of community development; incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a comprehensive community development program.
- Advanced principles and practices of program development and administration.
- Principles and practices of land use planning, land subdivision, zoning and other land use regulations, building regulation, and code enforcement.
- Applicable City policies, procedures and memoranda of understanding relating to community development, budgeting, finance and personnel management

- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage and direct a comprehensive community development program including long range staff planning, organizational development, forecasting, benchmarking, etc.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- make effective presentations to elected and appointed officials, city executives, the general public, community and neighborhood groups, business owners, and other governmental bodies
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, management, city planning, architecture, business administration, economics, or a closely related field. A Master's degree is preferred.;

Experience:

Eight years of increasingly responsible experience in the management and direction of one or more municipal planning, building, construction, housing, economic development, or closely related programs and services including three years of management and administrative responsibility.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.