



**DATE:** September 15, 2016

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised Job Description for Sweeper Equipment Operator

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the position of Sweeper Equipment Operator to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

### **BACKGROUND/DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. Furthermore, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Sweeper Equipment Operator job description was revised to update the supervision received, special requirements, and to align the format to the current City standards.

The changes to the job description are as follows:

#### **Sweeper Equipment Operator**

##### **Supervision Received Section**

Replaced: "...supervisor..." with "...Streets Maintenance Manager..."

##### **Special Requirements Section**

Removed:

- "...withstand..."
- "...tolerate exposure to loud noises, moving objects, traffic, and engine exhaust;..."

Added:

- "...tolerate..."
- "...be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards, and odorous environments;..."

## **FISCAL IMPACT**

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

*Prepared by:* Azin Gervin, Human Resources Analyst II

*Recommended by:* Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

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Kelly McAdoo, City Manager