

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Thursday, March 14, 2024

5:30 PM

Conference Room 2A

Personnel Commission

NOTICE: The Personnel Commission will hold a meeting in Conference Room 2A.

HOW TO OBSERVE THE MEETING:

- YouTube Live stream: <https://www.youtube.com/user/cityofhayward>

HOW TO SUBMIT WRITTEN PUBLIC COMMENT:

Send an email to Human.Resources@hayward-ca.gov by 12:00 p.m. the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the Personnel Commission and staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda. Documents received after 12:00 p.m. through the adjournment of the meeting will be included as part of the meeting record and published the following day.

HOW TO PROVIDE LIVE PUBLIC COMMENT DURING THE MEETING:

In person at City Hall, Conference Room 2A, 777 B Street, Hayward, CA 94541.

Please note: Public comment via Zoom has been suspended.

CALL TO ORDER**PLEDGE OF ALLEGIANCE****AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION****ROLL CALL****PUBLIC COMMENTS:**

The Public Comments section provides an opportunity to address the Personnel Commission on items not listed on the agenda. The Personnel Commission welcomes comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Personnel Commission is prohibited by State law from discussing items not listed on the agenda, items will be taken under consideration and may be referred to staff. The Personnel Commission welcomes comments, including criticism, about the policies, procedures, programs, or services of the City, or of the acts or omissions of the Personnel Commission. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a meeting. The City is committed to maintaining a workplace free of unlawful harassment and is mindful that City staff regularly attend public meetings. Discriminatory statements or conduct that is hostile, intimidating, oppressive, or abusive – are per se disruptive to a meeting and will not be tolerated. Public comment via Zoom has been suspended

MINUTES

1. [MIN 24-028](#) Review and Approve the December 7, 2023 Special Personnel Commission Meeting Minutes

Attachments: [Attachment I Minutes](#)

REPORTS

2. [RPT 24-017](#) Review the Proposed Fiscal Year 2024 Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

ACTION ITEMS

3. [ACT 24-010](#) Abolish the Shelter Volunteer Coordinator Employment Register (Eligible List)

Attachments: [Attachment I Staff Report](#)

4. [ACT 24-017](#) Abolish the Animal Care Attendant Employment Register (Eligible List)
Attachments: [Attachment I Staff Report](#)
5. [ACT 24-020](#) Review the Revised Job Description for Laborer
Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Laborer - Redlined](#)
[Attachment III Revised Job Description for Laborer - Clean](#)
[Attachment IV FY24 Public Works and Utilities Dept Org Chart](#)
6. [ACT 24-021](#) Review the Revised Job Descriptions for Utility Worker - Water and Utility Leader - Water
Attachments: [Attachment I Staff Report](#)
[Attachment II Revised Job Description for Utility Worker - Water - Redlined](#)
[Attachment III Revised Job Description for Utility Worker - Water - Clean](#)
[Attachment IV Revised Job Description for Utility Leader - Water - Redlined](#)
[Attachment V Revised Job Description for Utility Leader - Water - Clean](#)
[Attachment VI FY24 Public Works and Utilities Dept Org Chart](#)

7. [ACT 24-019](#) Review Revisions to the Job Descriptions for Public Works and Utilities Including Seven (7) Classification Revisions with Six (6) Classification Retitles and Four (4) New Classifications

Attachments:

[Attachment I Staff Report](#)
[Attachment II Revised Job Description for Laboratory Manager - Redlined](#)
[Attachment III Revised Job Description for Laboratory Manager - Clean](#)
[Attachment IV Revised Job Description for Utilities Field Svcs Manager - Redlined](#)
[Attachment V Revised Job Description for Utilities Field Svcs Manager - Clean](#)
[Attachment VI Revised Job Description for Wastewater Collections System Manager - Redlined](#)
[Attachment VII Revised Job Description for Wastewater Collections System Manager - Clean](#)
[Attachment VIII Revised Job Description for WPCF Maintenance Manager - Redlined](#)
[Attachment IX Revised Job Description for WPCF Maintenance Manager - Clean](#)
[Attachment X Revised Job Description for WPCF Operations Manager - Redlined](#)
[Attachment XI Revised Job Description for WPCF Operations Manager - Clean](#)
[Attachment XII Revised Job Description for Utilities Electrical and Mechanical Ops and Maint Manager - Redlined](#)
[Attachment XIII Revised Job Description for Utilities Electrical and Mechanical Ops and Maint Manager - Clean](#)
[Attachment XIV Revised Job Description for Development Review Specialist - Redlined](#)
[Attachment XV Revised Job Description for Development Review Specialist - Clean](#)
[Attachment XVI New Job Description for Senior Development Review Specialist](#)
[Attachment XVII New Job Description for Water Resources Planner](#)
[Attachment XVIII New Job Description for Principal Transportation Engineer](#)
[Attachment XIX New Job Description for Principal Utilities Engineer](#)
[Attachment XX FY24 Public Works and Utilities Org Chart](#)

8. [ACT 24-022](#) Review and Approve the Proposed Mission Statement

Attachments: [Attachment I Staff Report](#)

9. [PH 24-013](#) Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2024

Attachments: [Attachment I Staff Report](#)
[Attachment II FY24 Revised Salary Plan](#)
[Attachment III FY24 Revised Classification Plan](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Director of Human Resources (Informational)

ADJOURNMENT

NEXT REGULAR MEETING – June 13, 2024

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: MIN 24-028

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review and Approve the December 7, 2023 Special Personnel Commission Meeting Minutes

RECOMMENDATION

That the Personnel Commission reviews and approves the minutes from the special Personnel Commission meeting held on December 7, 2023.

ATTACHMENTS

Attachment I Minutes



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Special Meeting
Thursday, December 7, 2023
Hybrid**

A special meeting of the City of Hayward Personnel Commission was called to order at 5:39 p.m. on Thursday, December 7, 2023, in Conference Room 4A via a Zoom conference call.

CITY STAFF:

Brittney Frye, Director of Human Resources
Candi Jackson, Human Resources Administrative Assistant
Ian Tecson, Deputy Director of Human Resources
Janice Cahee, Human Resources Analyst
Regina Youngblood, Assistant City Manager
Sangeetha Waltz, Deputy City Attorney II

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 12.07.23 Special Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Erika Cortez	O	-	-	2	1
Denise Thompson	O	-	-	1	2
*Randy Wright	X	-	-	3	-
Rachel Zargar	X	-	-	3	-
Jade Edwards	X	-	-	3	-
Lucy Woo	X	-	-	2	1
Megan Sediqui	O	-	-	1	1

X = present O = absent

* Chair Person

AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

No notifications received for consideration.

PUBLIC COMMENTS

No live public comments received.

REVIEW OF PERSONNEL COMMISSION RETREAT AND UPDATE ON NEXT STEPS

Human Resources Director Frye thanked the Personnel Commission for their participation at the Personnel Commission Retreat last month. She also presented a draft action plan and

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answered questions.

MINUTES

1. Review and Approve the October 30, 2023 Special Personnel Commission Meeting Minutes

(M/S/P) Zargar/Woo – Approved – 4 AYES.

REPORTS

2. Review the Proposed 2023 Fiscal Year Agenda Planning Calendar

The Personnel Commission received the report. Chair Wright asked if an outline can be provided on the Nepotism Policy. Director Frye answered that we can provide information at the March meeting.

Chair Wright also asked if a Hiring Diversity Report could be added to the March agenda or an upcoming agenda. Director Frye answered that June may be more suitable for this report as it relates to fiscal year. Assistant City Manager Youngblood offered her comment to add a section under the calendar titled “Items Not Yet Scheduled” to keep a running tally of items requested to be agendaized, then move them into the Agenda Planning Calendar when appropriate.

ACTION ITEMS

3. Abolish the Accountant Employment Register (Eligible List)

Human Resources Analyst Janice Cahee gave an overview of this item and answered questions.

(M/S/P) Woo/Zargar – Approved - 4 AYES.

4. Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2024

Human Resources Director Brittney Frye presented this item and answered related questions. She introduced the revised salary plan for FY24, which reflects salary adjustments to classifications in the City’s classified service as a result of the Council approved memorandum of understanding (MOU) between the City of Hayward and the Hayward Police Management Unit (HPMU). The Salary Plan has also been updated to reflect a contract-based salary adjustment to classifications represented by the Hayward Police Officer’s Association (HPOA) and a salary adjustment to one (1) additional classification.

(M/S/P) Wright/Zargar – Recommend to Council the Adoption of the Revised

Salary Plan – Approved, 4 AYES.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

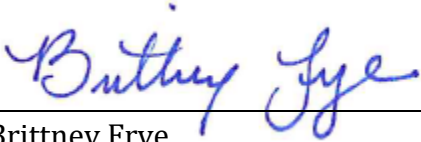
Council Member Syrop excused himself earlier in the evening for another obligation. No announcements were provided.

Director of Human Resources (Informational)

Human Resources Director Frye stated that the Boards and Commissions Reception will take place tomorrow night in the City Hall Rotunda from 6:00 PM - 8:00 PM. She also reminded the Personnel Commission on the upcoming holiday closure for City staff beginning December 22, 2023 through January 1, 2024.

ADJOURNMENT

Meeting was adjourned at 6:25 p.m.



Brittney Frye
Director of Human Resources



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: RPT 24-017

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review the Proposed Fiscal Year 2024 Agenda Planning Calendar

RECOMMENDATION

That the Personnel Commission reviews and receives the Proposed Agenda Planning Calendar for fiscal year 2024.

ATTACHMENTS

Attachment I Staff Report



DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Proposed 2024 Fiscal Year Agenda Planning Calendar

RECOMMENDATION

That the Personnel Commission reviews and receives this report.

DISCUSSION

For the Commission's consideration, staff recommends the following tentative agenda for the 2024 fiscal year.

Thursday, September 14, 2023 *Cancelled*	
Minutes	
FY 2024 Agenda Planning Calendar	
<u>Communications Supervisor</u>	
<u>Laborer</u>	
<u>Mobile Mental Health Clinician *NEW*</u>	
<u>Police Mental Health Professional *NEW*</u>	
<u>Senior Information Technology Systems Analyst *NEW*</u>	
<u>Utility Worker</u>	
<u>Utility Leader</u>	
FY 2024 Salary and Classification Plan	
Recruitment Diversity Report	
Monday, October 30, 2023	
Minutes	
FY 2024 Agenda Planning Calendar	
<u>Mobile Mental Health Clinician *NEW*</u>	
<u>Police Mental Health Professional *NEW*</u>	
<u>Senior Information Technology Systems Analyst *NEW*</u>	
<u>Deputy City Attorney I/II, Assistant City Attorney Series</u>	
<u>Management Analyst I/II, Senior Management Analyst Series</u>	
<u>Abolish the Animal Care Attendant Employment Register</u>	

Monday, October 30, 2023 (continued)
FY 2024 Salary and Classification Plan
Recruitment Diversity Report
Thursday, December 7, 2023 *Cancelled*
Minutes
FY 2024 Agenda Planning Calendar
<u>Abolish the Accountant Employment Register (Eligible List)</u>
FY 2024 Salary and Classification Plan
<u>Laborer</u>
<u>Utility Worker</u>
<u>Utility Leader</u>
<u>Senior Utility Leader</u>
Thursday, March 14, 2024
Minutes
FY 2024 Agenda Planning Calendar
<u>Abolish the Shelter Volunteer Coordinator Employment Register (Eligible List)</u>
<u>Abolish the Animal Care Attendant Employment Register (Eligible List)</u>
<u>Laborer</u>
<u>Utility Worker</u>
<u>Utility Leader</u>
<u>Public Works Reorganization (multiple classifications represented by HAME and Local 21)</u>
<u>Review and Approve the Proposed Mission Statement</u>
FY 2024 Salary and Classification Plan
<u>Senior Utility Leader</u>
Thursday, June 13, 2024
Minutes
FY 2025 Agenda Planning Calendar
<u>Senior Utility Leader</u>
FY 2025 Salary and Classification Plan
Non-scheduled Future Agenda Items:
Nepotism Policy Update
Hiring Diversity Report

¹ Staff recommends Strike Out items be removed or rescheduled from previously approved planning calendar

² Staff recommends Underlined items be added (new) or rescheduled from previously approved planning calendar

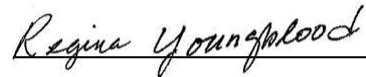
NEXT STEPS

Upon direction from the Commission, staff will revise the above list and schedule items accordingly for fiscal year 2024.

Prepared by: Candi Jackson, Human Resources Administrative Assistant

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: ACT 24-010

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Abolish the Shelter Volunteer Coordinator Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and provides advance approval for the abolishment of the employment register (eligible list) for Shelter Volunteer Coordinator.

SUMMARY

The City plans to exhaust the current Shelter Volunteer Coordinator eligible list that was established on December 1, 2023, and expires on December 1, 2024. In order to establish a new Shelter Volunteer Coordinator eligible list, staff is requesting approval to abolish the current active list to commence with a new recruitment.

ATTACHMENTS

Attachment I Staff Report



DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Abolish the Shelter Volunteer Coordinator Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and provides approval for the abolishment of the employment register (eligible list) for Shelter Volunteer Coordinator.

SUMMARY

The City plans to exhaust the current Shelter Volunteer Coordinator eligible list that was established on December 1, 2023, and expires on December 1, 2024. In order to establish a new Shelter Volunteer Coordinator eligible list, staff is requesting approval to exhaust the current active list to commence with a new recruitment.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission approves recommendations to abolish eligible lists prior to the list expiration date.

The Shelter Volunteer Coordinator recruitment was initiated in November 2023. Over the course of the recruitment a total of 31 applications were received. Of those 31 applicants, 12 met the minimum requirements; 8 successfully made it through the examination components and were placed on the eligible list established on December 1, 2023. All eight (8) applicants were considered in rank order; however, the selected candidate withdrew after initiating the pre-employment process. Of the remaining candidates, four (4) interviewed and were not a match for the role due to experience and three (3) candidates did not respond to the request to schedule an interview within the required timeframe.

The list has been exhausted as all viable candidates on the eligible register have been considered and the operating department was unable to make a hire. Therefore, it was determined that it would be in the department's best interest to initiate a new recruitment for Shelter Volunteer Coordinator. Staff will continue to work diligently with the operating

department with the goal of increasing efficiencies in the recruitment process to fill the current vacancy. Exhausting the current eligible list will allow staff to redesign the recruitment process which includes extending the recruitment application period to allow more time for candidates to apply, diversifying candidate sourcing through increased advertising and outreach on various job boards, professional associations, and volunteer management networking groups and larger nationwide animal welfare groups.

FISCAL IMPACT

There are no fiscal impacts associated with the exhaustion of this eligible list.

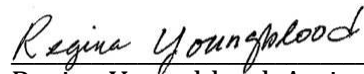
STRATEGIC ROADMAP

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning of recruitment efforts.

Prepared by: Salina Flores, Human Resources Manager

Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager



CITY OF HAYWARD

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777 B Street
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File #: ACT 24-017

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Abolish the Animal Care Attendant Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and provides approval for the abolishment of the employment register (eligible list) for Animal Care Attendant.

SUMMARY

The City plans to exhaust the current full-time Animal Care Attendant eligible list that was established on November 6, 2023, and expires on November 6, 2024. In order to establish a new full-time Animal Care Attendant eligible list, staff is requesting approval to abolish the current active list to commence with a new recruitment.

ATTACHMENTS

Attachment I Staff Report



DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Abolish the Animal Care Attendant Employment Register (Eligible List)

RECOMMENDATION

That the Personnel Commission reviews and provides approval for the abolishment of the employment register (eligible list) for Animal Care Attendant.

SUMMARY

The City plans to exhaust the current full-time Animal Care Attendant eligible list that was established on November 6, 2023, and expires on November 6, 2024. In order to establish a new full-time Animal Care Attendant eligible list, staff is requesting approval to exhaust the current active list to commence with a new recruitment.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission approves recommendations to abolish eligible lists prior to the list expiration date.

The full-time Animal Care Attendant continuous recruitment was opened on May 28, 2023, and closed on October 23, 2023. Over the course of the five-month continuous recruitment, a total of 98 applications were received. Of those 98 applicants, 17 met the minimum requirements; five (5) successfully made it through the examination components and were placed on the eligible list established on November 6, 2023. All five (5) eligible applicants were considered and contacted; however, two (2) candidates withdrew from the interview process due to personal reasons; one (1) did not show to the interview; one (1) did not respond to the request to schedule an interview within the required timeframe; and one (1) was interviewed but not selected.

It was determined that it would be in the department's best interest to initiate a new recruitment for Animal Care Attendant due to the anticipated need to fill up to three (3) forecasted vacancies.

Staff will continue to work diligently with the operating department with the goal of increasing efficiencies in the recruitment process to fill the current vacancies. Exhausting the current eligible list will allow staff to redesign the recruitment process including exploring options such as classifying the recruitment application period as "open until filled" to allow more time for candidates to apply and to allowing more time to advertise and market the position in various social media platforms. Staff plans to diversify candidate sourcing through increased advertising and outreach on various job boards, professional associations, and volunteer management networking groups and larger nationwide animal welfare groups.

FISCAL IMPACT

There are no fiscal impacts associated with the exhaustion of this eligible list.

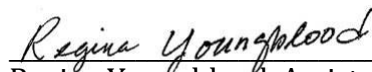
STRATEGIC ROADMAP

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning of recruitment efforts.

Prepared by: Salina Flores, Human Resources Manager

Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: ACT 24-020

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review the Revised Job Description for Laborer

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed revisions to the Laborer job classification and adopts the classification to the City's Classification Plan.

SUMMARY

The job description for Laborer has been updated to reflect the current duties and responsibilities of a Laborer assigned to the water department. Revisions to the minimum qualifications have been made to include possession of a California State Water Resources Control Board certificate to be obtained within 12 months of hire.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Job Description for Laborer - Redlined
Attachment III	Revised Job Description for Laborer - Clean
Attachment IV	FY24 Public Works and Utilities Dept Org Chart



DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review the Revised Job Description for Laborer

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed revisions to the Laborer job classification and adopts the classification to the City's Classification Plan.

SUMMARY

The job description for Laborer has been updated to reflect the current duties and responsibilities of a Laborer assigned to the water department. Revisions to the minimum qualifications have been made to include possession of a California State Water Resources Control Board certificate to be obtained within twelve (12) months of hire.

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 department(s), updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

Prior to these proposed changes, the Laborer job description stated that if hired into the Water Department or Utility Division, the California State Water Resources Control Board certificate was required within two (2) testing cycles with the intention of allowing twelve (12) months to complete. Since the COVID pandemic, the California State Water Resources Control Board has updated testing cycles including increasing the frequency of tests administered within a year. Due to these changes to state's testing cycles, the previous verbiage of providing two (2) testing cycles to obtain the certificate would now only take six (6) months to complete. The revisions to the language now reflect requirement of the certificate within twelve (12) months of hire, to align with the original intention and allow new incumbents in the classification more opportunities to test for the required certification.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

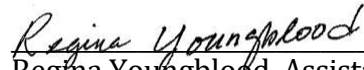
STRATEGIC ROADMAP

N/A

Prepared by: Janice Cahee, Human Resources Analyst II

Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager

CITY OF HAYWARD

LABORERDEFINITION

Under immediate supervision, performs a variety of unskilled physical tasks in the construction, repair, grounds keeping, and maintenance of streets, sewers, water systems, wastewater treatment plant, landscape, and tree maintenance.

DISTINGUISHING CHARACTERISTICS

This is an entry level trainee class which may provide transition into other more skilled classifications in Utilities and Environmental Services and/or Maintenance Services Departments such as Utility Worker, Groundskeeper I and Maintenance Worker I. Incumbents may transition after gaining the knowledge, skills, experience and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class. For training purposes, incumbents may perform more complicated tasks associated with street, sewer, water and landscape maintenance. Advancement from the Laborer class shall be in accordance with City policies and procedures, including Memorandum of Understanding provisions, and receiving recommendation for advancement from the respective Department Director.

SUPERVISION RECEIVED

Depending on assignment, immediate supervision is provided by a variety of classifications including Utility Worker, Utility Leader, Tree Trimmer, Groundskeeper I/II and other supervisory or management personnel.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Maintains public grounds and property. Pulls weeds, removes debris and discarded materials; repairs and paints barricades; hauls material to dump sites and cleans up behind work project.

Ensures the safety of City workers and the public. Places safety cones. Alerts City workers of danger. Keeps the public safely away from work areas.

Exposes sewer, water and storm drain lines. Digs through pavement concrete and soil using hand tools, jackhammers and concrete saws.

City of Hayward
Laborer
Page 2

ESSENTIAL DUTIES (continued):

Assists in the repair of broken sewer, water and irrigation lines. Assists in removing broken pipes. Puts in replacement pipe and secures pipe to repair broken sewer pipe lines.

Picks up and delivers materials and supplies. Picks up, delivers and unloads materials and supplies.

Maintains trees and disposes of cut tree branches and trimmings. Climbs and cuts large tree branches into smaller branches with a chain saw. Lifts and cuts tree branches into smaller branches with a chain saw. Lifts tree branches into the chipper. Trims trees from ground level using a chain or manual saw.

Assists in maintaining city grounds and surrounding areas.

Operates equipment including but not limited to a tractor with attachments such as mowers, lawn rollers, fertilizer spreaders, edgers and aerifier; rototiller, trencher, stump remover, dethatcher, and root saw.

Cleans streets and roadsides. Sweeps, clears, and cleans roadsides, gutters, curbs, culverts and catch basins including hazardous spills.

Assists in maintenance and repair of City streets. Assists in preparing surfaces for cold patching and paving by spraying oil. Spreads asphalt with a rake. Compacts surfaces with a roller.

Assists in the preparation, repair and/or reconstruction of sidewalks, curbs and gutters. Assists in building concrete forms. Mixes concrete. Pours concrete into forms to build or repair utility cut-aways; assists in painting crosswalks, curbs and traffic lane markings.

Assists in the installation, repair and maintenance of traffic signs, barricades, fencing irrigation lines, water and sewer, irrigation lines and mains.

Cleans tanks, pumps and motors. Washes out Wastewater Treatment Plant clarifying and holding tanks with water to clean tanks. Sprays pumps and motors with a high pressures steam cleaner to remove debris.

Cleans work areas and buildings. Washes windows, replenishes paper towels, sweeps surfaces with broom, empties trash in trash receptacles and cleans wash basins.

Assists in the cleaning of sewer lines by clearing lines of debris and material.

Prepares and paints surfaces. Removes paint from pipes, pumps and motors with sandpaper,

City of Hayward
Laborer
Page 3

wire brush, or putty knife to prepare surfaces for repainting. Paints pipes, pumps and motors.

ESSENTIAL DUTIES (continued):

Graffiti abatement by painting and pressure washing.

Performs related works as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Preparation of work sites for safe and efficient operation for crews and the public.

Basic Arithmetic

Occupational hazards and standard safety procedures.

Ability to:

Perform heavy manual labor.

Bend, stoop, reach, lift and carry heavy objects for prolonged periods of time.

Follow oral and written instructions. Read, understand and follow posted work rules and procedures.

Get along with co-workers and the public. Deal tactfully with the public and others in providing information, answering questions and providing Customer Service.

Learn the procedures and safe handling of chemicals, sprays and poisons, plus ability to recognize potential hazards. Meet the requirements to wear respiratory protection or other safety equipment.

