



DATE: March 27, 2025

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review Revisions to the Job Descriptions for Groundskeeper I, Groundskeeper II, and Groundskeeper III; and Adopt Revisions to the Classification Plan

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed revisions to the Groundskeeper I, Groundskeeper II, and Groundskeeper III classifications; and adopts the revised classifications into the City's Classification Plan.

SUMMARY

The revisions to these classifications ensure that job descriptions accurately reflect current operational needs, improve clarity in reporting structures, and align with industry best practices. The Supervision Received sections for all three classifications have been updated to better align with the department's organizational structure. These changes provide a clearer distinction between job levels and enhance efficiency in work assignments. Additionally, updates have been made to certification requirements to ensure compliance with regulatory standards. These revisions were developed in collaboration with subject matter experts from the Maintenance Department and Human Resources and have been reviewed and mutually agreed upon by the respective unions.

BACKGROUND/DISCUSSION

In addition to adopting and approving 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. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

The Maintenance Department plays a crucial role in maintaining public parks, landscaped areas, and tree maintenance programs throughout the City. Groundskeeping personnel are responsible for landscape construction, irrigation systems, tree trimming, and general grounds maintenance. Given the evolving needs of the department and the increasing complexity of landscaping projects, the City has proposed updates to the Groundskeeper I, II, and III classifications to ensure that job specifications accurately reflect current responsibilities and supervisory expectations.

Revisions to existing classification: Groundskeeper I (M205) The Groundskeeper I classification has been updated to clarify the supervision structure, specifying that employees receive supervision from multiple levels, including Tree Trimmers, Groundskeeper II and III, the Landscape Supervisor, and the Landscape Maintenance Manager. This ensures that work assignments and training are effectively managed within the department. The essential duties section remains unchanged, continuing to emphasize the role's responsibilities in routine landscape maintenance, irrigation, and equipment operation. Additionally, the previously required Agricultural Pest Control Applicator's License has been replaced with the Qualified Applicator Certification (QAC) from the California Department of Pesticide Regulation, which is now listed as highly desirable but no longer mandatory at the time of hire.

Revisions to existing classification: Groundskeeper II (M210) The Groundskeeper II classification has been revised to provide clearer distinctions between Groundskeeper I and II responsibilities, particularly in leadership and specialized tasks. The job description reinforces the leadworker responsibilities of Groundskeeper II incumbents, who oversee small crews performing tree trimming, irrigation system maintenance, and pesticide application. The Supervision Received section has been revised to clarify that Groundskeeper II positions report to the Groundskeeper III, Landscape Supervisor, and Landscape Maintenance Manager, ensuring consistency in operational oversight. In line with regulatory updates, the previous Agricultural Pest Control Applicator's License has been replaced with the Qualified Applicator Certification (QAC), which continues to be a mandatory requirement within one year of hire to ensure compliance with state regulations.

Revisions to existing classification: Groundskeeper III (M215) The Groundskeeper III classification has been revised to update the Supervision Received section, clarifying that the position reports directly to the Landscape Supervisor and Landscape Maintenance Manager. The Supervision Received section has been updated to reflect direct oversight from the Landscape Supervisor and Landscape Maintenance Manager. The Supervision Exercised section remained unchanged, with Groundskeeper III employees continuing to provide working lead direction to Groundskeeper I, Groundskeeper II, and Tree Trimmers. Additionally, to align with industry best practices, the Agricultural Pest Control Applicator's License requirement has been removed and replaced with the Qualified Applicator Certification (QAC), which must be obtained within one year of hire.

The proposed updates to the Groundskeeper I, II, and III classifications provide clearer role distinctions, improved supervision structures, and compliance with current industry regulations. By replacing the Agricultural Pest Control Applicator's License with the Qualified Applicator Certification (QAC), the City ensures that employees meet modern regulatory requirements while maintaining operational efficiency. These revisions support workforce development, clarify job expectations, and align the Groundskeeper series with best practices in public landscape management.

STRATEGIC ROADMAP

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

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