Learn semiskilled and routine landscape work.

Maintain and repair garden tools.

Learn how to use various hand and power tools, such as a chain saw, jackhammer, sprayer, hydraulic snap cutter, power saw, concrete saw, hoist, pick and shovel.

Learn to operate a variety of equipment such as a front-end loader, power hand roller, rodding

City of Hayward

Laborer

Page 4

and hydro-jet flusher, pipe pushing machine, steam cleaner, brush chipper, stump, root saw,
JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

riding mower, and various mechanical equipment.

Learn to drive various vehicles.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: None

Education: Eighth (8th) grade education.

Licenses and Certifications: At the time of appointment and on a continual basis, must possess a valid Class C California Driver's License. Within six (6) months from the date of appointment and on a continual basis thereafter, must possess a valid Class B California Driver's License with tanker endorsement. Depending upon assignment, a valid Class A California Driver's License may be required. Incumbent must also meet the insurability requirements as determined by the City.

Incumbents hired into the Water Department or Utility Division will be required to obtain a D-1 certification from the California State Water Resources Control Board California Department of Public Health D-1 Water Distribution Certificate ~~within two (2) testing cycles from the date of appointment~~ twelve (12) months from date of hire.

It is desirable that incumbents hired into the Collections Division obtain a California Water Environment Association (CWEA) Collections System Maintenance Grade I.

DEPARTMENT OF TRANSPORTATION (D.O.T.) REQUIREMENT: Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration D.O.T. regulations and the City's policy concerning drug and alcohol testing as a continuing condition of employment with the City.

City of Hayward
 Laborer
 Page 5

SPECIAL REQUIREMENTS

Must be willing and able to work scheduled and emergency overtime and be available on call as require; must wear a uniform and protective clothing; must meet the requirements to use

SPECIAL REQUIREMENTS (continued):

appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an Authorized Disaster Service Worker during the time of an emergency.

Essential duties require the mental and/or physical work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards, and odorous environments; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

M905CS94

April 1959

Revised March 1994

Revised March 2007

Revised September 2007

Revised June 2016

Revised March 2024

AAP GROUP: 18

FLSA GROUP: Non-Designated

FPPC GROUP: Non-Exempt

CITY OF HAYWARD

LABORERDEFINITION

Under immediate supervision, performs a variety of unskilled physical tasks in the construction, repair, grounds keeping, and maintenance of streets, sewers, water systems, wastewater treatment plant, landscape, and tree maintenance.

DISTINGUISHING CHARACTERISTICS

This is an entry level trainee class which may provide transition into other more skilled classifications in Utilities and Environmental Services and/or Maintenance Services Departments such as Utility Worker, Groundskeeper I and Maintenance Worker I. Incumbents may transition after gaining the knowledge, skills, experience and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class. For training purposes, incumbents may perform more complicated tasks associated with street, sewer, water and landscape maintenance. Advancement from the Laborer class shall be in accordance with City policies and procedures, including Memorandum of Understanding provisions, and receiving recommendation for advancement from the respective Department Director.

SUPERVISION RECEIVED

Depending on assignment, immediate supervision is provided by a variety of classifications including Utility Worker, Utility Leader, Tree Trimmer, Groundskeeper I/II and other supervisory or management personnel.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Maintains public grounds and property. Pulls weeds, removes debris and discarded materials; repairs and paints barricades; hauls material to dump sites and cleans up behind work project.

Ensures the safety of City workers and the public. Places safety cones. Alerts City workers of danger. Keeps the public safely away from work areas.

Exposes sewer, water and storm drain lines. Digs through pavement concrete and soil using hand tools, jackhammers and concrete saws.

City of Hayward

Laborer

Page 2

ESSENTIAL DUTIES (continued):

Assists in the repair of broken sewer, water and irrigation lines. Assists in removing broken pipes. Puts in replacement pipe and secures pipe to repair broken sewer pipe lines.

Picks up and delivers materials and supplies. Picks up, delivers and unloads materials and supplies.

Maintains trees and disposes of cut tree branches and trimmings. Climbs and cuts large tree branches into smaller branches with a chain saw. Lifts and cuts tree branches into smaller branches with a chain saw. Lifts tree branches into the chipper. Trims trees from ground level using a chain or manual saw.

Assists in maintaining city grounds and surrounding areas.

Operates equipment including but not limited to a tractor with attachments such as mowers, lawn rollers, fertilizer spreaders, edgers and aerifier; rototiller, trencher, stump remover, dethatcher, and root saw.

Cleans streets and roadsides. Sweeps, clears, and cleans roadsides, gutters, curbs, culverts and catch basins including hazardous spills.

Assists in maintenance and repair of City streets. Assists in preparing surfaces for cold patching and paving by spraying oil. Spreads asphalt with a rake. Compacts surfaces with a roller.

Assists in the preparation, repair and/or reconstruction of sidewalks, curbs and gutters. Assists in building concrete forms. Mixes concrete. Pours concrete into forms to build or repair utility cut-aways; assists in painting crosswalks, curbs and traffic lane markings.

Assists in the installation, repair and maintenance of traffic signs, barricades, fencing irrigation lines, water and sewer, irrigation lines and mains.

Cleans tanks, pumps and motors. Washes out Wastewater Treatment Plant clarifying and holding tanks with water to clean tanks. Sprays pumps and motors with a high pressures steam cleaner to remove debris.

Cleans work areas and buildings. Washes windows, replenishes paper towels, sweeps surfaces with broom, empties trash in trash receptacles and cleans wash basins.

Assists in the cleaning of sewer lines by clearing lines of debris and material.

Prepares and paints surfaces. Removes paint from pipes, pumps and motors with sandpaper,

City of Hayward
Laborer
Page 3

ESSENTIAL DUTIES (continued):

wire brush, or putty knife to prepare surfaces for repainting. Paints pipes, pumps and motors.

Graffiti abatement by painting and pressure washing.

Performs related works as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Preparation of work sites for safe and efficient operation for crews and the public.

Basic Arithmetic

Occupational hazards and standard safety procedures.

Ability to:

Perform heavy manual labor.

Bend, stoop, reach, lift and carry heavy objects for prolonged periods of time.

Follow oral and written instructions. Read, understand and follow posted work rules and procedures.

Get along with co-workers and the public. Deal tactfully with the public and others in providing information, answering questions and providing Customer Service.

Learn the procedures and safe handling of chemicals, sprays and poisons, plus ability to recognize potential hazards. Meet the requirements to wear respiratory protection or other safety equipment.

Learn semiskilled and routine landscape work.

Maintain and repair garden tools.

Learn how to use various hand and power tools, such as a chain saw, jackhammer, sprayer, hydraulic snap cutter, power saw, concrete saw, hoist, pick and shovel.

Learn to operate a variety of equipment such as a front-end loader, power hand roller, rodding

City of Hayward

Laborer

Page 4

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

and hydro-jet flusher, pipe pushing machine, steam cleaner, brush chipper, stump, root saw, riding mower, and various mechanical equipment.

Learn to drive various vehicles.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: None

Education: Eighth (8th) grade education.

Licenses and Certifications: At the time of appointment and on a continual basis, must possess a valid Class C California Driver's License. Within six (6) months from the date of appointment and on a continual basis thereafter, must possess a valid Class B California Driver's License with tanker endorsement. Depending upon assignment, a valid Class A California Driver's License may be required. Incumbent must also meet the insurability requirements as determined by the City.

Incumbents hired into the Water Department or Utility Division will be required to obtain a D-1 certification from the California State Water Resources Control Board within twelve (12) months from date of hire.

It is desirable that incumbents hired into the Collections Division obtain a California Water Environment Association (CWEA) Collections System Maintenance Grade I.

DEPARTMENT OF TRANSPORTATION (D.O.T.) REQUIREMENT: Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration D.O.T. regulations and the City's policy concerning drug and alcohol testing as a continuing condition of employment with the City.

City of Hayward
 Laborer
 Page 5

SPECIAL REQUIREMENTS

Must be willing and able to work scheduled and emergency overtime and be available on call as require; must wear a uniform and protective clothing; must meet the requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an Authorized Disaster Service Worker during the time of an emergency.

Essential duties require the mental and/or physical work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards, and odorous environments; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

M905CS94

April 1959

Revised March 1994

Revised March 2007

Revised September 2007

Revised June 2016

Revised March 2024

AAP GROUP: 18

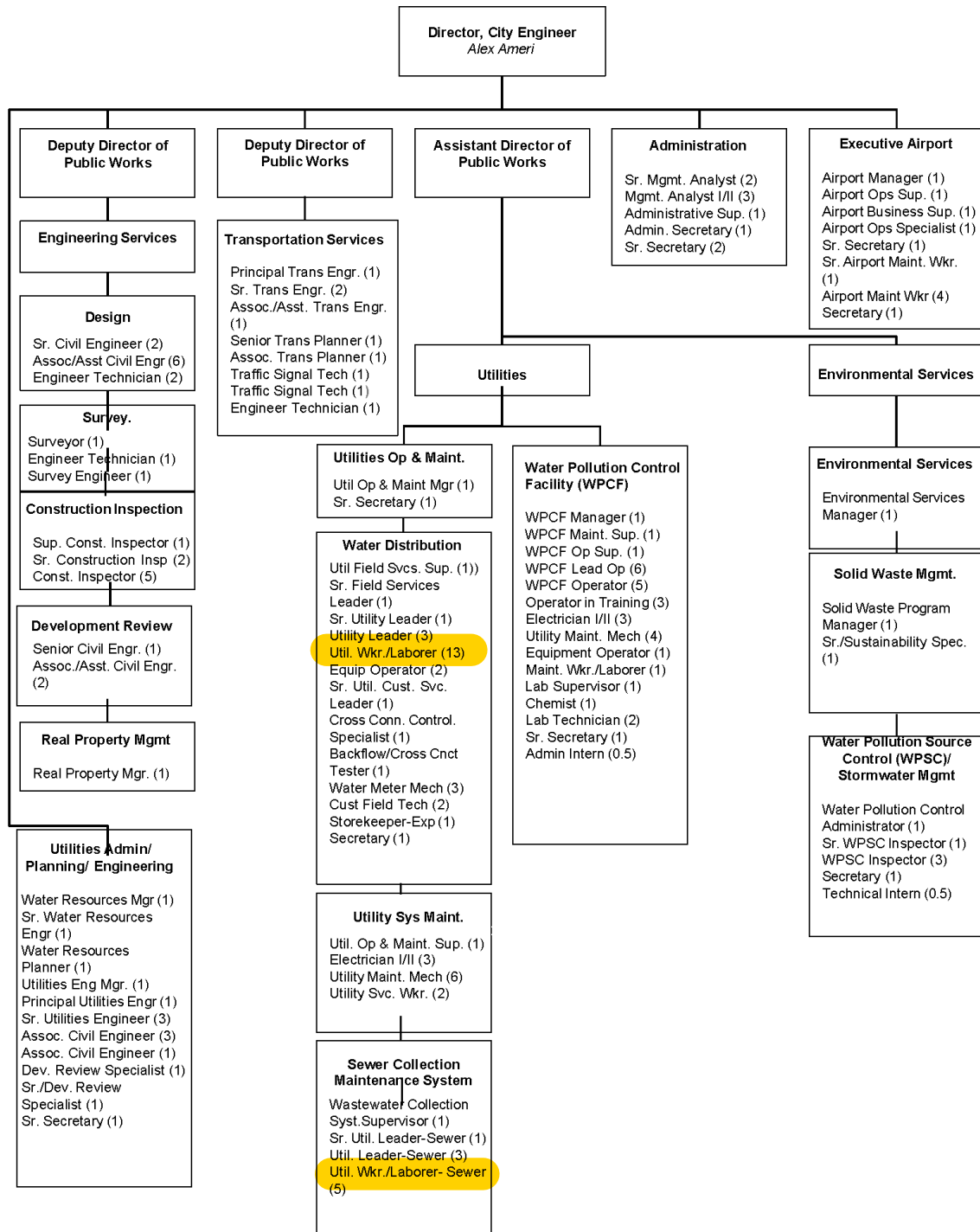
FLSA GROUP: Non-Designated

FPPC GROUP: Non-Exempt

FY 2024 STAFFING

168 FTE

Public Works & Utilities Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 24-021

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review the Revised Job Descriptions for Utility Worker - Water and Utility Leader - Water

RECOMMENDATION

That the Personnel Commission review and approve the revisions and retitles to the Utility Worker and Utility Leader classifications and adopt each revised and retitled classification to the City's Classification Plan.

SUMMARY

The job descriptions for Utility Worker and Utility Leader have been updated to reflect the current duties and responsibilities in the Public Works & Utilities Department's Water Section. Revisions to the minimum qualifications have been made for consistency with the California State Resources Board to include the possession of the appropriate and related certificates to be obtained. Each classification has been retitled to include "Water" updated from "Sewer" to reflect the positions more accurately.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Job Description for Utility Worker - Water - Redlined
Attachment III	Revised Job Description for Utility Worker - Water - Clean
Attachment IV	Revised Job Description for Utility Leader - Water - Redlined
Attachment V	Revised Job Description for Utility Leader - Water - Clean
Attachment VI	FY24 Public Works and Utilities Dept Org Chart



DATE: March 14, 2024

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SUMMARY

The job descriptions for Utility Worker and Utility Leader have been updated to reflect the current duties and responsibilities in the Public Works & Utilities Department Water Division. Revisions to the minimum qualifications have been made for consistency with the California State Resources Board to include the possession of the appropriate and related certificates to be obtained. Each classification has been retitled to include "Water" and remove references to "sewer" throughout the job description.

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

The Utility Worker and Utility Leader classifications were revised to reflect industry standards for operation of a California water facility. The main changes of the relative job descriptions are summarized in the table below.

Current Classification	Proposed Changes
Utility Worker	Retitle to "Utility Worker - Water" Removed language referring to sewer work, added the CA State Water Resources Control Board D-1 Water Distribution Certificate requirement at time of hire.
Utility Leader	Retitle to "Utility Leader -Water" Removed language referring to sewer work, now requires an additional one year of experience needed (changed from 2 to 3 years), added the CA State Water Resources Control Board D-2 Water Distribution Certificate requirement at time of hire.

The proposed job description changes to these classifications allow the City of Hayward Public Works and Utilities Department to adequately staff the water section with operators that hold the appropriate licenses. The updates also provide a clear career ladder for staff interested in the classification series, and facilitates opportunities for succession planning.

FISCAL IMPACT

There are no changes to salary with these revisions and no fiscal impact.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not directly relate to one of the City Council's Strategic Roadmap initiatives.

Prepared by: Janice Cahee, Human Resources Analyst II

Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:


Regina Youngblood, Assistant City Manager

CITY OF HAYWARD

UTILITY WORKER - WATERDEFINITION

Under supervision, performs a variety of semi-skilled duties in the installation and maintenance of water ~~and sewer~~ facilities, ~~and~~; does related work as ~~required~~ assigned.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this class perform a variety of semi-skilled tasks requiring ~~a~~ limited knowledge of water ~~and sewer~~ facility installation and maintenance activities. The duties assigned include physical labor and are frequently routine, but are more difficult or skilled than work performed by Laborers; ~~work is normally performed under the supervision of a supervisor or Utility Leader.~~ The operation of various types of light and moderately heavy automotive or other power-driven equipment as a regular assignment is characteristic of this class.

SUPERVISION RECEIVED

Receives direction from the Field Services Supervisor, Senior Utility Leader or Utility Leader.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

~~Duties may include, but are not limited to, the following:~~

Assists in the installation, cleaning and repair of water lines, mains, water services connections, meters, valves, ~~sanitary sewer lines~~ and other related facilities.

Cuts, threads, and assembles pipes, makes new water service connections, involving ~~installing installation of~~ meters and boxes and tapping main lines.

Assists in locating and repairing leaks or breaks in water lines, ~~or sanitary sewer lines.~~

Participates in the inspection, cleaning and flushing of water lines, ~~or sanitary sewer lines.~~

~~Investigates and clears stoppage of sewer lines, performs heavy physical labor, digs trenches, back-fillings or any other manual labor necessary to complete a job.~~

City of HaywardUtility Worker - WaterPage 2 of 5

Fills out valve locator cards and makes field maps showing locations.

Uses pipe locator for tracing pipe routes.

Paints pipe location marks on streets for excavation purposes.

ESSENTIAL DUTIES (continued)

May perform leak detection as directed.

Operates trucks, ~~and~~ uses various hand or pneumatic tools and maintenance equipment including loader, ~~root-cutting equipment, rodding machines, flushers and CCTV equipment.~~

Operates light power ~~driven~~ equipment such as compressors, jackhammers, tampers and concrete saws.

Picks up, unloads and delivers materials and supplies.

Performs s-related duties as assigned.

JOB RELATED AND ESSENTIAL ~~MINIMUM~~ QUALIFICATIONS

Knowledge of:

Basic mathematics.

Construction and maintenance materials, methods, and terminology.

Occupational hazards and standard safety procedures.

Basic methods, materials and equipment used in laying or repairing pipe connections ~~and clearing stoppages.~~

Operation and use of light and moderately heavy automotive or other power-driven equipment used ~~in~~ in the installation, maintenance and repair of water ~~lines or sewer lines.~~

Uses, purposes and maintenance of hand tools.

~~Proper handling of sewer spillage.~~

City of HaywardUtility Worker - WaterPage 3 of 5Ability to:

Perform a variety of semi-skilled tasks in the installation and repair of water ~~lines or sewer lines.~~

Use hand and power tools.

Understand and follow oral and written directions.

Learn the procedures and safe handling of non-commercial chemicals, sprays and poisons.

Meet the requirements for wearing respiratory protection and other safety equipment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)Ability to (continued):

Follow established safety procedures.

Work with diverse groups of people.

Work alone or as a member of a team.

Operate skillfully a variety of light and moderately heavy power-driven equipment.

Communicate with the public ~~in a public relations capacity~~ in a professional manner.

Perform heavy physical labor for an extended period of time.

Qualifications (continued):

Read water and sewer maps.

EXPERIENCE AND ~~TRAINING~~ EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

 One (1) year of experience in the construction and maintenance of water ~~or sewer~~ facilities.

City of HaywardUtility Worker - Water

Page 4 of 5

involving the use of dump trucks, loaders, jackhammers, or related equipment.Training Education:Equivalent to completion of ~~the the eighth grade~~twelfth (12th) grade.Licenses and Certificates: Possess upon appointment a valid Class B California Driver's License with a Tanker Endorsement. Depending upon assignment, a valid Class A Driver's License may be required. -Must possess at time of appointment, a California State Water Resources Control Board D-1 Water Distribution Certificate.DEPARTMENT OF TRANSPORTATION (DOT) REQUIREMENTSUpon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration DOT regulations and the City's policy concerning drug and alcohol testing as a condition of employment with the City.SPECIAL REQUIREMENTSMust be willing and able to work scheduled and emergency overtime and be available on call as required; must wear a uniform and protective clothing; must meet requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an authorized Disaster Service Worker during a time of an emergency; must be able to respond to standby calls.Essential duties require the mental and/or physical ability to work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g., heat, cold and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards and odorous environments; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safety lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, and in person and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.PROBATIONARY PERIOD: One (1) year

City of Hayward

Utility Worker - Water

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372CS94M835 Utility Worker - Water

1958

Revised September, 1996

Revised March 14, 2024

AAP GROUP: 18

FLSA STATUS: Non-Exempt

FPPC STATUS: Non-Designated

CITY OF HAYWARD

UTILITY WORKER - WATERDEFINITION

Under supervision, performs a variety of semi-skilled duties in the installation and maintenance of water facilities, and does related work as assigned.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this class perform a variety of semi-skilled tasks requiring limited knowledge of water facility installation and maintenance activities. The duties assigned include physical labor and are frequently routine, but are more difficult or skilled than work performed by Laborers. The operation of various types of light and moderately heavy automotive or other power-driven equipment as a regular assignment is characteristic of this class.

SUPERVISION RECEIVED

Receives direction from the Field Services Supervisor, Senior Utility Leader or Utility Leader.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Assists in the installation, cleaning and repair of water lines, mains, water service connections, meters, valves, and other related facilities.

Cuts, threads, and assembles pipes, makes new water service connections, involving installation of meters and boxes and tapping main lines.

Assists in locating and repairing leaks or breaks in water lines.

Participates in the inspection, cleaning and flushing of water lines.

Fills out valve locator cards and makes field maps showing locations.

Uses pipe locator for tracing pipe routes.

Paints pipe location marks on streets for excavation purposes.

City of Hayward
Utility Worker - Water
Page 2 of 5

ESSENTIAL DUTIES (continued)

May perform leak detection as directed.

Operates trucks and uses various hand or pneumatic tools and maintenance equipment including loader.

Operates light power equipment such as compressors, jackhammers, tampers and concrete saws.

Picks up, unloads and delivers materials and supplies.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic mathematics.

Construction and maintenance materials, methods, and terminology.

Occupational hazards and standard safety procedures.

Basic methods, materials and equipment used in laying or repairing pipe connections.

Operation and use of light and moderately heavy automotive or other power-driven equipment used in the installation, maintenance and repair of water lines.

Uses, purposes and maintenance of hand tools.

Ability to:

Perform a variety of semi-skilled tasks in the installation and repair of water lines.

Use hand and power tools.

Understand and follow oral and written directions.

Learn the procedures and safe handling of non-commercial chemicals, sprays and poisons.

Meet the requirements for wearing respiratory protection and other safety equipment.

City of Hayward
 Utility Worker - Water
 Page 3 of 5

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Follow established safety procedures.

Work with diverse groups of people.

Work alone or as a member of a team.

Operate skillfully a variety of light and moderately heavy power-driven equipment.

Communicate with the public in a professional manner.

Perform heavy physical labor for an extended period of time.

Read water and sewer maps

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) year of experience in the construction and maintenance of water facilities, involving the use of dump trucks, loaders, jackhammers, or related equipment.

Education: Equivalent to completion of the twelfth (12th) grade.

Licenses and Certificates: Possess upon appointment a valid Class B California Driver's License with a Tanker Endorsement. Depending upon assignment, a valid Class A Driver's License may be required. Must possess at time of appointment, a California State Water Resources Control Board D-1 Water Distribution Certificate.

DEPARTMENT OF TRANSPORTATION (DOT) REQUIREMENTS

Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration DOT regulations and the City's policy concerning drug and alcohol testing as a condition of employment with the City.

City of Hayward
Utility Worker - Water
Page 4 of 5

SPECIAL REQUIREMENTS

Must be willing and able to work scheduled and emergency overtime and be available on call as required; must wear a uniform and protective clothing; must meet requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an authorized Disaster Service Worker during a time of an emergency; must be able to respond to standby calls. Essential duties require the mental and/or physical ability to work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g., heat, cold and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards and odorous environments; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safety lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, and in person and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

M835 Utility Worker - Water

1958

Revised September 1996

Revised March 2024

AAP GROUP: 18

FLSA STATUS: Non-Exempt

FPPC STATUS: Non-Designated

UTILITY LEADER - WATER

DEFINITION

Under general supervision, performs a variety of semi-skilled and skilled duties in the installation and maintenance of water ~~and sewer~~ facilities; supervises and participates in the work of a utility crew; does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full journey-level classification. Positions in this classification are distinguished from those in the subordinate classification of Utility Worker, by the additional years of experience required, the certification requirements, and in that the Utility Leader performs the more highly -skilled and complex assignments. ~~Incumbents-and-~~ often work independently or supervises a crew in a lead person -capacity; however, a Utility Leader may also be required to perform duties similar to those performed by ~~the-a utility-Utility~~ Worker. The duties assigned to positions in this classification require that incumbents exercise independent judgment and initiative.

SUPERVISION RECEIVED

Receives direction from Senior Utility Leader, and, as necessary, Utilities Field Services Supervisor and Utilities Operations & Maintenance Supervisor.

SUPERVISION EXERCISED

Provides technical and working supervision to subordinate water distribution installation and maintenance ~~or sewer collection system maintenance~~ personnel.

ESSENTIAL DUTIES

Provides work guidance to a crew of semi-skilled and unskilled workers, and personally participates in installing and maintaining water lines, mains, water service connections, meters, valves, and other related facilities.

Organizes the activities of workers engaged in a wide variety of maintenance operations, including maintenance of water supply and distribution lines and facilities, operating valves on the water distribution system, flushing mains and regulating flow of water, as directed.-

Determines that work is done properly and expeditiously.-

~~i~~Installs lines from water mains to property lines, digging trenches, pushing pipes, tapping, inter-main lines, and back-filling trenches.

Ensures maintenance and repairs are completed as quickly as possible when water is shut off, in order to minimize disruption to customers.

Marks and telephones Underground Service Alert (USA) for location of all utilities within work area.

Makes initial investigations into complaints involving water leaks, poor pressure, no water, holes in sidewalk or street, and determines actions necessary for immediate repairs.

Inspects, cleans, disinfects and flushes water lines.

Performs leak detection activities and repairs leaks in lines and mains.

Works from sketches and plans.

~~Cleans water lines and repairs leaks in lines and mains,~~ Operates automotive construction equipment and trains crew members in the use of such equipment.

Operates light power equipment, including but not limited to, such as compressors, and jackhammers, tampers and concrete saws.

Picks up, ~~unloads~~unloads, and delivers materials and supplies.

~~Performs heavy physical labor.~~ Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic mathematics

Construction and maintenance materials, methods and terminology.

Occupational hazards and standard safety procedures.

Procedures and safe handling of ~~non-commercial~~ chemicals, sprays and poisons.

~~B~~The basic materials, methods, and terminology, including water disinfection processes, used in the installation and maintenance of water lines, mains, and related facilities.

~~O~~The operation and use of ~~the~~ light and moderately heavy automotive or other power-driven equipment used in ~~performing skilled construction and maintenance work~~the installation, maintenance and repair of water lines.

~~The use,~~Uses, purposes, and maintenance of hand tools.

The capacity and limitations of personnel and equipment.

Ability to:

Perform a variety of skilled and semi-skilled tasks in water service repair and ~~in~~ installation work.

Operate skillfully a variety of light and moderately heavy mechanical equipment.

Use hand and power tools.

Supervise the activities of a small utility crew or work independently without supervision.

Follow verbal and written directions and work from sketches or drawings; read engineering grades and field print plans pertaining to the water system; read water and sewer maps.

Perform heavy physical labor for an extended period of time.

Work alone or as a member of a team.

Work with diverse groups of people.

Keep accurate records of time and work performed, equipment and materials used or recovered, and exact locations of installations.

Communicate with the public in a professional manner.

Instruct and teach co-workers.

Use asset management systems and other related programs.

Maintain and use a main pipe and gate valve record book consisting of detailed drawings of the main pipe and gate valve system.

Respond to complaints or emergencies in connection with the use, operations and maintenance of the water distribution system; promptly observe and determine course of action; determine location

of valves; implement actions to restore service in a timely manner.

Read engineering grades and field print plans pertaining to the water system.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: ~~Two-Three~~ (23) years of experience in construction or maintenance work including one (1) year in the installation and maintenance of pipelines or similar facilities.

Education: Equivalent to completion of the twelfth (12th) grade.

LICENSES AND CERTIFICATIONS

License: ~~-Possess upon appointment, a D-2 Water Distribution Certificate from the California State Water Resources Control Board.~~ At the time of appointment and on a continual basis, must possess a Class B California Driver's License with tanker endorsement. Depending upon assignment, a valid Class A California Driver's License may be required.

DEPARTMENT OF TRANSPORTATION (DOT) REQUIREMENTS

Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration DOT regulations and the City's policy concerning drug and alcohol testing as a condition of employment with the City.

SPECIAL REQUIREMENTS

Must be willing and able to work scheduled and emergency overtime and be available on call as required; must wear a uniform and protective clothing; must meet requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an authorized Disaster Service Worker during a time of an emergency; must be able to respond to standby calls.

Essential duties require the mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in confined workspaces and be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, sewer fumes, dust, mechanical and electrical hazards, and odorous environments; frequently kneel, stoop, crouch, squat, climb, twist, and handle equipment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable ~~aeecommodation~~accommodation.

PROBATIONARY PERIOD: One (1) Year

374CS94M840 Utility Leader - Water

1958

Revised March 1994

Revised December 2013

Revised ~~December 2022~~ March 14, 2024

AAP GROUP:

FLSA STATUS:

FPPC STATUS:

UTILITY LEADER - WATER

DEFINITION

Under general supervision, performs a variety of semi-skilled and skilled duties in the installation and maintenance of water facilities; supervises and participates in the work of a utility crew; does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full journey-level classification. Positions in this classification are distinguished from those in the subordinate classification of Utility Worker by the additional years of experience required, the certification requirements, and the more highly skilled and complex assignments. Incumbents often work independently or supervise a crew in a lead person capacity; however, a Utility Leader may also be required to perform duties similar to those performed by a Utility Worker. The duties assigned to positions in this classification require that incumbents exercise independent judgment and initiative.

SUPERVISION RECEIVED

Receives direction from Senior Utility Leader, and, as necessary, Utilities Field Services Supervisor and Utilities Operations & Maintenance Supervisor.

SUPERVISION EXERCISED

Provides technical and working supervision to subordinate water distribution installation and maintenance personnel.

ESSENTIAL DUTIES

Provides work guidance to a crew of semi-skilled and unskilled workers, and personally participates in installing and maintaining water lines, mains, water service connections, meters, valves, and other related facilities.

Organizes the activities of workers engaged in a wide variety of maintenance operations, including maintenance of water supply and distribution lines and facilities, operating valves on the water distribution system, flushing mains and regulating flow of water, as directed.

Determines that work is done properly and expeditiously.

Installs lines from water mains to property lines, digging trenches, pushing pipes, tapping, inter-main lines, and back-filling trenches.

ESSENTIAL DUTIES (continued)

Ensures maintenance and repairs are completed as quickly as possible when water is shut off, in order to minimize disruption to customers.

Marks and telephones Underground Service Alert (USA) for location of all utilities within work area.

Makes initial investigations into complaints involving water leaks, poor pressure, no water, holes in sidewalk or street, and determines actions necessary for immediate repairs.

Inspects, cleans, disinfects and flushes water lines.

Performs leak detection activities and repairs leaks in lines and mains.

Works from sketches and plans.

Operates automotive construction equipment and trains crew members in the use of such equipment.

Operates light power equipment, including but not limited to, compressors, jackhammers, tampers and concrete saws.

Picks up, unloads, and delivers materials and supplies.

Performs related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic mathematics

Construction and maintenance materials, methods and terminology.

Occupational hazards and standard safety procedures.

Procedures and safe handling of non-commercial chemicals, sprays and poisons.

Basic materials, methods, and terminology, including water disinfection processes, used in the installation and maintenance of water lines, mains, and related facilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Operation and use of light and moderately heavy automotive or other power-driven equipment used in the installation, maintenance and repair of water lines.

Uses, purposes, and maintenance of hand tools.

The capacity and limitations of personnel and equipment.

Ability to:

Perform a variety of skilled and semi-skilled tasks in water service repair and installation work.

Operate skillfully a variety of light and moderately heavy mechanical equipment.

Use hand and power tools.

Supervise the activities of a small utility crew or work independently without supervision.

Follow verbal and written directions and work from sketches or drawings; read engineering grades and field print plans pertaining to the water system; read water and sewer maps.

Perform heavy physical labor for an extended period of time.

Work alone or as a member of a team.

Work with diverse groups of people.

Keep accurate records of time and work performed, equipment and materials used or recovered, and exact locations of installations.

Communicate with the public in a professional manner.

Instruct and teach co-workers.

Use asset management systems and other related programs.

Maintain and use a main pipe and gate valve record book consisting of detailed drawings of the main pipe and gate valve system.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Respond to complaints or emergencies in connection with the use, operations and maintenance of the water distribution system; promptly observe and determine course of action; determine location of valves; implement actions to restore service in a timely manner.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of experience in construction or maintenance work including one (1) year in the installation and maintenance of pipelines or similar facilities.

Education: Equivalent to completion of the twelfth (12th) grade.

Licenses and Certificates: Possess upon appointment, a D-2 Water Distribution Certificate from the California State Water Resources Control Board. At the time of appointment and on a continual basis, must possess a Class B California Driver's License with tanker endorsement. Depending upon assignment, a valid Class A California Driver's License may be required.

DEPARTMENT OF TRANSPORTATION (DOT) REQUIREMENTS

Upon receipt of any license other than a Class C California Driver's License, incumbents may be called upon, at any time, to perform safety sensitive functions, and therefore, may be subject to the Federal Highway Administration DOT regulations and the City's policy concerning drug and alcohol testing as a condition of employment with the City.

SPECIAL REQUIREMENTS

Must be willing and able to work scheduled and emergency overtime and be available on call as required; must wear a uniform and protective clothing; must meet requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an authorized Disaster Service Worker during a time of an emergency; must be able to respond to standby calls.

SPECIAL REQUIREMENTS (continued)

Essential duties require the mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in confined workspaces and be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, sewer fumes, dust, mechanical and electrical hazards, and odorous environments; frequently kneel, stoop, crouch, squat, climb, twist, and handle equipment; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

M840 Utility Leader - Water
1958

Revised March 1994

Revised December 2013

Revised March 2024

AAP GROUP:

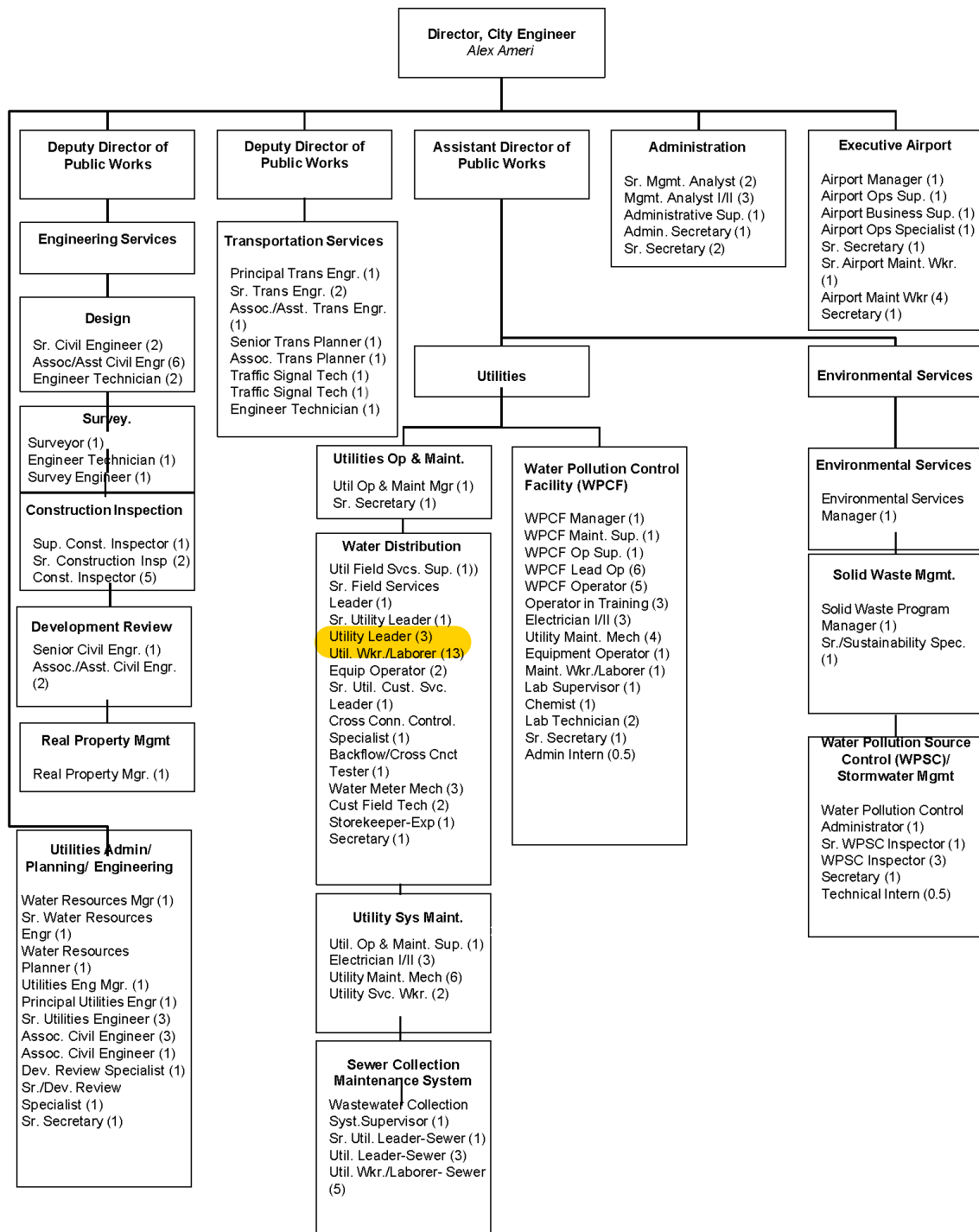
FLSA STATUS:

FPPC STATUS:

FY 2024 STAFFING

168 FTE

Public Works & Utilities Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 24-019

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review Revisions to the Job Descriptions for Public Works and Utilities Including Seven (7) Classification Revisions with Six (6) Classification Retitles and Four (4) New Classifications

RECOMMENDATION

That the Personnel Commission review and approve the revisions and retitles to the Laboratory Supervisor, Utilities Field Services Supervisor, Wastewater Collections Systems Supervisor, Water Pollution Control Facility Maintenance Supervisor, Water Pollution Control Facility Operations Supervisor, and Utilities Operations & Maintenance Supervisor; review and approve the proposed revision to the Development Review Specialist classification, and review and approve the proposed new classifications of Senior Development Review Specialist, Water Resources Planner, Principal Transportation Engineer, and Principal Utilities Engineer. In addition, staff recommends that the Personnel Commission adopt each revised, retitled, and new classification to the City's Classification Plan.

SUMMARY

The revisions, retitles, and new classifications are intended to address the evolving business needs and complexity of operations in the Public Works and Utilities Department while balancing the City's need to foster an internal talent bench and create promotional opportunities with the goal of aiding to retain employees. All changes have been reviewed by subject matter experts in both the operating department and Human Resources and agreed to by the respective unions.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Revised Job Description for Laboratory Manager - Redlined
Attachment III	Revised Job Description for Laboratory Manager - Clean
Attachment IV	Revised Job Description for Util Field Svcs Manager - Redlined
Attachment V	Revised Job Description for Util Field Svcs Manager - Clean
Attachment VI	Revised Job Description for Wastewater Collections System Manager - Redlined

Attachment VII	Revised Job Description for Wastewater Collections System Manager - Clean
Attachment VIII	Revised Job Description for WPCF Maintenance Manager - Redlined
Attachment IX	Revised Job Description for WPCF Maintenance Manager - Clean
Attachment X	Revised Job Description for WPCF Operations Manager - Redlined
Attachment XI	Revised Job Description for WPCF Operations Manager - Clean
Attachment XII	Revised Job Description for Utilities Electrical and Mechanical Operations and Maintenance Manager - Redlined
Attachment XIII	Revised Job Description for Utilities Electrical and Mechanical Operations and Maintenance Manager - Clean
Attachment XIV	Revised Job Description for Development Review Specialist - Redlined
Attachment XV	Revised Job Description for Development Review Specialist - Clean
Attachment XVI	New Job Description for Senior Development Review Specialist
Attachment XVII	New Job Description for Water Resources Planner
Attachment XVIII	New Job Description for Principal Transportation Engineer
Attachment XIX	New Job Description for Principal Utilities Engineer
Attachment XX	FY24 Public Works and Utilities Org Chart



DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review Revisions to the Job Descriptions for Public Works and Utilities Including Seven (7) Classification Revisions with Six (6) Classification Retitles and Four (4) New Classifications

RECOMMENDATION

That the Personnel Commission review and approve the revisions and retitles to the Laboratory Supervisor, Utilities Field Services Supervisor, Wastewater Collections Systems Supervisor, Water Pollution Control Facility Maintenance Supervisor, Water Pollution Control Facility Operations Supervisor, and Utilities Operations & Maintenance Supervisor; review and approve the proposed revision to the Development Review Specialist classification, and review and approve the proposed new classifications of Senior Development Review Specialist, Water Resources Planner, Principal Transportation Engineer, and Principal Utilities Engineer. In addition, staff recommends that the Personnel Commission adopt each revised, retitled, and new classification to the City's Classification Plan.

SUMMARY

The revisions, retitles, and new classifications are intended to address the evolving business needs and complexity of operations in the Public Works and Utilities Department while balancing the City's need to foster an internal talent bench and create promotional opportunities to aid in the retention of employees. All changes have been reviewed by subject matter experts in both the operating department and Human Resources and agreed to 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 before recruitment.

The Department of Public Works & Utilities plays a key role in addressing City priorities, primarily related to the development of housing and implementation of infrastructure improvements, including multimodal transportation initiatives and improvements to water supply, wastewater collection and treatment, and storm sewer facilities.

Overall, the revisions to the existing classifications in the Water Pollution Control Facility and Utilities Operations and Maintenance sections are listed in the table below. The changes bring the job duties in alignment with current standards and capture the evolution of the respective jobs performed over time. In reorganizing the supervisor and management structure of these department sections, the job specifications listed in the table are also being retitled and elevated from supervisor to manager and reflect the level of responsibility and oversight of work for subordinates, and involvement with high-level administrative work. For positions revised and retitled in the Water Pollution Control Facility, these positions also require extensive coordination with the Utilities Engineering team and support and advice to the Water Pollution Control Facility Manager.

Current Classification	Proposed Retitle/Revision
Laboratory Supervisor (H850)	Laboratory Manager (H850)
Utilities Field Services Supervisor (H825)	Utilities Field Services Manager (H825)
Wastewater Collections Systems Supervisor (H823)	Wastewater Collections Systems Manager (H823)
Water Pollution Control Facility Maintenance Supervisor (H860)	Water Pollution Control Facility Maintenance Manager (H860)
Water Pollution Control Facility Operations Supervisor (H855)	Water Pollution Control Facility Operations Manager (H855)
Utilities Operations & Maintenance Supervisor (H830)	Utilities Electrical & Mechanical Operations & Maintenance Manager (H830)

As part of the Public Works and Utilities classification updates and in addition to the revisions and retitles mentioned above, the following classification revision and creation of new classifications helps align the work of the Public Works and Utilities Department in addressing the City's ongoing and continuous business needs through specialized roles and services.

Revision to Existing Classification: Development Review Specialist (T320)

Revisions to this classification are related to the creation of the Senior Development Review Specialist classification described below. Revisions paired with the new classification create a flexibly-staffed classification series which opens an additional path to promotion for qualified incumbents in the journey-level classification; and opens additional employment opportunities at an advanced level for anyone who qualifies – internal or external.

New Classification: Senior Development Review Specialist (T322)

The addition of this classification will create a flexibly-staffed classification series which includes the existing Development Review Specialist classification. Creating a flexibly staffed classification series opens an additional path to promotion for qualified incumbents in the journey-level classification; and opens additional employment opportunities at an advanced level for anyone who qualifies – internal or external.

New Classification: Water Resources Planner (T870)

This new classification will be housed in the Water Resources Planning Section of the Utilities Division as a journey-level classification reporting to the Water Resources Manager or other assigned management staff. This position will manage non-engineering functions of projects such as Phase II Recycled Water and groundwater sustainability, as well as assist with water conservation and water use efficiency efforts.

New Classification: Principal Transportation Engineer (H217)

This new classification will be housed in the Transportation Division as a mid-management level position to support the Director and Deputy Director in representing and advocating for the City of Hayward at the regional level and providing day-to-day direction to lower-level staff. This position is intended to create a deeper career ladder and provide additional promotional opportunities for staff in the Transportation Engineer series.

New Classification: Principal Utilities Engineer (H812)

This new classification will be housed in the Utilities Engineering Section of the Utilities Division as a mid-management level position to support the Utilities Engineering Manager by providing day-to-day supervision of lower-level staff and working closely with consultants and contractors. This position is intended to create a deeper career ladder and provide additional promotional opportunities for Utilities Engineering staff.

FISCAL IMPACT

Revised/Retitled/New Classification	Fiscal Impact
Laboratory Manager (H850)	Approximately \$3,373 to Enterprise Funds
Utilities Field Services Manager (H825)	Approximately \$3,212 to the Enterprise Funds
Wastewater Collections Systems Manager (H823)	Approximately \$5,161 to the Enterprise Funds
Water Pollution Control Facility Maintenance Manager (H860)	Approximately \$5,858 to the Enterprise Funds
Water Pollution Control Facility Operations Manager (H855)	Approximately \$7,057 to the Enterprise Funds
Utilities Electrical & Mechanical Operations & Maintenance Manager (H830)	Approximately \$3,212 to the Enterprise Funds
Development Review Specialist (T320)	No additional fiscal impact.
Senior Development Review Specialist (T322)	Included in the FY 2024 Adopted Budget. No additional fiscal impact.
Water Resources Planner (T870)	Included in the FY 2024 Adopted Budget. No additional fiscal impact
Principal Transportation Engineer (H217)	Included in the FY 2024 Adopted Budget. No additional fiscal impact
Principal Utilities Engineer (H812)	Included in the FY 2024 Adopted Budget. No additional fiscal impact

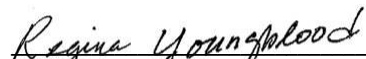
STRATEGIC ROADMAP

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.

Prepared by: Ian Tecson, Deputy Director of Human Resources

Recommended by: Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager

LABORATORY SUPERVISOR MANAGER

DEFINITION

To plan, organize, direct and coordinate, and supervise the work activities related to the Water Pollution Control Facility (WPCF) Laboratory, including sampling and testing, quality assurance, and regulatory reporting; and to provide highly responsible technical support to the WPCF Manager.

DISTINGUISHING CHARACTERISTICS

This is a management position allocated to the Department of the wastewaterPublic Works & Utilities. The Laboratory Manager is responsible for direct management of the WPCF laboratory; conduct and interpret laboratory analysis of waste water, industrial wastewater, potable water and recovery water; supervise and train laboratory employees and plant staff. The position is also responsible for assisting the WPCF Manager in the collection of samples overall planning, administration, and management of WPCF functions. This position is distinguished from that of subordinate classifications by its responsibility for management of laboratory work group. This position is distinguished from the WPCF Manager by the latter's overall responsibility for the operation and the performance of laboratory tests and maintain the laboratory accreditationmaintenance of the WPCF.

SUPERVISION RECEIVED AND

Receives general direction from the WPCF Manager.

SUPERVISION EXERCISED

General direction is provided by the Water Pollution Control Facility Manager. This position provides administrative, technical and Exercises direct supervision of laboratory over assigned professional and technical staff.

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

Interpret, analyze,

Develop and evaluate results of analytical samplesimplement goals, objectives, policies, and procedures related to treatment, quality control of Laboratory operations.

Plan, organize, and direct Laboratory activities including sampling, testing, and analysis of domestic and industrial wastewater, effluent and receiving waters as related to the collection treatment and disposal of various types of wastesdrinking water and recycled water, regulatory reporting and quality assurance/quality control program activities.

City of Hayward
 Laboratory ~~Supervisor~~Manager
 Page 2 of 6

Direct, oversee, and participate in the development of the Laboratory work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

~~Prepare~~ Supervise the laboratory in the collection of samples and in the performance of laboratory analysis.

~~Oversee and maintain and~~ implement the Laboratory budget, including capital improvement projects; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

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 WPCF Laboratory.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Develop, review, approve, and amend as needed analytical and standard operating procedures, the Quality Assurance and Quality Control Program, Laboratory Procedures Manual System and the Chemical Hygiene Plan.

~~Ensure maintenance and repair laboratory equipment.~~

Ensure compliance with Environmental Laboratory Accreditation Program (ELAP) and quality assurance control programs to meet regulatory requirements.

Administer consulting contracts as needed, including evaluating vendors and sole source

~~Prepare technical reports and correspondence regarding analytical data.~~

~~Perform a variety of personnel actions including selection recommendations, performance evaluations and disciplinary.~~

Receive, research, and respond to escalated issues and complaints and recommend appropriate action.

~~Provides technical oversight on sampling programs and analytical techniques; instructs laboratory staff in performing analyses; trains laboratory and other staff in sample collection.~~

Coordinate all laboratory services with ~~plant~~WPCF operations and maintenance, pretreatment program and water distribution system.

Ensure maintenance and repair of laboratory equipment.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform ~~Establish supply and equipment budget needs for the laboratory, prepare justification and support documentation. Compiles annual budget requests for laboratory.~~

~~Oversee and ensure the laboratory accreditation and quality assurance control programs meet EPA, state and local regulatory requirements.~~

related duties as assigned.

JOB RELATED ~~AND~~ ESSENTIAL QUALIFICATIONS-

Knowledge, ~~Abilities and Skills~~ of:

- ~~Knowledge of the Standard Methods for the examination of water and wastewater.~~

~~Knowledge of wastewater treatment principles and the~~ Principles and practices used in complex chemical and bacteriological characteristics of and physical analyses associated with wastewater and ~~industrial waste water.~~

~~Knowledge of general~~ Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operation and analysis.

General chemical quantitative and qualitative analysis procedures.

- ~~Knowledge of modern laboratory equipment and its uses.~~
- ~~Knowledge of information sources related to wastewater and industrial waste analysis.~~

~~Knowledge of sampling~~ Wastewater treatment processes.

Sampling techniques and statistical analysis including the theory of probability.

Knowledge Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and State laws pertaining, including but not limited to laboratory: SWRCB Environmental Lab Accreditation Program (ELAP) 2016 TNI Standards or successor accreditation program.

Standard Methods of Examination of Water and Wastewater.

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct Laboratory Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Ability to Effectively analyze and interpret ~~the~~ results of laboratory ~~test~~testing of wastewater and industrial waste.

- ~~Ability to keep accurate records and make reports of work performed.~~
- ~~Ability to make sound decisions regarding the proper operation of the laboratory.~~

Ability to Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively ~~train, supervise and coordinate the~~, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work of other lab personnel ~~schedule to~~ conduct job responsibilities.

~~Ability to use word processing~~Utilize appropriate safety procedures and spreadsheet software to practices for assigned duties.

Establish and maintain lab records ~~effective~~ working relationships with those contacted in the course of work.

- ~~Ability to discriminate visually among colors, tones, shades and hues.~~
- ~~Skill in performing careful and accurate laboratory analyses as well as evaluating and interpreting analytical results and making sound judgments.~~
- ~~Skill in organizing and managing projects, keeping accurate records and preparing clear, accurate and concise reports.~~

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

- Any combination ~~of equivalent to~~ experience and training that ~~would~~could likely provide the required knowledge and ~~ability is~~abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least 3 Five (5) years of ~~experience in the analysis of~~increasingly responsible water, or wastewater, solid waste, hazardous waste or other environmental samples. ~~analysis experience,~~ including two (2) years of supervisory responsibility.

City of Hayward
Laboratory ~~Supervisor~~ Manager
Page 6 of 6

Education:

~~Baccalaureate degree Equivalent to a Bachelor's Degree~~ from an accredited college or university ~~with a major~~ in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering ~~or a similar science. Education must have included courses in quantitative and qualitative analysis. A Master's degree may be substituted for one year of required experience., or related field.~~

License & Certification:

~~Possession of a Class C California Drivers License.~~

SUPPLEMENTAL INFORMATION:

PROBATIONARY PERIOD: One Year

~~H850 Lab Supervisor~~

~~EEO Code: 02~~

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive to various locations and make effective presentations to community groups, City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with and make presentations to the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H850 Laboratory Manager

Revised March 2024

EEO Code: 02

LABORATORY MANAGER

DEFINITION

To plan, organize, direct and coordinate activities related to the Water Pollution Control Facility (WPCF) Laboratory, including sampling and testing, quality assurance, and regulatory reporting; and to provide highly responsible technical support to the WPCF Manager.

DISTINGUISHING CHARACTERISTICS

This is a management position allocated to the Department of Public Works & Utilities. The Laboratory Manager is responsible for direct management of the WPCF laboratory. The position is also responsible for assisting the WPCF Manager in the overall planning, administration, and management of WPCF functions. This position is distinguished from that of subordinate classifications by its responsibility for management of laboratory work group. This position is distinguished from the WPCF Manager by the latter's overall responsibility for the operation and maintenance of the WPCF.

SUPERVISION RECEIVED

Receives general direction from the WPCF Manager.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional and technical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Develop and implement goals, objectives, policies, and procedures related to Laboratory operations.

Plan, organize, and direct Laboratory activities including sampling, testing, and analysis of domestic and industrial wastewater, drinking water and recycled water, regulatory reporting and quality assurance/quality control program activities.

Direct, oversee, and participate in the development of the Laboratory work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare and implement the Laboratory budget, including capital improvement projects; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

ESSENTIAL DUTIES (continued)

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 WPCF Laboratory.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Develop, review, approve, and amend as needed analytical and standard operating procedures, the Quality Manual System and the Chemical Hygiene Plan.

Ensure compliance with Environmental Laboratory Accreditation Program (ELAP) and quality assurance control programs to meet regulatory requirements.

Administer consulting contracts as needed, including evaluating vendors and sole source recommendations.

Receive, research, and respond to escalated issues and complaints and recommend appropriate action.

Coordinate all laboratory services with WPCF operations and maintenance, pretreatment program and water distribution system.

Ensure maintenance and repair of laboratory equipment.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices used in complex chemical, bacteriological and physical analyses associated with wastewater and water.

Modern laboratory procedures and equipment, including computer uses and applications as applied to laboratory operation and analysis.

General chemical quantitative and qualitative analysis procedures.

Wastewater treatment processes.

Sampling techniques and statistical analysis including the theory of probability.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws, including but not limited to: SWRCB Environmental Lab Accreditation Program (ELAP) 2016 TNI Standards or successor accreditation program.

Standard Methods of Examination of Water and Wastewater.

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct Laboratory Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Effectively analyze and interpret results of laboratory testing of wastewater and industrial waste.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible water or wastewater analysis experience, including two (2) years of supervisory responsibility.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in chemistry, biochemistry, biology, microbiology, environmental, sanitary or public health engineering, or related field.

City of Hayward
Laboratory Manager
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SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive to various locations and make effective presentations to community groups, City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with and make presentations to the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year
H850 Laboratory Manager
EEO Code: 02

UTILITIES FIELD SERVICES SUPERVISORMANAGER

DEFINITION

~~Under general direction, to supervise,~~

~~To plan, schedule, organize, direct and review~~coordinate activities related to ~~the installations~~potable water and recycled water systems in regard to Utilities Field Services, including installation and maintenance of water mains ~~and appurtenances, including water mains,~~ service lines, fire hydrants, backflow prevention devices, and water meters, ~~of the City's water system,~~ as well as field customer services ~~and maintenance of the Advanced Metering Infrastructure (AMI) system; and to provide highly responsible technical support to the Utilities Operations and Maintenance Manager.~~

DISTINGUISHING CHARACTERISTICS

This is a management ~~classification position~~ allocated to the ~~Utilities Division Department~~ of the Public Works ~~Department reporting to the & Utilities Operations and Maintenance Manager~~. The Utilities Field Services ~~Supervisor~~Manager is responsible for ~~the field installations and customer services related to water mains and appurtenances, testing of backflow prevention and cross connection control devices, and overseeing the City's AMI system and water meters and backflow device maintenance. The position is also responsible for supervision of meter reading and performing supervision and management in support of the Utilities Division's goals and objectives.~~ The position is also responsible for assisting the Utilities Operations and Maintenance ~~Manger~~Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate ~~utilities~~ classifications by its responsibility for the ~~supervision~~management of two maintenance work groups (i.e., Field Services and Customer Services). This position is distinguished from the Utilities Operations and Maintenance ~~Manger~~Manager position by the latter position's overall responsibility for the management and administration of the City's water distribution and sewer collection systems, the Storekeeper position, and administrative and clerical staff.

This position serves as the Shift Operator for the City's water system, and, in the absence of the Utilities Operations and Maintenance Manager, may be designated as the Chief Operator.

SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION

EXERCISED

~~Provides direct supervision of subordinate staff in Field Services and Customer Services sections, including water main construction and repair, meter shop, meter reading, and backflow prevention program, and any assigned clerical staff.~~

Exercises direct supervision of subordinate staff in Field Services and Customer Services and any assigned clerical staff.

ESSENTIAL DUTIES:

Duties may include but are not limited to the following:

~~Field services~~

Develop and implement goals, objectives, policies and procedures related to Utilities Field Services.

Plan, organize and direct Field Services activities, including installation of water mains and appurtenances for City projects and/or private developments, maintenance of the water mains and appurtenances, leak repairs, water meter installation and repair, backflow prevention device installation, repairs, inspection, and testing, and ~~meter reading program.~~ maintenance of the AMI system.

Direct, oversee and participate in the development of the Field Services ~~may be work plan;~~ assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures.

Prepare and implement the Field Services budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

Recommend appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement disciplinary procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of Utilities Field Services.

Encourage initiative and provide technical assistance and training to assist in smaller repair jobs to the sewer collection system.

~~Coordinates~~subordinates and prescribe work methods and safety procedures.

Participate in selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Coordinate operations with the needs of the public, outside agencies, and other City divisions.–

-

~~Assists the Utilities Operations and~~

Receive, research and respond to escalated issues and complaints and recommend appropriate action.

Manage construction projects including, but not limited to: piping, earthwork, easement clearing, and similar projects.

Assist other departments and divisions, including, but not limited to Maintenance Manager Services and the Fire Department, with budget preparation and performs other administrative work as assigned.

-

~~Receives, investigates and responds to public inquiries, concerns, and complaints, and requests for service. Works cooperatively with City staff, residents, businesses, property owners, and other utilities and outside agencies.~~

-

Confer emergency response (i.e. earthquake, wildland fire, flooding, and landslides, etc.)

Confer with developers and contractors as needed to ensure that the City's water system standards are met.

-

Identifies

Identify water mains and appurtenances maintenance needs ~~in the utility system, discusses them with Utilities Operations and Maintenance Manager, and initiates~~and initiate proper action to resolve the problems. ~~Ensures that the meter reading program is always on track and meeting its goals. Assures~~Ensure that emergency staff is available 24 hours a day to take necessary action.

-

~~Oversees the development of schedules and establishment of assignment priorities for the Field Services section, as well as the Customer Service section.~~

-

Develops and maintains

Develop and maintain specifications for water main and appurtenances materials and equipment and recommendsrecommend purchases.–

-

Prepares

Research and ~~maintains specialized water system records~~prepare technical, regulatory and forms, and administrative reports to regulatory agencies. Prepares all; prepare written correspondence ~~needed to ensure effective coordination between the Utilities Operations and Maintenance, other functions within Utilities Operations and Maintenance, Public Works, other City departments, and the~~ general public.–

-
Reviews, _____ evaluates _____ and _____ prepares.

-
Review, evaluate and prepare comments on construction plans, drawings and specifications related to water system infrastructure projects ~~including mains, connections, valves, equipment, and other systems.~~

-
Ensures.

Ensure that all Underground Service Alert (USA) markings for the City's water and sewer mains, and fiber optic cable are done in a timely and accurate manner.

-
Participates in interviews

Plan and ~~selection of new employees under the positions responsibilities, and present regular safety training of employees in work procedures, standards to assigned staff. Arrange for specialized safety training as needed.~~

Represent the division and department to outside agencies and safety practices.

-
~~Prepares organizations, participate in outside community and provides input into employee performance evaluations, including setting professional groups and assessing goals, conducts counseling on work-related issues committees, and makes recommendations regarding discipline.~~

-
Actively participates in provide technical assistance as necessary.

Represent the ~~Public Works Department's Safety Committee.~~

-
Performs ~~City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.~~

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform _____ related _____ duties _____ as _____ assigned.

JOB	RELATED	ESSENTIAL	QUALIFICATIONS
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Knowledge of:

Water transmission and distribution operations and maintenance, and underground installation programs; and safe work practices.

Principles of hydraulic theory as it applies to water distribution system, water transmission systems, pressure zones and pressure regulating valves.

Current methods, codes and regulations governing underground work and water main and appurtenances installation.

Supervisory Control and Data Acquisition (SCADA) systems including data propagation methods, and associated hardware and software.

• ~~Modern work order development and processing.~~

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods and computer equipment, including ~~work planning, direction, training, and evaluation of work and staff performance~~ relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

~~Direct~~Organize and direct the daily field services of a municipal water distribution system, and field customer services functions, ensuring compliance with City policies and procedures, and local, state and federal laws and regulations.

- ~~Supervise, train and evaluate subordinate field, technical, and support staff; and coordinate schedules to insure the timely processing of the public's request.~~
- ~~Communicate both orally and in writing to prepare clear and accurate maintenance and safety reports, lead discussions, and present information to City staff, contractors, and the general public.~~

Review and evaluate construction plans, drawings and specifications related to field services projects including underground infrastructure, and related equipment.

- ~~Calculate field assets historical and instantaneous performance using a variety of data, formulas and equations.~~

Make reasonable assessments as to repair or replacement of water main, valves, and other related equipment; and advise Utilities staff, design consultants, engineers and contractors in acquisition and installation of new equipment.

Make informed judgments concerning maintenance parameters of water system; and make independent judgments during emergencies.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishment of City goals, objectives and activities.

MINIMUM QUALIFICATIONS:

EXPERIENCE

AND

EDUCATION

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to ~~qualify~~ is:

-
obtain the knowledge and abilities would be:

Experience: ~~Four (4)~~ Five (5) years of progressively responsible experience in the Field Services of a water system including ~~one (1) year~~ two (2) years of responsible supervisory or lead position experience in a distribution system classified as a D4 system or higher by the California Department of Health Services.

Education: Completion of twelfth grade or possession of GED, supplemented by college course work related to potable water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework. Possession of a bachelor's degree is desirable.

~~License or Certificate:~~ Requires possession

LICENSES AND CERTIFICATES

Possession and maintenance of a valid Water Distribution Operator D4 Certificate issued by the California Department of Health Services; D5 Certificate desirable.

~~OR~~

~~Possession and maintenance of valid Water Distribution D3 Certification issued by the California Department of Health Services with the ability to obtain and maintain a D4 Certification within eighteen (18) months of appointment to the position.~~

AND

Possession and maintenance of a valid Class C California Driver's License.

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 90 pounds; converse by

City of Hayward
Utilities Field Services ~~Supervisor~~ Manager
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telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

-

PROBATIONARY PERIOD: One (1) Year

H825 Utilities Field Services Supervisor

Created July 2011

Revised April 2014

EEO Code: 02

FPPC STATUS: Designated

FLSA STATUS: Exempt

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UTILITIES FIELD SERVICES MANAGER

DEFINITION

To plan, organize, direct and coordinate activities related to potable water and recycled water systems in regard to Utilities Field Services, including installation and maintenance of water mains, service lines, fire hydrants, backflow prevention devices, and water meters, as well as field customer services and maintenance of the Advanced Metering Infrastructure (AMI) system; and to provide highly responsible technical support to the Utilities Operations and Maintenance Manager.

DISTINGUISHING CHARACTERISTICS

This is a management position allocated to the Department of Public Works & Utilities. The Utilities Field Services Manager is responsible for field installations and customer services related to water mains and appurtenances, testing of backflow prevention and cross connection control devices, and overseeing the City's AMI system and water meters. The position is also responsible for assisting the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate classifications by its responsibility for the management of two maintenance work groups (i.e., Field Services and Customer Services). This position is distinguished from the Utilities Operations and Maintenance Manager position by the latter position's overall responsibility for the management and administration of the City's water distribution and sewer collection systems, the Storekeeper position, and administrative and clerical staff.

This position serves as the Shift Operator for the City's water system, and, in the absence of the Utilities Operations and Maintenance Manager, may be designated as the Chief Operator.

SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION EXERCISED

Exercises direct supervision of subordinate staff in Field Services and Customer Services and any assigned clerical staff.

ESSENTIAL DUTIES

ESSENTIAL DUTIES (continued)

Duties may include but are not limited to the following:

Develop and implement goals, objectives, policies and procedures related to Utilities Field Services.

Plan, organize and direct Field Services activities, including installation of water mains and appurtenances for City projects and/or private developments, maintenance of the water mains and appurtenances, leak repairs, water meter installation and repair, backflow prevention device installation, repairs, inspection, and testing, and maintenance of the AMI system.

Direct, oversee and participate in the development of the Field Services work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures.

Prepare and implement the Field Services budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

Recommend appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement disciplinary procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of Utilities Field Services.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Participate in selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Coordinate operations with the needs of the public, outside agencies, and other City divisions.

Receive, research and respond to escalated issues and complaints and recommend appropriate action.

Manage construction projects including, but not limited to: piping, earthwork, easement clearing, and similar projects.

Assist other departments and divisions, including, but not limited to Maintenance Services and the Fire Department, with emergency response (i.e. earthquake, wildland fire, flooding, and landslides, etc.)

Confer with developers and contractors as needed to ensure that the City's water system standards are met.

Identify water mains and appurtenances maintenance needs and initiate proper action to resolve the problems. Ensure that emergency staff is available 24 hours a day to take necessary action.

ESSENTIAL DUTIES (continued)

Develop and maintain specifications for water main and appurtenances materials and equipment and recommend purchases.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Review, evaluate and prepare comments on construction plans, drawings and specifications related to water system infrastructure projects.

Ensure that all Underground Service Alert (USA) markings for the City's water and sewer mains, and fiber optic cable are done in a timely and accurate manner.

Plan and present regular safety training to assigned staff. Arrange for specialized safety training as needed.

Represent the division and department to outside agencies and organizations, participate in outside community and professional groups and committees, and provide technical assistance as necessary.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

Water transmission and distribution operations and maintenance, and underground installation programs; and safe work practices.

Principles of hydraulic theory as it applies to water distribution system, water transmission systems, pressure zones and pressure regulating valves.

Current methods, codes and regulations governing underground work and water main and appurtenances installation.

Supervisory Control and Data Acquisition (SCADA) systems including data propagation methods, and associated hardware and software.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods and computer equipment, including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct the daily field services of a municipal water distribution system, and field customer services functions, ensuring compliance with City policies and procedures, and local, state and federal laws and regulations.

Review and evaluate construction plans, drawings and specifications related to field services projects including underground infrastructure, and related equipment.

Make reasonable assessments as to repair or replacement of water main, valves, and other related equipment; and advise Utilities staff, design consultants, engineers and contractors in acquisition and installation of new equipment.

Make informed judgments concerning maintenance parameters of water system; and make independent judgments during emergencies.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishment of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

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

Experience: Five (5) years of progressively responsible experience in the Field Services of a water system including two (2) years of responsible supervisory or lead position experience in a distribution system classified as a D4 system or higher by the California Department of Health Services.

Education: Completion of twelfth grade or possession of GED, supplemented by college course work related to potable water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework. Possession of a bachelor's degree is desirable.

LICENSES AND CERTIFICATES

Possession and maintenance of a valid Water Distribution Operator D4 Certificate issued by the California Department of Health Services. D5 Certificate desirable.

AND

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 90 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H825 Utilities Field Services Manager

Created July 2011

Revised April 2014

Revised March 2024

EEO Code: 02

FPPC STATUS: Designated

FLSA STATUS: Exempt

WASTEWATER COLLECTION SYSTEM ~~MANAGER~~SUPERVISOR

DEFINITION

To ~~Under general direction, supervises, plans, schedules, and coordinate~~ plan, organize, direct ~~reviews~~ activities related to the maintenance of ~~the City's Wastewater Collection System, wastewater collection and storm drain systems,~~ including underground lines, manholes, ~~catch basins,~~ inlets and related structures; and to provide highly responsible technical support to the Utilities Operations and Maintenance Manager.

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DISTINGUISHING CHARACTERISTICS

This is a ~~managementsupervisor~~ level position allocated to the ~~Utilities and Environmental Services~~ Department ~~of Public Works & reporting to the~~ Utilities Operations and Maintenance Manager. The Wastewater Collection System ~~Manager~~Supervisor is responsible for the maintenance and repair of the wastewater collection ~~systemand storm drain systems,~~ including day to day operations, maintenance, and repair. ~~This~~The position is also responsible for ~~assistingperforming supervision and management in support of the Utilities Operations and Maintenance Division's goals and objectives. This position provides support to~~ the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate utilities classifications by its responsibility for the ~~managementsupervision~~ of the sewer collection system maintenance work group, ~~including the Senior Utility Leader Sewer, the Utility Leader Sewer and the Utility Worker Sewer.~~ This position is distinguished from the Utilities Operations and Maintenance Manager in that the latter ~~position~~has overall responsibility for the management and administration of the City's water distribution and sewer collection systems, the Storekeeper position, and administrative and clerical staff.

-

~~This position is responsible for sewer collection system operations and maintenance and all regulatory requirements related to sewer collection including sanitary sewer system overflow (SSO) reporting regulations.~~

-

SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION

EXERCISED

~~Provides direct supervision of subordinate staff in the sewer collection system maintenance~~

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Wastewater Collection System Manager
Supervisor

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~~workgroup and any assigned clerical staff.~~

-

Exercises supervision of Sewer Collection System maintenance staff workgroup and any assigned clerical staff.

-

ESSENTIAL DUTIES:

Duties may include but are not limited to the following:

Develop

-

~~Supervises, monitors, and implement goals, objectives, policies and procedures related to~~coordinates the wastewater collection system.

Plan, organize and direct Sewer Collection System activities, including maintenance workgroup in the safe performance of preventative, corrective, and emergency maintenance, and construction, or repair of sanitary sewers.

Direct, oversee and participate in the development of the Sewer Collection System maintenance and repair work plan, assign work activities, projects and programs, monitor workflow; and review and evaluate work products, methods and procedures.

Prepare and implement Sewer Collection System budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

Recommend appointment of personnel; provide and coordinate staff training, prepare performance evaluations; implement discipline procedures as required; and maintain discipline and high standards needed for efficient and professional operation of assigned area.

Encourage initiative and provide and storm drains.

Provides technical assistance and training to subordinate and assigned staff and ~~prescribe~~prescribes work methods and safety procedures.

Participate in selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Coordinate

-

~~Evaluates operations and activities of assigned responsibilities; recommends improvements and~~

City of Hayward
Wastewater Collection System Manager
Supervisor

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~~modifications; prepares various reports on operations and maintenance activities.~~

-

Coordinates operations with the needs of the public, outside agencies, and other City divisions.

Receive, research and respond to escalated issues and complaints and recommend appropriate action.

Confer

-

~~Assists the Utilities Operations and Maintenance Manager with budget preparation and performs other administrative work as assigned.~~

-

~~Receives, investigates and responds to public inquiries, concerns, complaints, and requests for service. Works cooperatively with City staff, residents, businesses, property owners, other utilities, and outside agencies.~~

-

Confers with developers and contractors as needed to ensure that the City's collection system standards are met.

Review, evaluate

-

~~Reviews, evaluates and prepareprepares~~ comments on construction plans, drawings and specifications related to collection system infrastructure.

Mitigate

-

Mitigates overflow spills and damage; ~~reportreports~~ such incidents in a timely manner to the proper regulatory agency, as prescribed by applicable regulations.

Manage construction projects including but not limited to, piping and manhole repair, replacement, and improvements.

Identify sewer to the proper regulator agency.

-

~~Oversees the development of schedules and establishment of assignment priorities for the collection system maintenance needs and initiate proper action to resolve the problems. Ensure that emergency staff is available 24 hours a day to take necessary action.~~

Ensureworkgroup.

-

~~Prepares and maintains specialized collection system records and forms, and reports to regulatory agencies. Prepares all correspondence needed to ensure effective coordination between the Utilities Operations and Maintenance Subdivision, other functions of the Utilities and Environmental Services Department, other City departments, and the general public.~~

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Wastewater Collection System Manager
Supervisor

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-

~~Participates in interviews and selection of new employees and training of employees in work procedures, standards and safety practices.~~

-

Ensures that all Underground Service Alert (USA) markings for the City's sewer mains are done in a timely and accurate manner.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Develop and maintain specifications for sewer collection system materials and equipment and recommend purchases.

Plan and present regular safety training to assigned staff. Arrange for specialized safety training as needed.

Represent the division and department to outside agencies and organizations, participate

-

~~Prepares and provides input into employee performance evaluations at least once per year and during any change of status or salary, including setting and assessing goals, conducting counseling on work related issues, and making recommendations regarding discipline.~~

-

Actively participates in outside community and professional groups and committees, and provide technical assistance as necessary.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team playerthe Utilities and Environmental Services Department's Safety Committee, which involves flexibility, cooperationincludes writing, reviewing and communication.

Build~~modifying safety~~ and maintain positive working relationships with co-workers, other City employeesoperating procedures and the public using principles of good customer service.

Develop, audit, and update~~ensuring adherence to~~ the sewer system management plan (SSMP) and act as legally responsible official (LRO) responsible for certifying SSO reports and updating the questionnaire on the California Integrated Water Quality System (CIWQS), as needed.

Performs~~same~~.

Performs~~other~~ related duties as assigned.

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Wastewater Collection System [Manager](#)
[Supervisor](#)

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~~JOB RELATED ESSENTIAL QUALIFICATIONS~~

Knowledge of:

Principles, equipment, materials, and methods used in the operation, maintenance and management of wastewater collection.

Current methods, codes, regulations, and work standards common to municipal underground utility, construction, and maintenance crews, including safety regulations (such as confined space, etc.)

Supervisory Control and Data Acquisition (SCADA) systems including data propagation [methods, and associated hardware and software.](#)

[Modern office practices,](#) methods, and [computer equipment including relevant associated hardware and software programs.](#)

- ~~• Work order development and processing.~~
- ~~• Record keeping principles and procedures.~~

Principles [and practices](#) of [leadership, motivation, team building and conflict resolution.](#)

[Pertinent local, State, and Federal rules, regulations and laws.](#)

[Principles and practices of organization, administration and program](#) management

[Budgeting procedures](#) and [techniques.](#)

[Principles and practices of](#) supervision, [training and personnel management.](#)

[Oral and written communication skills; business English,](#) including [vocabulary, spelling and correct grammatical usage and punctuation.](#)

[Safe](#) work [practices.](#)

[Principles and practices of excellent customer service](#)~~planning, direction, training, and evaluation of work and staff performance.~~

Ability to:

City of Hayward
Wastewater Collection System Manager
Supervisor

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- ~~Organize and direct~~ Direct the daily operations and maintenance of a municipal wastewater collection system, ensuring compliance with City policies ~~functions.~~

~~Organize and prioritize a variety of projects and procedures, local, state~~ multiple tasks in effective and federal law ~~timely manner. Manage own work, set priorities and regulations~~ meet critical time deadlines.

Effectively assess emergency situations and develop action plans related to the sewer collection system.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- ~~Supervise, train and evaluate subordinate field, technical, and support staff; and coordinate schedules to insure the timely processing of the public's requests.~~
- ~~Communicate both orally and in writing to prepare clear and accurate maintenance and safety reports, lead discussions, and present information to City staff, contractors, and the general public.~~

Review and evaluate construction plans, drawings and specifications related to collection system projects including underground infrastructure, and related equipment.

- ~~Calculate field, historical and instantaneous performance using a variety of data, formulas and equations.~~
- ~~Make reasonable assessments as to repair or replacement of sewer mains, manhole, storm water catch basins and inlets, and other related equipment; and advise Utilities staff, design consultants, engineers and contractors in acquisition and installation of new equipment.~~

Make informed judgments concerning maintenance parameters of the collection system; and make independent judgments during emergencies.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary and spelling.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

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Wastewater Collection System Manager
Supervisor

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Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

Experience and Education

EXPERIENCE AND EDUCATION

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain ~~the~~these knowledge and abilities would be:

-

Experience: ~~Five (5)~~Four (4) years of progressively responsible experience in collection system maintenance including ~~two (2) years~~one (1) year responsible experience in a supervisory or lead position in a ~~public~~municipal wastewater collection system. Knowledge of, and experience in, underground construction highly desirable.

Education: Equivalent to the completion of the twelfth (12th) grade, supplemented by college course work related to potable water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework. Possession of a bachelor's degree is desirable.

Licenses and Certifications

~~÷ Possess and maintain a valid Grade IV Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA).~~
~~with the ability to obtain and maintain a Grade III Certification within twelve (12) months of appointment to the position.~~

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~~Possess and maintain a valid Class B California Driver's License.~~

Possess and maintain a valid Class B California Driver's License.

City of Hayward
Wastewater Collection System [Manager](#)
[Supervisor](#)

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~~SUPPLEMENTAL INFORMATION:~~

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 90 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

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PROBATIONARY PERIOD: One (1) Year
H823 Wastewater Collections System Manager
Created July 2014

Revised March 2024
EEO Code: 02
FPPC STATUS: Designated
FLSA STATUS: Exempt

WASTEWATER COLLECTIONS SYSTEM MANAGER

DEFINITION

To plan, organize, direct and coordinate activities related to the maintenance of the City's Wastewater Collections System, including underground lines, manholes, inlets and related structures; and to provide highly responsible technical support to the Utilities Operations and Maintenance Manager.

DISTINGUISHING CHARACTERISTICS

This is a management level position allocated to the Department of Public Works & Utilities. The Wastewater Collections System Manager is responsible for the maintenance and repair of the wastewater collection system, including day to day operations, maintenance, and repair. This position is also responsible for assisting the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate utilities classifications by its responsibility for the management of the sewer collection system maintenance work group. This position is distinguished from the Utilities Operations and Maintenance Manager in that the latter has overall responsibility for the management and administration of the City's water distribution and sewer collection systems, the Storekeeper position, and administrative and clerical staff.

SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION EXERCISED

Exercises supervision of Sewer Collection System maintenance staff workgroup and any assigned clerical staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Develop and implement goals, objectives, policies and procedures related to the wastewater collection system.

Plan, organize and direct Sewer Collection System activities, including preventative, corrective and emergency maintenance, and construction or repair of sanitary sewers.

Direct, oversee and participate in the development of the Sewer Collection System maintenance and repair work plan, assign work activities, projects and programs, monitor workflow; and review and evaluate work products, methods and procedures.

ESSENTIAL DUTIES (continued)

Prepare and implement Sewer Collection System budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

Recommend appointment of personnel; provide and coordinate staff training, prepare performance evaluations; implement discipline procedures as required; and maintain discipline and high standards needed for efficient and professional operation of assigned area.

Encourage initiative and provide technical assistance and training to subordinate and assigned staff and prescribe work methods and safety procedures.

Participate in selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Coordinate operations with the needs of the public, outside agencies, and other City divisions.

Receive, research and respond to escalated issues and complaints and recommend appropriate action.

Confer with developers and contractors as needed to ensure that the City's collection system standards are met.

Review, evaluate and prepare comments on construction plans, drawings and specifications related to collection system infrastructure.

Mitigate overflow spills and damage; report such incidents in a timely manner to the proper regulatory agency, as prescribed by applicable regulations.

Manage construction projects including but not limited to, piping and manhole repair, replacement, and improvements.

Identify sewer collection system maintenance needs and initiate proper action to resolve the problems. Ensure that emergency staff is available 24 hours a day to take necessary action.

Ensure that all Underground Service Alert (USA) markings for the City's sewer mains are done in a timely and accurate manner.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Develop and maintain specifications for sewer collection system materials and equipment and recommend purchases.

Plan and present regular safety training to assigned staff. Arrange for specialized safety training as needed.

ESSENTIAL DUTIES (continued)

Represent the division and department to outside agencies and organizations, participate in outside community and professional groups and committees, and provide technical assistance as necessary.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Develop, audit, and update the sewer system management plan (SSMP) and act as legally responsible official (LRO) responsible for certifying SSO reports and updating the questionnaire on the California Integrated Water Quality System (CIWQS), as needed.

Perform related duties as assigned.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, equipment, materials, and methods used in the operation, maintenance and management of wastewater collection.

Current methods, codes, regulations, and work standards common to municipal underground utility, construction, and maintenance crews, including safety regulations (such as confined space, etc.)

Supervisory Control and Data Acquisition (SCADA) systems including data propagation methods, and associated hardware and software.

Modern office practices, methods, and computer equipment including relevant software programs.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State, and Federal rules, regulations and laws.

Principles and practices of organization, administration and program management

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Oral and written communication skills; business English, including vocabulary, spelling and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct operations and maintenance of a municipal wastewater collection system, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Effectively assess emergency situations and develop action plans related to the sewer collection system.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Review and evaluate construction plans, drawings and specifications related to collection system projects including underground infrastructure, and related equipment.

Make informed judgments concerning maintenance parameters of the collection system; and make independent judgments during emergencies.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary and spelling.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

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

Experience: Five (5) years of progressively responsible experience in collection system maintenance including two (2) years responsible experience in a supervisory or lead position in a public wastewater collection system. Knowledge of, and experience in, underground construction highly desirable.

Education: Equivalent to the completion of the twelfth (12th) grade, supplemented by college course work related to potable water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework. Possession of a bachelor's degree is desirable.

Licenses and Certifications: Possess and maintain a valid Grade IV Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA). Possess and maintain a valid Class B California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work in a field environment in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 90 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

City of Hayward
Wastewater Collections System Manager
Page 6 of 6

PROBATIONARY PERIOD: One (1) Year
H823 Wastewater Collections System Manager
Created July 2014
Revised March 2024
EEO Code: 02
FPPC STATUS: Designated
FLSA STATUS: Exempt

WATER POLLUTION CONTROL FACILITY MAINTENANCE ~~MANAGER~~^{SUPERVISOR}

DEFINITION

To plan, organize, direct and coordinate activities related to maintenance of the The Water Pollution Control Facility (WPCF), including the development and implementation of a comprehensive preventative, predictive, and corrective mechanical, electrical, and instrumentation maintenance program; and to provide highly responsible technical support to the WPCF Manager.

DISTINGUISHING CHARACTERISTICS

This is a management position allocated to the Department of Public Works & Utilities. The WPCF Maintenance ~~Manager~~^{Supervisor} is responsible for direct management of all maintenance activities performed at the WPCF. This position is also responsible for assisting the WPCF Manager in the overall planning, administration, and management of the WPCF. This position is distinguished from that of subordinate staff by its management of the WPCF maintenance workgroup. This position is distinguished from the WPCF Manager by the latter position's overall responsibility for the operation and maintenance of the WPCF.

SUPERVISION RECEIVED

Receives general direction from the WPCF Manager.

SUPERVISION EXERCISED

Exercises direct supervision over WPCF maintenance staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Develop and implement goals, objectives, policies, and procedures related to WPCF maintenance.

Plan, organize, and direct WPCF maintenance activities including wastewater equipment, recycled water equipment, cogeneration, solar, and SCADA systems, fleet, facilities repair and maintenance functions and activities.

Direct, oversee, and participate in the development of the WPCF maintenance work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare and implement the WPCF maintenance budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

City of Hayward

Water Pollution Control Facility Maintenance ~~Manager~~Supervisor

Page 2 of 6

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 assigned area.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Oversee the implementation and maintenance of the computerized maintenance management system (CMMS) including training staff.

Participate in the selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Provide technical assistance to consulting and City engineers; review plans, specifications, and technical memorandums for Master Plan and various WPCF improvement projects.

Plan, provide, and present regular safety tailgates to Water Pollution Control Facility staff; select and negotiate outside vendors for specialized training.

Continuously monitor plant equipment and facilities; evaluate completed projects, repairs, and preventative maintenance work to ensure the quality and effectiveness of the methods are meeting standards.

Respond to emergencies as required and make determinations regarding emergency conditions resulting from equipment and system malfunctions.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

City of Hayward
 Water Pollution Control Facility Maintenance ~~Manager~~Supervisor
 Page 3 of 6

JOB RELATED ~~.-This classification is allocated to the Utilities Division of the Public Works Department.~~

SUPERVISION ~~RECEIVED~~ AND ESSENTIAL QUALIFICATIONSEXERCISED
 Direct supervision is provided by the Water Pollution Control Facility Operations and Maintenance Manager or the Water Pollution Control Facility Manager. Responsibilities include direct supervision of the day to day activities of all maintenance staff including electricians, mechanics and laborer/maintenance workers assigned to the Water Pollution Control Facility.

Knowledge of:

Principles, practices and equipment **ESSENTIAL DUTIES:**

~~Supervises, directs and coordinates all maintenance activities of the Water Pollution Control Facility.~~

~~Determines priority of work and modifies standing assignments as needed.~~

~~Plans and implements training for utilities maintenance personnel.~~

~~Coordinates, plans and provides direction to utilities maintenance personnel in performing overhaul, repair, maintenance and testing activities.~~

~~Requisitions parts, materials and supplies and maintains appropriate inventory of each.~~

~~Assumes day to day responsibility for the continuous, effective safe work practices of the maintenance staff.~~

~~Supervises, instructs, evaluates and recommends discipline for maintenance staff.~~

~~Performs routine plant equipment inspections and analyzes records and reports to determine needed mechanical repairs.~~

~~Reviews, evaluates and interprets technical memorandums, drawings and specifications.~~

~~Has primary responsibility for the facilities' computerized maintenance management system (CMMS) and provides CMMS training to operation and maintenance staff.~~

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

- ~~•—Tools, equipment and methods used in modern a water pollution control facility.~~

City of Hayward
 Water Pollution Control Facility Maintenance ~~Manager~~Supervisor
 Page 4 of 6

~~•—Accepted supervisory, safety and training practices applicable to the maintenance of a wastewater treatment plant operations including recycled water, cogeneration and solar equipment.~~

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

~~•—Computers systems, including SCADA.~~

Ability to:

Organize and direct Water Pollution Control Facility Maintenance Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

- ~~•—Read, interpret, and utilize manuals,Effectively instruct, motivate and supervise the work of subordinates.~~
- ~~•—Recognize faulty equipment and relative seriousness of equipment defects and breakdowns.~~

Utilize drawings, and schematics to effectively analyze, maintain, troubleshoot, and repair wastewater treatment plant equipment-defects or failures.

Effectively assess emergency situations and develop action plans as it relates to wastewater plant maintenance.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

City of Hayward
 Water Pollution Control Facility Maintenance ~~Manager~~Supervisor
 Page 5 of 6

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both ~~Understand and follow~~ oral and written ~~form~~directions.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

- ~~Keep accurate maintenance records and logs.~~
- ~~Perform heavy physical labor when necessary.~~

Establish and maintain ~~effective~~cooperative working relationships with those contacted in the course of work. ~~subordinates and other City employees.~~

~~Contribute~~Communicate effectively to the accomplishments of City goals, objectives~~both verbally and activities in writing.~~

- ~~Use a personal computer.~~

MINIMUM QUALIFICATIONS:

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required ~~knowledge~~ and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible experience in the repair and maintenance of industrial equipment within a water or wastewater plant, including two (2) years of supervisory responsibility.

Education: Equivalent to ~~completion~~pumps, compressors, motors and related apparatus.

Training: ~~Completion~~ of twelfth grade or possession of GED.

LICENSES AND CERTIFICATIONS

License: Possession of a valid Class C California Driver's License at time of appointment and possession of a valid Class B California Driver's License by completion of probationary period.

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS

Essential duties require the ~~mental and/or following~~ physical ~~abilityabilities and work environment.~~
~~Ability~~ to: work in a standard office environment; drive to various locations and make effective presentations to community groups, City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; ~~to access and use a computer, to sit for prolonged periods of time;~~ converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely ~~/crouch/steep/squat, to lift and,~~ carry boxes, files, or materials weighing up to 35 pounds; interact with and make presentations to the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation, ~~push or pull supplies or heavy equipment and to travel to fulfill assigned duties and to review work outdoors.~~

PROBATIONARY PERIOD: One (1) Year

H860 WPCF Maintenance ~~Supervisor~~^{Manager}

Created July 2003

Revised March 2024

EEO Code: 02

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

WATER POLLUTION CONTROL FACILITY MAINTENANCE MANAGER

DEFINITION

To plan, organize, direct and coordinate activities related to maintenance of the Water Pollution Control Facility (WPCF), including the development and implementation of a comprehensive preventative, predictive, and corrective mechanical, electrical, and instrumentation maintenance program; and to provide highly responsible technical support to the WPCF Manager.

DISTINGUISHING CHARACTERISTICS

This is a management position allocated to the Department of Public Works & Utilities. The WPCF Maintenance Manager is responsible for direct management of all maintenance activities at the WPCF. This position is also responsible for assisting the WPCF Manager in the overall planning, administration, and management of the WPCF. This position is distinguished from that of subordinate staff by its management of the WPCF maintenance workgroup. This position is distinguished from the WPCF Manager by the latter position's overall responsibility for the operation and maintenance of the WPCF.

SUPERVISION RECEIVED

Receives general direction from the WPCF Manager.

SUPERVISION EXERCISED

Exercises direct supervision over WPCF maintenance staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Develop and implement goals, objectives, policies, and procedures related to WPCF maintenance.

Plan, organize, and direct WPCF maintenance activities including wastewater equipment, recycled water equipment, cogeneration, solar, and SCADA systems, fleet, facilities repair and maintenance functions and activities.

Direct, oversee, and participate in the development of the WPCF maintenance work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare and implement the WPCF maintenance budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

ESSENTIAL DUTIES (continued)

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 assigned area.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Oversee the implementation and maintenance of the computerized maintenance management system (CMMS) including training staff.

Participate in the selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Provide technical assistance to consulting and City engineers; review plans, specifications, and technical memorandums for Master Plan and various WPCF improvement projects.

Plan, provide, and present regular safety tailgates to Water Pollution Control Facility staff; select and negotiate outside vendors for specialized training.

Continuously monitor plant equipment and facilities; evaluate completed projects, repairs, and preventative maintenance work to ensure the quality and effectiveness of the methods are meeting standards.

Respond to emergencies as required and make determinations regarding emergency conditions resulting from equipment and system malfunctions.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

ESSENTIAL DUTIES (continued)

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and equipment used in modern wastewater treatment plant operations including recycled water, cogeneration and solar equipment.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct Water Pollution Control Facility Maintenance Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Read, interpret, and utilize manuals, drawings, and schematics to effectively analyze, maintain, troubleshoot, and repair wastewater treatment plant equipment.

Effectively assess emergency situations and develop action plans as it relates to wastewater plant maintenance.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of increasingly responsible experience in the repair and maintenance of industrial equipment within a water or wastewater plant, including two (2) years of supervisory responsibility.

Education: Equivalent to completion of twelfth grade or possession of GED.

Licenses and certifications: Possession of a valid Class C California Driver's License at time of appointment and possession of a valid Class B California Driver's License by completion of probationary period.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive to various locations and make effective presentations to community groups,

City of Hayward
Water Pollution Control Facility Maintenance Manager
Page 5 of 5

SPECIAL REQUIREMENTS (continued)

City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with and make presentations to the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H860 WPCF Maintenance Manager

Created July 2003

Revised March 2024

EEO Code: 02

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

City of Hayward
Water Pollution Control Facility Operations Supervisor
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WATER POLLUTION CONTROL FACILITY OPERATIONS MANAGER SUPERVISOR

DEFINITION

To plan, organize, direct, and coordinate activities related to the operation of Water Pollution Control Facility (WPCF), including skilled and supervisory work in the operations activities; and to provide highly responsible technical support to the Operations Supervisor is responsible for all day-to-day operational activities at the Water Pollution Control Facility. This classification is allocated to the WPCF Manager.

Division of the Utilities and Environmental Services Department.

DISTINGUISHING CHARACTERISTICS

This is a management classification allocated to the Department Utilities and Environmental Services Division of the Public Works & Utilities Department. The WPCF Operations Manager Supervisor is responsible for direct management supervision of daily operations at the WPCF. This position is also responsible for assisting the WPCF Manager in the overall planning, administration and management of the WPCF. This position may perform as the WPCF Manager in the absence of the WPCF Manager. This position is distinguished from that of subordinate classifications by its responsibility for the management supervision of the work groups (i.e., WPCF operators work group). This position is distinguished from the WPCF Operations and Maintenance Manager position by the latter position's overall responsibility for the operations and maintenance functions of the City's WPCF.

SUPERVISION RECEIVED
General direction is provided by the WPCF Operations & Maintenance Manager and the WPCF Manager.

SUPERVISION EXERCISED
Responsibilities include direct supervision of operations staff members and oversight of day-to-day operations activities at the facility.

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City of Hayward
Water Pollution Control Facility Operations Supervisor
~~Page 2 of 9~~

SUPERVISION RECEIVED

Receives general direction from the WPCF Manager.

SUPERVISION EXERCISED

Exercises direct supervision of WPCF operations staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Develop and implement goals, objectives, policies, procedures and schedules related to WPCF operations.

Plan, organize and direct WPCF operations and the work of Operations staff to ensure the continuous, effective and safe operation of the WPCF and overall treatment process.

Direct, oversee and participate in the development of the WPCF Operations work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures.

Supervise and direct the operations staff in the operating strategy and troubleshooting of the co-generation system, the Fats, Oils, & Grease receiving station and the anaerobic digester operations to maximize gas production.

Supervise and direct the operations staff in the operating strategy and troubleshooting of the recycled water treatment facility and pump station.

Review plant and laboratory reports and direct the adjustment of operational control parameters to ensure compliance with all applicable environmental, public health and regulatory requirements and to meet operational goals and objectives.

Prepare and implement the WPCF Operations budget; participate in forecasting additional funds needed for staffing equipment, materials and supplies.

Purchase supplies, materials and equipment required to maintain efficient operation.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

Recommend 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 assigned area.

City of Hayward
Water Pollution Control Facility Operations Supervisor
Page 3 of 9

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Supervise record keeping related to the WPCF operations and ensure that log entries are complete, accurate and timely.

Develop work schedules for WPCF Operators and set staff work expectations. Manage shift bidding, ensure appropriate shift coverage, and approve leave requests and overtime requests.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Participate in selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Play a key role in helping the WPCF Manager prepare periodic regulatory reports and prepare for regulatory inspections.

Ensure compliance with all City policies and OSHA safety regulations and requirements by monitoring, providing training and keeping abreast of any local, state or federal changes and resolve any safety issues.

Provide technical assistance to consulting and staff engineers; review plans, specifications and technical memorandums for WPCF improvement and replacement projects.

Develop and update standard operating procedures, and operation and maintenance manuals.

Make critical decisions to resolve emergency conditions resulting from wastewater treatment and disposal system malfunctions and provide direction to plant staff accordingly.

Plan, prepare, and lead plant WPCF educational tours for various groups, clubs, and school field trips.

Represent the division and department to outside agencies and organizations, participate in outside community and professional groups and committees, and provide technical assistance as necessary.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Serve as acting Water Pollution Control Facility Manager as assigned.

Serve as acting Water Pollution Control Facility Maintenance Manager as assigned.

City of Hayward
Water Pollution Control Facility Operations Supervisor
Page 4 of 9

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Essential Duties

~~Duties may include but are not limited to the following:~~

~~Assumes day to day responsibility for the continuous, effective, safe operation of the plant and the overall treatment process.~~

~~Ensures compliance with all applicable environmental and public health standards.~~

~~Plans, prioritizes, assigns, supervises and reviews plant operations and the work of Operations staff of the Water Pollution Control Facility under guidance of the WPCF Operations & Maintenance Manager and WPCF Manager.~~

~~Monitors plant processes and makes appropriate operational changes to ensure regulatory requirements, and City of Hayward's WPCF operational goals and objectives are met.~~

~~Reviews and analyzes WPCF Supervisory Control and Data Acquisition (SCADA) data, daily logs and laboratory tests, and makes necessary operational adjustments to maintain operation within prescribed parameters and discharge limits.~~

~~Supervises record keeping related to the WPCF operations and ensures that log entries are complete, accurate and timely.~~

~~Manages shift bidding, insures appropriate shift coverage, approves leave requests and prepares overtime approval requests.~~

~~Prepares clear, accurate and effective correspondence, reports, documents, specifications, procedures and other written materials.~~

~~Coordinates, monitors, and reviews work performed by outside contractors as assigned for impact on facility operations.~~

~~Plans and implements an active training program for other WPCF operators at all levels, and leads them in performing basic repair, maintenance, and testing activities.~~

~~Plays a key role in helping the WPCF Manager prepare for periodic regulatory inspections.~~

City of Hayward
Water Pollution Control Facility Operations Supervisor
Page ~~5~~ of ~~9~~

~~Implements an active safety training program that meets OSHA and other regulatory requirements, identifies and resolves safety issues, and leads bi-weekly safety tailgate meetings.~~

~~Maintains an inventory of operational parts, chemicals, materials and supplies, and makes purchases as needed in accordance with the City's purchasing policies and procedures.~~

~~Supervises, coaches, instructs, evaluates and recommends discipline for operations' staff.~~

~~Prepares performance evaluations for all WPCF operators at least on an annual basis and processes salary step increases in accordance with contractual agreements; ensures that the evaluations incorporate discussions of job-related goals and accomplishments.~~

~~Ensures that equipment, tools, materials and worksite are maintained in proper and safe condition.~~

~~Reviews and evaluates technical memorandums, drawings and specifications.~~

~~Reviews and evaluates capital improvement and replacement needs, and makes recommendations for projects for inclusion in the Capital Improvement Program.~~

~~Develops and updates standard operating procedures, and operation and maintenance manuals.~~

~~Coordinates special assignments as needed.~~

~~Responds to emergency situations, as needed.~~

~~Prepares and submits weekly operations report related to all aspects of WPCF operations.~~

~~Develops work schedules for WPCF Operators and sets staff work expectations.~~

~~Participates in group problem solving activities to identify process improvements and initiatives.~~

~~Assists all WPCF operators in preparing their timesheets.~~

~~Performs related work as necessary.~~

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

City of Hayward
Water Pollution Control Facility Operations Supervisor
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Principles, practices and, equipment, ~~material, and tools~~ used in modern wastewater treatment operations, including cogeneration~~the operation, cleaning~~ and solar power.

Biological, chemical and physical processes involved in advanced methods~~preventative maintenance~~ of wastewater treatment ~~and disposal facilities~~.

Operations, control and calculations involved in treating waste by the primary treatment and biofiltration methods, various modifications of secondary treatment process, and anaerobic digestion process.

National Pollutant Discharge Elimination System (NPDES) Permit provisions.

- ~~Laboratory analyses~~Safety principals associated with wastewater treatment, such as but not limited to: lock out/tag out, confined space entries, fall protection, energized electrical equipment, material safety data sheets, and personal protection equipment.
- ~~Sampling methods~~ and tests applicable ~~toused to check the effectiveness of such~~ wastewater treatment processes, ~~including the quality control of each element.~~
- ~~Equipment, piping and electrical systems used in a water pollution control facility and the tools, equipment and methods used in the basic repair.~~

Principles and practices of effective supervision, training and performance evaluation.

Basics of analog and digital instrumentation.

SCADA operating systems and other computer applications related to operation and maintenance of a wastewater treatment facility.

Methods and precautions used in handling and storing hazardous chemicals.

Pertinent local, state and federal rules, regulations and laws.

Principles and practices of organization, administration, and program management.

Safe work practices associated with wastewater treatment, such as but not limited to: lock out/tag out, confined space entries, fall protection, energized electrical equipment, material safety data sheets, and personal protection equipment.

Principles and practices of supervision, training and personnel management.

Basic arithmetic.

Budgeting procedures and techniques.

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Water Pollution Control Facility Operations Supervisor
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Principles and practices of leadership, motivation, team building and conflict resolution.

Modern office practices, methods and computer equipment, including relevant software programs.

Oral and written communication skills; English including vocabulary, spelling, and correct grammatical usage and punctuation.

Principles and practices of excellent customer service.

- ~~Practical understanding of labeled water streams within plant (potable water, recycled water, etc.) and knowledge of regulatory requirements for each.~~

Ability to:

Organize and direct WPCF Operations staff, ensuring compliance with City policies and procedures, and local, state and federal laws and regulations.

Plan, organize, assign and schedule a varied and complex technical and maintenance program.

Perform the full range WPCF Operator's duties.

Effectively assess emergency situations and develop action plans as they relate to wastewater treatment operations.

- ~~Effectively and frequently instruct, motivate, train and lead the work of subordinates.~~

Recognize the need to adjust processes ~~as necessary to~~ ensure permit compliance, take appropriate actions, and ~~communicate keep higher level management informed of~~ critical process issues to the WPCF Manager.

Utilize SCADA as an operational process control and information tool and supervise collection of computerized maintenance records and reports.

Read, comprehend and communicate complex technical documents and information.

- ~~Utilize and train Understand and follow oral and written directions.~~

~~Train~~ assigned personnel in ~~appropriate all aspects of~~ safety procedures for assigned duties related to wastewater treatment facilities, including job hazards, handling of hazards chemicals, and safety awareness for unusual or infrequent work activities.

- ~~Gain cooperation through discussion Handle hazardous chemicals in a safe manner, using personal protection equipment.~~

City of Hayward
Water Pollution Control Facility Operations Supervisor
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Maintain and persuasion.

Interpret~~monitor accurate operating records~~ and apply City and department policies, procedures, rules and regulations~~logs~~.

Supervise, train~~Recognize need for~~, and evaluate~~ability to direct assigned~~ personnel.

Read, write in, minor mechanical repairs, maintenance work and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation. ~~preventative maintenance.~~

- ~~Establish and maintain positive and cooperative working relationships with subordinates and other City employees.~~

Communicate effectively, tactfully and positively, both orally and in writing.

Make basic arithmetic computations.

- ~~Follow department policies and procedures related to assigned duties.~~

Operate and use modern office equipment and technology, including computers and relevant~~specialized~~ software programs~~applications~~.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5)~~Three (3)~~ years of increasingly responsible experience working in a water

City of Hayward
Water Pollution Control Facility Operations Supervisor
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pollution control facility while in possession of a Grade III certificate or higher, including two (2) years of one (1) year lead or supervisory experience.

Education: Equivalent to completion of the twelfth (12th) grade. College coursework in chemistry, biology, environmental science or other related fields preferred.

LICENSES AND CERTIFICATION

Certifications: Possession and maintenance of a valid Class C California Driver's License; possession and maintenance of a Grade IV/III Certificate issued by the State Water Resources Control Board. Grade V desirable IV or higher preferred.

Supplemental Information

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a field environment in various weather conditions; work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination; prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, stoop, squat, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations through the City and County to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H855 WPCF Operations Manager

Created July 2003

Revised July 2013

Revised March 2024

EEO Code: 02

FPPC Status: Non-Designated

FLSA Status: Exempt

WATER POLLUTION CONTROL FACILITY OPERATIONS MANAGER

DEFINITION

To plan, organize, direct, and coordinate activities related to the operation of Water Pollution Control Facility (WPCF), including skilled and supervisory work in the operations activities; and to provide highly responsible technical support to the WPCF Manager.

DISTINGUISHING CHARACTERISTICS

This is a management classification allocated to the Department of Public Works & Utilities. The WPCF Operations Manager is responsible for direct management of daily operations at the WPCF. This position is also responsible for assisting the WPCF Manager in the overall planning, administration and management of the WPCF. This position may perform as the WPCF Manager in the absence of the WPCF Manager. This position is distinguished from that of subordinate classifications by its responsibility for the management of the WPCF operators work group. This position is distinguished from the WPCF Manager position by the latter position's overall responsibility for the operations and maintenance functions of the City's WPCF.

SUPERVISION RECEIVED

Receives general direction from the WPCF Manager.

SUPERVISION EXERCISED

Exercises direct supervision of WPCF operations staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Develop and implement goals, objectives, policies, procedures and schedules related to WPCF operations.

Plan, organize and direct WPCF operations and the work of Operations staff to ensure the continuous, effective and safe operation of the WPCF and overall treatment process.

Direct, oversee and participate in the development of the WPCF Operations work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures.

Supervise and direct the operations staff in the operating strategy and troubleshooting of the co-generation system, the Fats, Oils, & Grease receiving station and the anaerobic digester operations to maximize gas production.

ESSENTIAL DUTIES (continued)

Supervise and direct the operations staff in the operating strategy and troubleshooting of the recycled water treatment facility and pump station.

Review plant and laboratory reports and direct the adjustment of operational control parameters to ensure compliance with all applicable environmental, public health and regulatory requirements and to meet operational goals and objectives.

Prepare and implement the WPCF Operations budget; participate in forecasting additional funds needed for staffing equipment, materials and supplies.

Purchase supplies, materials and equipment required to maintain efficient operation.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

Recommend 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 assigned area.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Supervise record keeping related to the WPCF operations and ensure that log entries are complete, accurate and timely.

Develop work schedules for WPCF Operators and set staff work expectations. Manage shift bidding, ensure appropriate shift coverage, and approve leave requests and overtime requests.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Participate in selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Play a key role in helping the WPCF Manager prepare periodic regulatory reports and prepare for regulatory inspections.

Ensure compliance with all City policies and OSHA safety regulations and requirements by monitoring, providing training and keeping abreast of any local, state or federal changes and resolve any safety issues.

Provide technical assistance to consulting and staff engineers; review plans, specifications and technical memorandums for WPCF improvement and replacement projects.

Develop and update standard operating procedures, and operation and maintenance manuals.

ESSENTIAL DUTIES (continued)

Make critical decisions to resolve emergency conditions resulting from wastewater treatment and disposal system malfunctions and provide direction to plant staff accordingly.

Plan, prepare, and lead plant WPCF educational tours for various groups, clubs, and school field trips.

Represent the division and department to outside agencies and organizations, participate in outside community and professional groups and committees, and provide technical assistance as necessary.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Serve as acting Water Pollution Control Facility Manager as assigned.

Serve as acting Water Pollution Control Facility Maintenance Manager as assigned.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and equipment used in modern wastewater treatment operations, including cogeneration and solar power.

Biological, chemical and physical processes involved in advanced methods of wastewater treatment.

Operations, control and calculations involved in treating waste by the primary treatment and biofiltration methods, various modifications of secondary treatment process, and anaerobic digestion process.

National Pollutant Discharge Elimination System (NPDES) Permit provisions.

Laboratory analyses and tests applicable to wastewater treatment processes.

Basics of analog and digital instrumentation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

SCADA operating systems and other computer applications related to operation and maintenance of a wastewater treatment facility.

Methods and precautions used in handling and storing hazardous chemicals.

Pertinent local, state and federal rules, regulations and laws.

Principles and practices of organization, administration, and program management.

Safe work practices associated with wastewater treatment, such as but not limited to: lock out/tag out, confined space entries, fall protection, energized electrical equipment, material safety data sheets, and personal protection equipment.

Principles and practices of supervision, training and personnel management.

Basic arithmetic.

Budgeting procedures and techniques.

Principles and practices of leadership, motivation, team building and conflict resolution.

Modern office practices, methods and computer equipment, including relevant software programs.

Oral and written communication skills; English including vocabulary, spelling, and correct grammatical usage and punctuation.

Principles and practices of excellent customer service.

Ability to:

Organize and direct WPCF Operations staff, ensuring compliance with City policies and procedures, and local, state and federal laws and regulations.

Plan, organize, assign and schedule a varied and complex technical and maintenance program.

Perform the full range WPCF Operator's duties.

Effectively assess emergency situations and develop action plans as they relate to wastewater treatment operations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Recognize the need to adjust processes ensure permit compliance, take appropriate actions, and communicate critical process issues to the WPCF Manager.

Utilize SCADA as an operational process control and information tool and supervise collection of computerized maintenance records and reports.

Read, comprehend and communicate complex technical documents and information.

Utilize and train assigned personnel in appropriate safety procedures for assigned duties, including job hazards, handling of hazards chemicals, and safety awareness for unusual or infrequent work activities.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively, both orally and in writing.

Make basic arithmetic computations.

Operate and use modern office equipment and technology, including computers and relevant software programs.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE AND EDUCATION (continued)

Experience: Five (5) years of increasingly responsible experience working in a water pollution control facility while in possession of a Grade III certificate or higher, including two (2) years of lead or supervisory experience.

Education: Equivalent to completion of the twelfth (12th) grade. College coursework in chemistry, biology, environmental science or other related fields preferred.

Licenses and Certifications: Possession and maintenance of a valid Class C California Driver's License; possession and maintenance of a Grade IV Certificate issued by the State Water Resources Control Board. Grade V desirable.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a field environment in various weather conditions; work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination; prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, stoop, squat, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations through the City and County to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H855 WPCF Operations Manager

Created July 2003

Revised July 2013

Revised March 2024

EEO Code: 02

FPPC Status: Non-Designated

FLSA Status: Exempt

UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND MAINTENANCE
SUPERVISOR MANAGER

DEFINITION

~~Under general direction, to supervise,~~

~~To plan, schedule, organize, direct and review-coordinate the activities related to the operations and electrical and mechanical maintenance of the City's water, sewer collection, and storm waterstormwater systems, including transmission, system's electrical and mechanical facilities; provides support for the distribution, storage and system; maintain and operate reservoir, pump facilities, sewer and storm water pump facilities, and sewer collection system.~~

~~pressure regulating stations, and emergency water wells; and to provide highly responsible technical support to the Utilities Operations and Maintenance Manager.~~

DISTINGUISHING

CHARACTERISTICS

This is a management ~~classification position~~ allocated to the ~~Utilities Division Department~~ of the Public Works ~~Department reporting to the~~ Utilities ~~Operations and Maintenance Manager~~. The Utilities ~~Electrical and Mechanical~~ Operations and Maintenance ~~Supervisor Manager~~ is responsible for ~~the operation management~~ of ~~the City's operations and maintenance of~~ water, sewer and ~~storm waterstormwater~~ systems, ~~including the sewer collection system, and performs responsible supervisory and management in support of the Utilities Division's goals and objectives. The. This~~ position is also responsible for assisting the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate ~~utilities~~ classifications by its responsibility for the ~~supervision management~~ of ~~two maintenance a work groups (i.e., Utilities Mechanical Maintenance and Sewer Collection System groups).group.~~ This position ~~if is~~ distinguished from the Utilities Operations and Maintenance ~~Manger position Manager~~ by the ~~latter position's latter's~~ overall responsibility for ~~the management operations~~ and ~~administration maintenance~~ of the ~~City's City's~~ water distribution and sewer collection systems, the Storekeeper position, ~~and administrative~~ and clerical staff.

~~This position serves as a Shift Operator for the City's water system, and, in the absence of the Utilities Operations and Maintenance Manager, may be designated as the Chief Operator.~~

SUPERVISION

RECEIVED

City of Hayward

Utilities Electrical and Mechanical Operations and Maintenance Supervisor~~Manager~~

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Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION

EXERCISED

Provides

Exercises direct supervision ~~of subordinate~~over assigned Utilities Operations and Maintenance staff ~~in Utilities Operations and Maintenance including water and sewer hydraulic operations, sewer collection, and any~~and assigned clerical staff.

-

ESSENTIAL DUTIES:

Duties may include, but are not limited to the following:

Operation and maintenance of the City water distribution system, operation and maintenance of the City's sewer collection system and sewer pump stations and storm water pump stations.

Assists the Utilities Operations and Maintenance Manager with budget preparation and performs other administrative work as assigned.

Coordinates operations with the needs of the public, outside agencies, and other City divisions.

Receives, investigates and responds to public inquiries, concerns, and complaints, and requests for service. Works cooperatively with City staff, residents, businesses, property owners, and with other utilities and outside agencies.

Confers with developers and contractors as needed to ensure that the City's water and wastewater system standards are met.

Identifies electrical and mechanical maintenance needs in the utility system, discusses them with Utilities Operations and Maintenance Manager, and initiates proper action to resolve the problems. Assures that emergency staff is available 24 hours a day to take necessary action.

Oversees the development of schedules and establishment of assignment priorities for the Utilities Operations and Maintenance section, as well as the sewer collection section.

Develops and maintains specifications for water and sewer system equipment and recommends purchases.

Prepares and maintains specialized water system records and forms, and reports to regulatory agencies.

Prepares all correspondence needed to ensure effective coordination between the Utilities

City of Hayward

Utilities Electrical and Mechanical Operations and Maintenance SupervisorManager

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~~Operations and Maintenance, other functions within Utilities Operations and Maintenance, Public Works, other City departments, and the general public.~~

~~Reviews, evaluates and prepares comments on construction plans, drawings and specifications related to water and sewer system infrastructure projects including mechanical, electrical, and instrumentation systems.~~

~~Responsible for operation and maintenance activities for transfer of water from Hetch Hetchy aqueduct turnouts to the City's distribution system, maintenance of emergency wells, water pump stations, reservoirs, emergency interties and pressure regulating stations.~~

~~Participates in interviewing and selection of new employees under the position's responsibilities, and training of employees in work procedures, standards and safety practices.~~

~~Prepares and provides input into employee performance evaluations, including setting and assessing goals, conducts counseling on work related issues, and makes recommendations regarding discipline.~~

~~Actively participates in the Public Works Department's Safety Committee.~~

~~Performs other related duties as assigned.~~

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

- ~~Water transmission and distribution operations and maintenance programs; and safe work practices.~~
- ~~Principles of hydraulic theory as it applies to water distribution and storage systems, water transmission systems, pressure zones and pressure regulating valves and water and sewer pumping stations.~~
- ~~Current methods, codes and regulations governing potable water disinfection, testing and reporting including water related hazardous materials storage and reporting requirements.~~
- ~~Supervisory Control and Data Acquisition (SCADA) systems including data propagation methods, and associated hardware and software.~~
- ~~Mechanical and electrical equipment commonly used in water distribution and sewage pumping systems.~~
- ~~Sewer collection system operations and maintenance, and all the regulatory requirements related to sewer collection, including sanitary sewer system overflow reporting regulations.~~
- ~~Modern work order development and processing.~~

Principles of management and Duties may include, but are not limited to, the following:

City of Hayward

Utilities Electrical and Mechanical Operations and Maintenance Supervisor~~Manager~~

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Develop and implement goals, objectives, policies, and procedures related to Utilities operations and maintenance.

Plan, organize, and direct Utilities operations and maintenance activities including electrical, mechanical and distribution system operations, repair and maintenance functions and activities.

Direct, oversee, and participate in the development of the Utilities Operations and Maintenance Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare and implement the Utilities Operations and Maintenance Division budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

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 assigned area.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Maintain water distribution system records related to the operation, maintenance and water quality consistent with regulatory requirements.

Oversee the implementation and maintenance of the computerized maintenance management system (CMMS).

Manage the operation and maintenance of the Supervisory Control and Data Acquisition (SCADA) system as it relates to the operations of the City's storage, transmission, pumping, wastewater, and stormwater systems.

Participate in the selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Review, evaluate and prepare comments on construction plans, drawings and specifications related to area of responsibility.

Plan and present regular safety training to assigned staff. Arrange for specialized training as needed.

Respond to emergencies as required and make determinations regarding emergency conditions resulting from equipment and system malfunctions.

Manage projects including but not be limited to pump/lift/grade separation station, tank and tank site construction and/or rehab/improvement.

Identify utilities maintenance needs and initiate proper action to resolve the problems.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

City of Hayward

Utilities Electrical and Mechanical Operations and Maintenance ~~Supervisor~~ Manager

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Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and equipment used in the operations and maintenance of modern water, sewer and stormwater systems including transmission, distribution, storage and pump operations.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including ~~work planning, direction, training, and evaluation of work and staff performance~~ vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

- ~~• Direct the daily operation of a municipal water distribution system, and sewer and storm water systems; and trace and correct mechanical or procedural errors.~~

City of Hayward

Utilities Electrical and Mechanical Operations and Maintenance Supervisor~~Manager~~

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- ~~• Supervise, train and evaluate subordinate field, technical, and support staff; and coordinate schedules to insure the timely processing of the public's request.~~
- ~~• Communicate both orally and in writing to prepare clear and accurate maintenance and safety reports, lead discussions, and present information to City staff, contractors, and the general public.~~

Review and evaluate construction plansOrganize and direct Utilities Operations and Maintenance Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

- ~~• Read, interpret and utilize manuals, drawings and specifications related to water and sewer system infrastructure projects including mechanical and electrical systems.~~
- ~~• Calculate water and sewer system historical and instantaneous performance using a variety of data, formulas and equations.~~
- ~~• Troubleshoot SCADA problems and implement solutions; and recommend projects related to SCADA expansion, upgrade or new installations.~~

Make reasonable assessments as to schematics to effectively analyze, maintain, troubleshoot and repair or replacement of utilities equipment; and advise Utilities staff, design consultants, engineers and contractors in acquisition and installation of new equipment and facilities.

Make informed ~~judgments~~judgements concerning ~~operational~~maintenance parameters ~~of water and sewer systems;~~ and make independent ~~judgments~~judgements during emergencies.

Effectively assess emergency situations and develop action plans as it relates to municipal water distribution, wastewater, and stormwater systems.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

City of Hayward

Utilities Electrical and Mechanical Operations and Maintenance Supervisor~~Manager~~

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Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

- Any combination ~~of~~equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. ____A typical way to ~~qualify~~—is:

obtain the knowledge and abilities would be:

Experience: ~~Four (4)~~ Five (5) years of ~~progressively~~increasingly responsible experience in the operations and maintenance of a water system, including ~~one (1) year~~two (2) years of ~~responsible~~ supervisory ~~or lead position~~responsibility. Strong background and experience in ~~a distribution underground and piping system classified as a D3 system or higher by the California Department of Health Services.~~

construction is highly desirable.

Education: ~~Completion of twelfth grade or possession of GED, supplemented by college course work related to~~ potable~~audit~~ water, water distribution, wastewater collection, recycled water distribution, or a science field. ~~Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework.~~

License or Certificate: ~~Requires possession~~ Possession of a bachelor's degree is desirable.

LICENSES AND CERTIFICATES

Possession and maintenance of a valid Water Distribution Operator D4 Certificate issued by the California Department of Health Services; ~~1.~~

City of Hayward

Utilities Electrical and Mechanical Operations and Maintenance SupervisorManager

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OR

~~Possession and maintenance of valid Water Distribution D3 Certification issued by the California Department of Health Services with the ability to obtain a D4 Certification within eighteen (18) months of appointment to the position AND possession of a bachelor's degree in an engineering or science field;~~

AND

Possession and maintenance of a valid Class C California Driver's License.

SUPPLEMENTAL INFORMATION:**SPECIAL****REQUIREMENTS**

Essential duties require the mental and/or physical ability to: ~~work in a standard office environment-and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp;~~ drive to various locations and make effective presentations to community groups, City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and ~~mouse/trackball,~~ use standard office equipment; sit for prolonged periods of time; ~~walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 35 pounds;~~ converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend ~~legal,~~ technical, and complex documents, ~~;~~ safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with ~~and make presentations to the public and all different levels of City staff in and effective and the community in a professional manner;~~ and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year
H830 Utilities and Operations Maintenance Supervisor
Created July 2011
EEO Code: 02
FPPC STATUS: Designated
FLSA STATUS: Exempt

City of Hayward

Utilities [Electrical and Mechanical](#) Operations and Maintenance [Supervisor](#)~~Manager~~

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[PROBATIONARY PERIOD: One \(1\) Year](#)

[H830 Utilities Electrical and Mechanical Operations and Maintenance Manager](#)

[Created July 2011](#)

Revised March 2024

[EEO Code: 02](#)

[FPPC STATUS: Designated](#)

[FLSA STATUS: Exempt](#)

UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND
MAINTENANCE MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities related to the operations and electrical and mechanical maintenance of water, sewer collection, and stormwater systems, including transmission system's electrical and mechanical facilities; provides support for the distribution system; maintain and operate reservoir, pump facilities, pressure regulating stations, and emergency water wells; and to provide highly responsible technical support to the Utilities Operations and Maintenance Manager.

DISTINGUISHING CHARACTERISTICS

This is a management position allocated to the Department of Public Works & Utilities. The Utilities Electrical and Mechanical Operations and Maintenance Manager is responsible for management of operations and maintenance of water sewer and stormwater systems. This position is also responsible for assisting the Utilities Operations and Maintenance Manager in the overall planning, administration, and management of Utilities Operations and Maintenance functions. This position is distinguished from that of subordinate classifications by its responsibility for the management of a work group. This position is distinguished from the Utilities Operations and Maintenance Manager by the latter's overall responsibility for operations and maintenance of the City's water distribution and sewer collection systems, the Storekeeper position and clerical staff.

SUPERVISION RECEIVED

Receives general direction from the Utilities Operations and Maintenance Manager.

SUPERVISION EXERCISED

Exercises direct supervision over assigned Utilities Operations and Maintenance staff and assigned clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Develop and implement goals, objectives, policies, and procedures related to Utilities operations and maintenance.

Plan, organize, and direct Utilities operations and maintenance activities including electrical, mechanical and distribution system operations, repair and maintenance functions and activities.

Direct, oversee, and participate in the development of the Utilities Operations and Maintenance Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

ESSENTIAL DUTIES (continued)

Prepare and implement the Utilities Operations and Maintenance Division budget; participate in forecasting additional funds needed for staffing, equipment, materials and supplies.

Recommend capital improvement and replacement projects and prepare project descriptions and cost estimates.

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 assigned area.

Encourage initiative and provide technical assistance and training to subordinates and prescribe work methods and safety procedures.

Maintain water distribution system records related to the operation, maintenance and water quality consistent with regulatory requirements.

Oversee the implementation and maintenance of the computerized maintenance management system (CMMS).

Manage the operation and maintenance of the Supervisory Control and Data Acquisition (SCADA) system as it relates to the operations of the City's storage, transmission, pumping, wastewater, and stormwater systems.

Participate in the selection and oversight of outside consultants and contractors, including evaluating vendors and sole source recommendations.

Review, evaluate and prepare comments on construction plans, drawings and specifications related to area of responsibility.

Plan and present regular safety training to assigned staff. Arrange for specialized training as needed.

Respond to emergencies as required and make determinations regarding emergency conditions resulting from equipment and system malfunctions.

Manage projects including but not be limited to pump/lift/grade separation station, tank and tank site construction and/or rehab/improvement.

Identify utilities maintenance needs and initiate proper action to resolve the problems.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical, regulatory and administrative reports; prepare written correspondence.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

ESSENTIAL DUTIES (continued)

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and equipment used in the operations and maintenance of modern water, sewer and stormwater systems including transmission, distribution, storage and pump operations.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Principles and practices of organization, administration and program management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct Utilities Operations and Maintenance Division operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Read, interpret and utilize manuals, drawings and schematics to effectively analyze, maintain, troubleshoot and repair utilities equipment and facilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Make informed judgements concerning maintenance parameters and make independent judgements during emergencies.

Effectively assess emergency situations and develop action plans as it relates to municipal water distribution, wastewater, and stormwater systems.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE AND EDUCATION (continued)

Experience: Five (5) years of increasingly responsible experience in the operations and maintenance of a water system, including two (2) years of supervisory responsibility. Strong background and experience in underground and piping system construction is highly desirable.

Education: Completion of twelfth grade or possession of GED, supplemented by college course work related to audit water, water distribution, wastewater collection, recycled water distribution, or a science field. Possession of an Associate's Degree in water distribution, wastewater collection, recycled water distribution, or in a science field may be substituted for the required coursework. Possession of a bachelor's degree is desirable.

Licenses and Certifications: Possession and maintenance of a valid Water Distribution Operator D4 Certificate issued by the California Department of Health Services.

AND

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive to various locations and make effective presentations to community groups, City Council, and City staff during day and evening hours; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; safely lift and carry boxes, files, or materials weighing up to 35 pounds; interact with and make presentations to the public and all different levels of City staff and the community in a professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H830 Utilities Electrical and Mechanical Operations and Maintenance Manager

Created July 2011

Revised March 2024

EEO Code: 02

FPPC STATUS: Designated

FLSA STATUS: Exempt

DEVELOPMENT REVIEW SPECIALIST

DEFINITION

Under general supervision, the Development Review Specialist performs a variety of technical duties related to the processing of utilities serviceprivate land development applications in accordance with related State laws, local ordinances and policies and, engineering, and planning principles and practices. This position also assists with implementing water conservation programs, communicating with customers regarding water quality issues, and related record keeping.

DISTINGUISHING CHARACTERISTICS

<u>Development</u>	<u>Review</u>	<u>Specialist</u>	<u>-</u>
<p>This journey level class performs a variety of complex, technical functions in the processing of <u>utilities serviceprivate land development</u> applications. This position is distinguished from the Permit Technician by the specialized duties and knowledge of State and local laws and ordinances, <u>and</u>—engineering <u>and</u>—<u>planning</u>—principles, <u>and</u> <u>water service installations</u>.</p>			

<u>SUPERVISION</u>	<u>RECEIVED</u>
<p><u>General supervision is provided by the Development Review Engineer.</u></p>	

Senior Development Review Specialist – Positions in this class are flexibly staffed and may be filled by advancement after at least three (3) years of experience at the lower level of Development Review Specialist or by candidates possessing at least three (3) years of experience equivalent to that of a Development Review Specialist and demonstrating the ability to perform their duties with minimal supervision. This advanced journey level classification is distinguished from the Development Review Specialist position by the level of responsibility assumed, difficulty and complexity of work performed, and independence of action taken. Employees are required to be fully trained in all procedures related to the assigned area of responsibility and perform the most difficult and responsible duties assigned to the classes within this series. Incumbents exercise a high degree of responsibility for coordinating and administering multiple specialized programs.

SUPERVISION RECEIVED

General supervision is provided by the Assistant Director of Public Works. General direction may be provided by Principal/Senior Utilities Engineer.

SUPERVISION EXERCISED

May provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES:

Duties may include but are not limited to the following:

Confer with contractors, engineers, property owners and developers regarding installation of water and sewer services.

Review and process applications for water service. Determine feasibility of proposed installations and develop costs estimates for installation.

Calculate and collect water and sewer connection fees.

Prepare standard payment agreements.

Prepare work orders for Utilities Field Services, including water installations.

Review building permit applications for compliance with water system requirements and regulations.

Administer backflow prevention requirements to ensure compliance.

Respond to inquiries about water quality and prepare annual Water Quality Report.

Implement water conservation programs, monitor activity and report results.

Provide data for Utilities Master Plan updates and special studies.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with the staff and the public.

Be an integral team player, which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public, using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations

Water service design and installation

Basic functions related to backflow prevention and cross connection control devices

Basic interpretation of maps, plans and specifications

Effective oral and written communication

Modern office practices, methods and computer equipment including relevant software programs

Oral and written communication skills, business English, including vocabulary, spelling and correct grammar and punctuation.

Basic math and financial calculations

Principles Duties may include but are not limited to the following:

~~Reviews and processes annexation applications and utility services agreements.~~

~~Provides information and recommendations to the general public, engineers, architects and City staff regarding design, processing and various conditions and requirements for applications for building permits, encroachment permits, minor planning approvals, tree removal requests, tract maps, lot line adjustments, and certificates of mergers, to ensure compliance with and State and local subdivision, engineering and planning requirements.~~

~~Reviews applications for building permits, encroachment permits and minor planning approvals for acceptability of grading and drainage systems, traffic circulation, driveway locations/designs, dedications of rights of way, and for conformity to previously approved permits and zoning requirements/approvals.~~

~~Contributes to preparation of Planning Division staff reports for the Planning Commission, and City Council regarding grading and drainage systems, traffic circulation, driveway locations and design, and dedications of rights of way; prepares conditions of approval and suggests design alternatives relative to streets, driveways, circulation, lot layout and public facility and utility improvements; and conducts related environmental impact assessments as assigned.~~

~~Reviews tentative tract and parcel maps for compliance with the City's Subdivision Ordinance, State Map Act, and common engineering, planning and construction practices.~~

~~Processes applications involving waivers of tentative parcel maps.~~

~~Processes lot line adjustment and certificate of merger applications for compliance with State and local subdivision regulations and evaluates the adequacy of engineering information and property descriptions.~~

~~Attends public meetings and other meetings as assigned.~~

~~Distributes referrals regarding tract acceptances to City departments and outside agencies for comments regarding acceptability of improvements within public rights of way; coordinates the completion of the review process up to the point of acceptance by the Director of Public Works or the City Council.~~

~~Reviews computer accounting printouts and answers questions regarding charges incurred in the processing of various projects as assigned.~~

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

~~The principles and practices of excellent customer service civil engineering and surveying.~~

- ~~Local subdivision and zoning ordinances and the State Map Act.~~

Ability to:

- ~~Interpret Understand and apply City use math including algebra, geometry and trigonometry.~~
- ~~Perform engineering drafting.~~

~~Disseminate and closely coordinate information involving employees in the Planning Division and Public Works Department policies, procedures, rules and regulations.~~

Interpret maps, plans and specifications

Prepare standard payment agreements

Prepare cost estimates

Implement water conservation programs based on established guidelines

- ~~Interact effectively with public, co-workers and supervisor.~~

Communicate effectively, tactfully and positively, orally and in writing.

Handle workload~~work load~~ in a timely manner with a minimum of supervision.

Disseminate and closely coordinate information within and between Development Services and Public Works

Research and analyze problems, formulate effective resolutions, and prepare recommendations

Work without direct supervision and exercise sound, independent judgement

Work on several projects and assignments concurrently

Operate and use modern office equipment and technology, including computers and applicable software

Establish and maintain effective working relationships with those contacted in the course of work

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities

MINIMUM QUALIFICATIONS:

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

DEVELOPMENT REVIEW SPECIALIST

Experience: Two (2) years performing technical or professional field and/or office engineering work. Specialized course work or training ~~Prior involvement~~ in water systems design and backflow prevention device installation ~~private land development processing activities~~ is desirable.

Education: Equivalent to an Associate of Arts degree in engineering, business, or a related field.

SENIOR DEVELOPMENT REVIEW SPECIALIST

Experience: Three (3) years of experience comparable to that of a Development Review Specialist in the City of Hayward. One (1) year of lead supervisory experience is desirable.

Education: Equivalent to an Associate of Arts degree in ~~Civil~~ Engineering, business or a related field. Equivalent to a Bachelor's degree from an accredited college with course work in engineering or related field is desirable.

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LICENSES AND CERTIFICATIONS

~~:-~~ Possession and maintenance of a valid Class C California Driver's ~~Driver's~~ License.

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to Work: ~~work~~ in a standard office

environment; perform various physical activities on a regular basis, including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting; use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; ~~stand, walk, reach, bend and~~ safely lift and move equipment and ~~material~~materials weighing up to 35 pounds; converse by telephone, by email, and in person, ~~and before small and large groups, and be clearly understood~~; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

T320 Development Review Specialist

August 1988

Revised May 2014

Revised March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

DEVELOPMENT REVIEW SPECIALIST

DEFINITION

Under general supervision, the Development Review Specialist performs a variety of technical duties related to the processing of utilities service applications in accordance with related State laws, local ordinances and policies and engineering principles and practices. This position also assists with implementing water conservation programs, communicating with customers regarding water quality issues, and related record keeping.

DISTINGUISHING CHARACTERISTICS

Development Review Specialist - This journey level class performs a variety of complex, technical functions in the processing of utilities service applications. This position is distinguished from the Permit Technician by the specialized duties and knowledge of State and local laws and ordinances, engineering principles, and water service installations.

Senior Development Review Specialist – Positions in this class are flexibly staffed and may be filled by advancement after at least three (3) years of experience at the lower level of Development Review Specialist or by candidates possessing at least three (3) years of experience equivalent to that of a Development Review Specialist and demonstrating the ability to perform their duties with minimal supervision. This advanced journey level classification is distinguished from the Development Review Specialist position by the level of responsibility assumed, difficulty and complexity of work performed, and independence of action taken. Employees are required to be fully trained in all procedures related to the assigned area of responsibility and perform the most difficult and responsible duties assigned to the classes within this series. Incumbents exercise a high degree of responsibility for coordinating and administering multiple specialized programs.

SUPERVISION RECEIVED

General supervision is provided by the Assistant Director of Public Works. General direction may be provided by Principal/Senior Utilities Engineer.

SUPERVISION EXERCISED

May provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Confer with contractors, engineers, property owners and developers regarding installation of water and sewer services.

Review and process applications for water service. Determine feasibility of proposed installations and develop costs estimates for installation.

Calculate and collect water and sewer connection fees.

ESSENTIAL DUTIES (continued)

Prepare standard payment agreements.

Prepare work orders for Utilities Field Services, including water installations.

Review building permit applications for compliance with water system requirements and regulations.

Administer backflow prevention requirements to ensure compliance.

Respond to inquiries about water quality and prepare annual Water Quality Report.

Implement water conservation programs, monitor activity and report results.

Provide data for Utilities Master Plan updates and special studies.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with the staff and the public.

Be an integral team player, which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public, using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations.

Water service design and installation.

Basic functions related to backflow prevention and cross connection control devices.

Basic interpretation of maps, plans and specifications.

Effective oral and written communication.

Modern office practices, methods and computer equipment including relevant software programs.

Oral and written communication skills, business English, including vocabulary, spelling and correct grammar and punctuation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Basic math and financial calculations.

Principles and practices of excellent customer service.

Ability to:

Interpret and apply City and Department policies, procedures, rules and regulations.

Interpret maps, plans and specifications.

Prepare standard payment agreements.

Prepare cost estimates.

Implement water conservation programs based on established guidelines.

Communicate effectively, tactfully and positively, orally and in writing.

Handle workload in a timely manner with a minimum of supervision.

Disseminate and closely coordinate information within and between Development Services and Public Works.

Research and analyze problems, formulate effective resolutions, and prepare recommendations.

Work without direct supervision and exercise sound, independent judgement.

Work on several projects and assignments concurrently.

Operate and use modern office equipment and technology, including computers and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE AND EDUCATION (continued)

DEVELOPMENT REVIEW SPECIALIST

Experience: Two (2) years performing technical or professional field and/or office engineering work. Specialized course work or training in water systems design and backflow prevention device installation is desirable.

Education: Equivalent to an Associate of Arts degree in engineering, business, or a related field.

SENIOR DEVELOPMENT REVIEW SPECIALIST

Experience: Three (3) years of experience comparable to that of a Development Review Specialist in the City of Hayward. One (1) year of lead supervisory experience is desirable.

Education: Equivalent to an Associate of Arts degree in Engineering, business or related field. Equivalent to a Bachelor's degree from an accredited college with course work in engineering or related field is desirable.

LICENSES AND CERTIFICATIONS

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to Work in a standard office environment; perform various physical activities on a regular basis, including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting; use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, email, and in person; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

T320 Development Review Specialist

August 1988

Revised May 2014

Revised March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

SENIOR DEVELOPMENT REVIEW SPECIALIST

DEFINITION

Under general supervision, the Development Review Specialist performs a variety of technical duties related to the processing of utilities service applications in accordance with related State laws, local ordinances and policies and engineering principles and practices. This position also assists with implementing water conservation programs, communicating with customers regarding water quality issues, and related record keeping.

DISTINGUISHING CHARACTERISTICS

Development Review Specialist - This journey level class performs a variety of complex, technical functions in the processing of utilities service applications. This position is distinguished from the Permit Technician by the specialized duties and knowledge of State and local laws and ordinances, engineering principles, and water service installations.

Senior Development Review Specialist – Positions in this class are flexibly staffed and may be filled by advancement after at least three (3) years of experience at the lower level of Development Review Specialist or by candidates possessing at least three (3) years of experience equivalent to that of a Development Review Specialist and demonstrating the ability to perform their duties with minimal supervision. This advanced journey level classification is distinguished from the Development Review Specialist position by the level of responsibility assumed, difficulty and complexity of work performed, and independence of action taken. Employees are required to be fully trained in all procedures related to the assigned area of responsibility and perform the most difficult and responsible duties assigned to the classes within this series. Incumbents exercise a high degree of responsibility for coordinating and administering multiple specialized programs.

SUPERVISION RECEIVED

General supervision is provided by the Assistant Director of Public Works. General direction may be provided by Principal/Senior Utilities Engineer.

SUPERVISION EXERCISED

May provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Confer with contractors, engineers, property owners and developers regarding installation of water and sewer services.

Review and process applications for water service. Determine feasibility of proposed installations and develop costs estimates for installation.

ESSENTIAL DUTIES (continued)

Calculate and collect water and sewer connection fees.

Prepare standard payment agreements.

Prepare work orders for Utilities Field Services, including water installations.

Review building permit applications for compliance with water system requirements and regulations.

Administer backflow prevention requirements to ensure compliance.

Respond to inquiries about water quality and prepare annual Water Quality Report.

Implement water conservation programs, monitor activity and report results.

Provide data for Utilities Master Plan updates and special studies.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with the staff and the public.

Be an integral team player, which involves flexibility, cooperation and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public, using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations.

Water service design and installation.

Basic functions related to backflow prevention and cross connection control.

Basic interpretation of maps, plans and specifications.

Effective oral and written communication.

Modern office practices, methods and computer equipment including relevant software programs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Oral and written communication skills, business English, including vocabulary, spelling and correct grammar and punctuation.

Basic math and financial calculations.

Principles and practices of excellent customer service.

Ability to:

Interpret and apply City and Department policies, procedures, rules and regulations.

Interpret maps, plans and specifications.

Prepare standard payment agreements.

Prepare cost estimates.

Implement water conservation programs based on established guidelines.

Communicate effectively, tactfully and positively, orally and in writing.

Handle workload in a timely manner with a minimum of supervision.

Disseminate and closely coordinate information within and between Development Services and Public Works.

Research and analyze problems, formulate effective resolutions, and prepare recommendations.

Work without direct supervision and exercise sound, independent judgement.

Work on several projects and assignments concurrently.

Operate and use modern office equipment and technology, including computers and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

DEVELOPMENT REVIEW SPECIALIST

Experience: Two (2) years performing technical or professional field and/or office engineering work. Specialized course work or training in water systems design and backflow prevention device installation is desirable.

Education: Equivalent to an Associate of Arts degree in engineering, business, or a related field.

SENIOR DEVELOPMENT REVIEW SPECIALIST

Experience: Three (3) years of experience comparable to that of a Development Review Specialist in the City of Hayward. One (1) year of lead supervisory experience is desirable.

Education: Equivalent to an Associate of Arts degree in Engineering, business or related field. Equivalent to a Bachelor's degree from an accredited college with course work in engineering or related field is desirable.

LICENSES AND CERTIFICATIONS

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to Work in a standard office environment; perform various physical activities on a regular basis, including sitting, standing, walking, kneeling, reaching, turning, bending, climbing and twisting; use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; periodically sit for prolonged periods of time; safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, email, and in person; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year
 T322 Senior Development Review Specialist
 March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

WATER RESOURCES PLANNER

DEFINITION

Under general supervision from the Water Resources Manager or other assigned management staff, plans and implements assigned water resources activities, including water conservation program development and oversight, integrated water supply planning, public outreach and education, grant administration, legislative analysis, and report preparation. Evaluates existing and proposed policies and programs, advocates on behalf of the City, and provides leadership and technical expertise to deliver safe, reliable water service to Hayward customers.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification allocated to the Water Resources Division of the Department of Public Works & Utilities. The incumbent is responsible for implementing water resources activities, including water conservation program development and oversight, integrated water resources planning, public outreach and education, grant administration, legislative analysis and report preparation. This position is distinguished from the Water Resources Manager by the latter position's overall responsibility for all aspects of the development and management of the City's water resources program.

SUPERVISION RECEIVED

Receives general supervision from the Water Resources Manager or other assigned management staff.

SUPERVISION EXERCISED

May exercise functional supervision over consultants and administrative support personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to:

Implement water resources activities, including water conservation and water use efficiency programs.

Prepare technical analyses of water resources, including supply and demand projections and water supply allocations during droughts.

Prepare and submit reports and data requests to State and Regional entities.

ESSENTIAL DUTIES (continued)

Plan, research and prepare complex technical and administrative reports and recommendations on water resources planning issues.

Develop and maintain social media and website information and prepare outreach materials related to water resources.

Represent the City at regional water resources meetings.

Track and evaluate legislation and regulations as they pertain to water supply and prepare analyses and comments to address the City's interests.

Develop water supply assessments in compliance with California Water Code and any subsequent laws and regulations that integrate land use and water supply planning.

Assist in preparing and updating the Urban Water Management Plan and other plans and studies as assigned.

Prepare grant and loan applications for water supply projects and studies.

Coordinate the procurement of technical consultants, prepare and issue requests for proposals, participate in selection, and negotiation of professional services agreements.

Assist in preparing water resources programs goals and objectives.

Prepare City Council and Council Committee communications, reports and presentation materials.

Present information to various elected and appointed officials and community groups.

Champion the implementation of sustainable water resources programs and initiatives.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of excellent customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current methods, technologies, principles and practices of water resource planning, analysis, development and management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Water conservation and water use efficiency programs.

Water project funding sources, grants and loans, and preparation of applications and administration.

Principles and practices of analytical research, project management and contract administration.

Techniques and principles of effective interpersonal communication.

Principles and methods of report writing and presentations.

Research methods and techniques.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern office practices, methods, and computer equipment, including relevant software programs such as word processing, spreadsheet, social media and data analysis programs.

Principles and practices of excellent customer service.

Arithmetic and basic mathematical calculations.

Ability to:

Implement water conservation and water use efficiency programs.

Prepare technical and informational reports, correspondence, and action plans.

Develop and maintain social media and website materials.

Analyze and interpret technical materials, financial reports and legal documents to make sound recommendations.

Work collaboratively with other staff members and outside entities to achieve common goals.

Operate a computer, including commonly used word processing, spreadsheet, social media and data analysis programs.

Prepare clear and concise written reports.

Develop and manage resources, budgets, and schedules.

Interpret, apply, and explain laws, rules, codes, and City policies and procedures.

Make sound decisions with solid problem-solving methods.

Establish and maintain effective working relationships.

Communicate clearly and concisely, both orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

EXPERIENCE AND EDUCATION

Experience: Two (2) years of progressively responsible professional-level experience in planning or related administrative work. Experience in water or natural resources plan desirable.

Education: Possession of a Bachelor's degree from an accredited college or university with major coursework in natural resources management, urban or regional planning, public administration, public policy, or a closely related field. A Master's degree in a similar field is desirable.

Licenses and Certifications: Possession of a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability: to work in a standard office environment and use standard office equipment and current software; safely drive to various locations through the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

T870 Water Resources Planner

March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

PRINCIPAL TRANSPORTATION ENGINEER

DEFINITION

Under direction of the Deputy Director of Public Works-Transportation, oversees, and manages major strategic initiatives as stipulated by City Council; plans, assigns and reviews the work of assigned transportation engineering staff. Provides highly responsible support to the Deputy Director of Public Works-Transportation. Attends and represents the City at the Alameda County Transportation Commission, Metropolitan Transportation Commission and other regional agencies meetings as requested. Also, evaluates grant opportunities and requests for funding.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level position in the Transportation Engineer series. This position is distinguished from the Senior Transportation Engineer by the level of responsibility assumed, complexity of duties assigned, and independence of action taken, and by the amount of time spent performing the more complex duties. Employees in this classification perform the most complex and responsible types of duties within this series, which includes providing technical and functional supervision over assigned professional and technical personnel. This position is distinguished from Deputy Director of Public Works-Transportation by the latter position's overall responsibility for all aspects of the Transportation Division

SUPERVISION RECEIVED

Receives direction from the Deputy Director of Public Works-Transportation.

SUPERVISION EXERCISED

Exercises supervision over professional and technical staff as assigned.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Support and advise the Deputy Director of Public Works-Transportation in the development and implementation of the Division's goals, objectives, policies, procedures, work standards.

Plan, organize, direct and evaluate the assigned function and activities of the Transportation Division and provide recommendations for implementing projects and assigned workload.

Perform complex and advanced transportation engineering functions and activities.

Represent the City on various boards, committees and associations and advocate effectively for the City in matters relating to transportation, traffic safety and other assigned areas, including at the Alameda County Transportation Commission, Metropolitan Transportation Commission and other regional agencies meetings as appropriate.

City of Hayward
Principal Transportation Engineer
Page 2 of 6

ESSENTIAL DUTIES (continued)

Support the Deputy Director in fostering and leading bicycle and pedestrian initiatives and Complete Streets projects to make streets accessible and safe for all ages and abilities.

Represent the City and work with California Department of Transportation (CalTrans) on State-related projects.

Conduct and review transportation and traffic studies to ensure compliance with adopted transportation safety and level of service standards.

Plan and direct implementation of major transportation projects, capital improvement projects, and research studies.

Prepare requests for proposal, administer the proposal process and oversee consultants

Manage the preparation of updates to the Traffic Impact Fee (TIF) programs.

Assist in the update of the General Plan Circulation Element.

Administer, manage, and maintain City's Traffic Operations Center (TOC) and traffic signal systems.

Manage, review, and recommend changes and modify existing maintenance activities and programs to improve effectiveness and productivity related to transportation, traffic, and streetlights.

Direct and monitor the City's street signing and striping maintenance and replacement program ensuring the City roadways are properly signed and marked (e.g., faded signs and markings or obsolete signs).

Assist in the development of the City's annual Capital Improvement Program.

Review and approve engineering plans, specifications, and contract documents.

Select assigned personnel and provide for their training and professional development.

Plan, prioritize, assign, supervise and review Transportation Engineering activities and staff.

Evaluate grant opportunities and prepare grant applications for federal, state, regional or other funding.

Conduct the more complex transportation engineering projects and activities; prepare recommendations for traffic signal timing and coordination improvements; prepare traffic signal timing plans; and supervise and participate in collecting, tabulating and analyzing traffic information.

Act as City Traffic Engineer.

Provide professional and technical staff assistance.

ESSENTIAL DUTIES (continued)

Confer with neighborhood groups, property owners and others relative to information on traffic operations activities; coordinate responses to inquiries from the public, City Council, City Manager and City staff relative to traffic operations issues;

Coordinate traffic operations unit activities with other City departments; serve as liaison between the City and boards, councils, as directed; prepare and present reports and presentations at various City Council, commissions, boards, and other governmental meetings; ; serve on and attends various committees and task forces, attend Planning Commission, City Council and neighborhood meetings as necessary.

Implement public outreach and community engagement including presentations to community groups and neighborhood meeting.

Prepare reports and meeting materials, and conducts presentations to City Council, Council committees, Planning Commission and community groups.

Participate in operating budget and Capital Improvement Program (CIP) preparation and administration; prepare complex cost estimates for budget recommendations; monitor and control expenditures; recommend funding needs for traffic operations unit functions and capital projects; monitor CIP project expenditures related to traffic operations and identify funding sources to supplement the budget for the traffic operations unit.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Participate in interviews and selection of new employees, assign work and provide training in work procedures, standards and safety practices.

Prepare and provide input into employee performance evaluations, including setting and assessing goals, conduct counseling on work-related issues and make recommendations regarding discipline. Serve as a mentor to staff, providing them with leadership, direction, training and support.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods and techniques used in transportation engineering and operations.

Pertinent local, state and federal laws, ordinances and rules including, the California Vehicle Code, the Manual on Uniform Traffic Control Devices (MUTCD), the MUTCD California Supplement and the Highway Capacity Manual.

Traffic signal system design including communications, timing plans, controller functions and interconnect system design; signal operations, signal optimization software such as SYNCHRO,

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

SIMTRAFFIC, TRANSYT, PASSER, HCS, analysis of traffic operations, development and maintenance of traffic control inventories.

Traffic management software such as SCATS.

Various traffic signal controllers such as NAZTEC and Econolite.

Video detection equipment such as Pentel zoom cameras.

Techniques for analyzing and developing signal timing and coordination plans and use of traffic signal operational analysis and timing software.

Techniques for improving traffic operations and mitigating impacts in neighborhoods, the downtown and in other areas of the City, and for improving traffic operations and safety on the City's arterial system.

Regional transportation planning, funding and oversight agencies including the Alameda County Transportation Commission, Metropolitan Transportation Commission, Air Quality Management District and others as appropriate.

Street design strategies to address the need to make streets accessible to all users, i.e. Complete Streets.

Basic telecommunication for traffic signal operations.

Techniques for improving pedestrian and bicycle circulation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of supervision, training, discipline, and performance evaluations.

Principles and practices of operating and capital improvement budgeting.

Effective public contact and community relations concepts, including negotiation techniques and presentation skills.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Principles and practices of safety management.

Principles and practices of excellent customer service.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Organize, direct and implement complex projects and programs; develop, implement and administer goals, objectives and procedures for providing effective and efficient transportation engineering services.

Communicate effectively and tactfully with City staff, elected officials, developers, customers, regulatory agencies, external agencies and non-government organizations.

Supervise, organize, direct, train and evaluate assigned staff.

Clearly and effectively articulate City positions on regional transportation planning and funding issues.

Perform the most advanced and complex transportation engineering related duties.

Prepare accurate, clear, concise and grammatically correct reports and correspondence in a form understandable to the public.

Effectively communicate traffic operations issues to the residents of the City.

Work with signal system design including communications, timing plans, controller and interconnect designs; work with signal operations including determination of optimum signal splits, offset and cycle lengths, preemption, controller functions and settings of typical signal communication equipment.

Review, evaluate and prepare traffic engineering plans.

Interpret and explain pertinent laws, rules, regulations and policies.

Assist in the development and monitoring of an assigned program budget.

Communicate clearly and concisely, both orally and in writing.

Work effectively and cooperatively with consultants and contractors.

Establish and maintain effective working relationships and deal respectfully and tactfully with those encountered in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible professional transportation engineering experience, including two (2) years of supervisory experience.

City of Hayward
Principal Transportation Engineer
Page 6 of 6

EXPERIENCE AND EDUCATION (continued)

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Traffic/Transportation Engineering or a closely related field.

Licenses and Certificates: Registration as a Professional Civil or Traffic Engineer in the State of California. An out-of-state P.E. or T.E. will be accepted but will require the candidate to obtain a State of California registration within a one-year period of being hired. Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment:

Work in a standard office environment and use standard office equipment and current software; work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend engineering designs, plans, legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

H217 Principal Transportation Engineer

March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

PRINCIPAL UTILITIES ENGINEER

DEFINITION

Under general direction, plan, direct and coordinate assigned functions and activities of the Engineering Section of the Utilities Division and support the Utilities Engineering Manager in policy development and execution of large, complex capital improvement projects.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level position that plans, coordinates, directs, oversees and performs all assigned activities of Utilities Engineering, including planning, conceptual design, final design, cost estimating, project bidding process, services during construction and construction management for a variety of projects in water storage and distribution, recycled water, sewer collection, stormwater management, and wastewater treatment. This position also provides support and advice to the Utilities Engineering Manager in the development of policies and procedures, and execution of large capital improvement projects. This position is distinguished from that of the Senior Utilities Engineer position by the complexity of assignments and responsibility for the supervision of higher-level engineering and technical staff. This position is distinguished from Utilities Engineering Manager by the latter position's overall responsibility for all aspects of the Utilities Engineering functions.

SUPERVISION RECEIVED

Receives general direction from the Utilities Engineering Manager.

SUPERVISION EXERCISED

Exercises supervision to professional and technical staff as assigned

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Support and advise the Utilities Engineering Manager in development and implementation of the Engineering Section's goals, objectives, policies and priorities.

Perform complex and advanced engineering functions and activities.

Provide technical supervision, training, mentoring, and guidance to Utilities engineering staff. Conduct employee performance reviews, and encourage employee growth and development.

Plan, organize, direct and evaluate the assigned functions and activities of the Utilities Division engineering staff, and provide recommendations for implementing projects and assigned workload.

Oversee preparation of Utilities studies and master plans that identify and plan for future infrastructure improvements related to potable water, recycled water, sewer system upgrades, and wastewater treatment plant rehabilitation and upgrade projects. Prioritize projects and include in the City's annual capital improvement program (CIP).

Prepare requests for proposals (RFPs), administer the proposal process; and provide oversight and supervision of consultants.

Plans and direct the implementation of capital improvement projects.

ESSENTIAL DUTIES (continued)

Direct and review the preparation and examination of engineering plans, specifications, designs, cost estimates and legal descriptions for a variety of construction and maintenance projects.

Supervise assigned staff and serve as construction manager on complex water and water treatment capital improvement projects.

Supervise staff engineers in the preparation of plans, specifications, cost estimates, bidding, and the administration of contracts for smaller utilities projects (e.g., small water main, sewer main, recycled water main, and water pollution control facility projects).

Supervise revisions and updates to standard specifications and details related to water, recycled water, and wastewater utilities.

Prepare staff reports and resolutions for City Council and Council committees; prepares meeting materials and conducts presentations to City Council and Council committees.

Represent the division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Oversee coordination of utilities engineering related activities with Engineering & Transportation Division, other City departments, divisions, and sections and with outside agencies.

Prepare reports and make recommendations regarding the Utilities Division's portion of the City's capital improvement program.

Evaluates grant and low-interest loan opportunities and prepares applications for federal, state, regional or other funding.

Develop and recommend an annual budget and priority for assigned utilities projects and review budgets and priorities prepared by lower-level engineers.

Advise other sections and program staff within the Utilities Division on engineering and technical matters.

Participate in interviews and selection of new employees, assign work, and provide training in work procedures, standards and safety practices.

Prepare and provide input into employee performance evaluations, including setting and assessing goals, conducts counseling on work-related issues, and make recommendations regarding discipline.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Be an integral team player, which involves flexibility, cooperation and communication.

Built and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Serve as a mentor to staff, providing them with leadership, direction, training and support.

Perform related duties as assigned.

City of Hayward
Principal Utilities Engineer
Page 3 of 5

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering with focus on the planning, design and construction of water distribution, recycled water, and wastewater collection and treatment facilities.

Wastewater treatment processes including primary, secondary and tertiary treatment, as well as solids handling processes.

Engineering theory, principles and practices of program development and administration, and project scheduling and management.

Applicable laws and regulatory codes relevant to planning, design and construction of water, recycled water, wastewater, and storm drainage projects, including environmental assessment and environmental impact mitigations.

Current developments, literature, and sources of information relative to municipal utilities engineering.

Modern methods and techniques used in the design and construction of a wide variety of utilities engineering projects.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles of management and supervision, training and personnel management.

Operating and capital budgeting procedures and techniques.

Effective public contact and community relations concepts including negotiation techniques and presentation skills.

Principles and practices of modern asset management.

Modern office practices, methods and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Principles and practices of excellent customer service.

Ability to:

Organize, direct, and implement complex projects and programs; develop, implement and administer goals, objectives, and procedures for providing effective and efficient engineering services.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Ability to communicate effectively and tactfully with operations and maintenance personnel, professional staff, elected officials, developers, customers, regulatory agencies, external agencies, and non-government organizations.

Supervise, train and evaluate professional and technical subordinates.

Plan, oversee and complete multiple complex projects.

Set priorities, organize projects and meet deadlines and budget constraints.

Perform complex engineering computations and design, check, and supervise the construction of a wide variety of municipal utilities facilities.

Communicate both orally and in writing to prepare clear and accurate reports, lead discussions, and present information to City staff, contractors, and the public.

Complete assignments in a timely manner with minimum supervision.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Plan and direct the work of other personnel.

Develop and maintain effective working relationships with individuals and groups.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

Experience: Five (5) years of progressively responsible experience in professional engineering work in the design and construction of water and wastewater projects including two (2) years of supervisory or lead experience.

Education: Bachelor's degree or equivalent from an accredited college or university in civil engineering, or a closely related field with major work in civil engineering. A master's degree in a closely related field is desirable.

LICENSES AND CERTIFICATES

Possession and maintenance of a certificate of registration as a Professional Engineer (Civil or Mechanical) in the State of California.

Possession and maintenance of a valid Class C California driver's license.

City of Hayward
Principal Utilities Engineer
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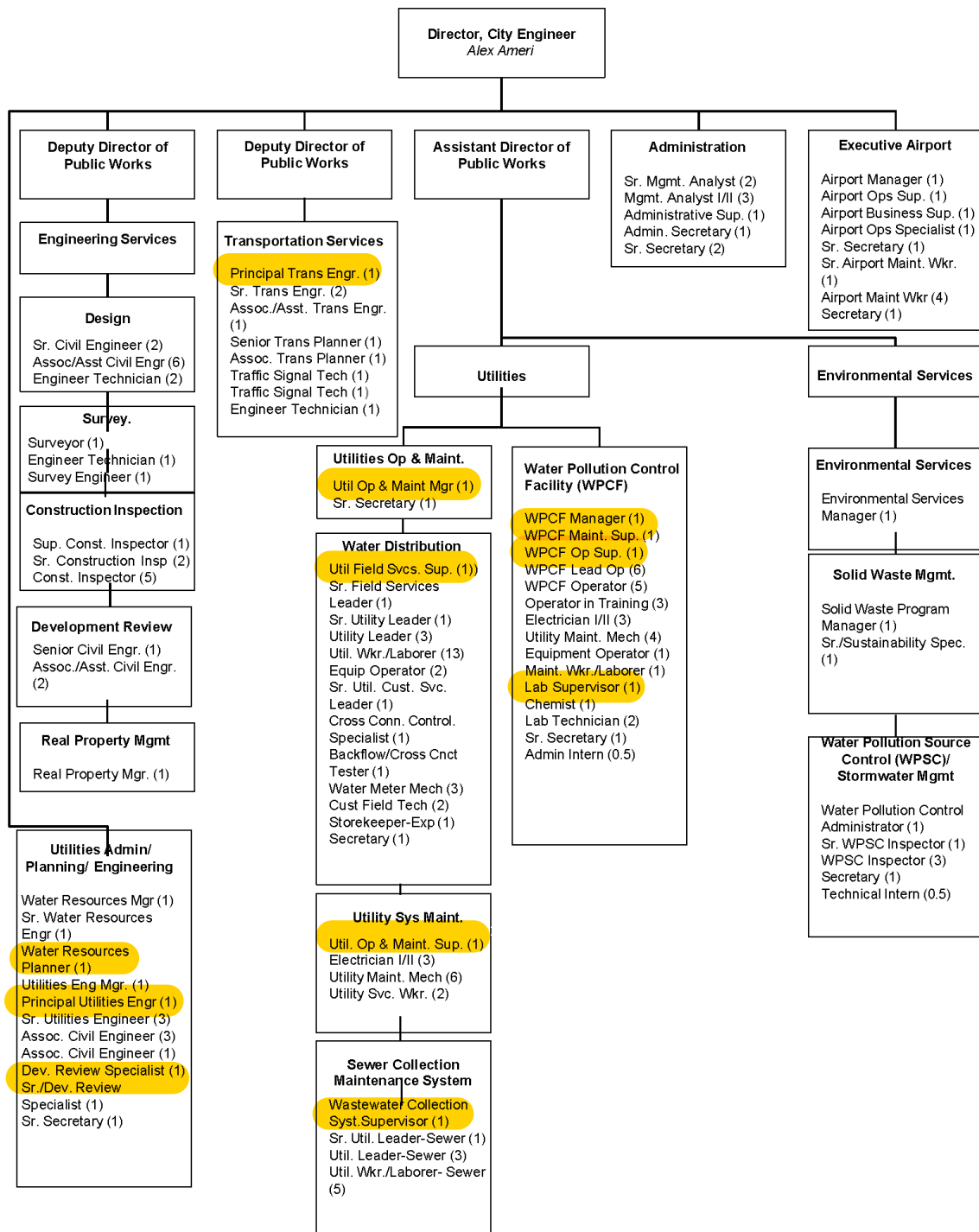
SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year
H812 Principal Utilities Engineer
March 2024
AAP GROUP: 5
FPPC STATUS: Non-Designated
FLSA STATUS: Exempt

FY 2024 STAFFING 168 FTE

Public Works & Utilities Department





CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 24-022

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Review and Approve the Proposed Mission Statement

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed mission statement.

ATTACHMENTS

Attachment I Staff Report



DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Review and Approve the Proposed Mission Statement

RECOMMENDATION

That the Personnel Commission review and approve the proposed mission statement.

DISCUSSION

The Personnel Commission held a retreat on November 7, 2023, which was facilitated by CivicMakers. The purpose of this retreat was to collaboratively clarify and reimagine the role of the Personnel Commission and craft solutions that will make the Personnel Commission work better for City staff and the City of Hayward.

As a result of this retreat, the proposed mission statement was formed and agreed upon by staff and Commissioners present:

“We are a non-partisan, volunteer Commission that represents the people of Hayward and ensures the City of Hayward has equitable and inclusive hiring and job classification practices, and a diverse workforce.

We work continuously to ensure Hayward employees are making Hayward work for its residents, and hold our City government accountable when needed.

To do so we:

- Review, advise, and approve the job classifications for employees at the City of Hayward;
- Play an advisory role to Hayward’s Human Resources Department and City Council regarding the City’s organizational practices;
- Ensure Hayward adheres to fairness and diversity in hiring principles outlined in its anti-discrimination task force (Commitment for Equitable and Compassionate Community – CIECC);

- Advocate for excellence in hiring; and
- Engage, inspire, and recruit the community to work for the City.”

NEXT STEPS

Upon approval from the Commission, staff will work the City Clerk’s Office to incorporate the mission statement in its appropriate documents, as necessary.

Prepared by: Candi Jackson, Human Resources Administrative Assistant

Recommended by: Brittney Frye, Director of Human Resources

Approved by:

Regina Youngblood, Assistant City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: PH 24-013

DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2024

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and adopts the revised Classification Plan for each position in the City's classified service for Fiscal Year 2024, effective March 25, 2024, and reviews and recommends to Council adoption of the revised Salary Plan for each position in the City's classified service for Fiscal Year 2024, effective March 25, 2024.

SUMMARY

As required by the Municipal Code, the FY 2024 Salary Plan has been updated to reflect the addition of four (4) new classifications and salary adjustments to eleven (11) classifications. The Salary Plan and Classification plan have also been revised to reflect revisions to the classification titles of eight (8) classifications in the City's classified service.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	FY24 Revised Salary Plan
Attachment III	FY24 Revised Classification Plan



DATE: March 14, 2024

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Adopt the Revised Classification Plan and Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2024

RECOMMENDATION

That the Personnel Commission holds a Public Hearing and adopts the revised Classification Plan for each position in the City's classified service for Fiscal Year 2024, effective March 25, 2024, and reviews and recommends to Council adoption of the revised Salary Plan for each position in the City's classified service for Fiscal Year 2024, effective March 25, 2024.

SUMMARY

As required by the Municipal Code, the FY 2024 Salary Plan has been updated to reflect the addition of four (4) new classifications and salary adjustments to eleven (11) classifications. The Salary Plan and Classification plan have also been revised to reflect revisions to the classification titles of eight (8) classifications in the City's classified service.

BACKGROUND/DISCUSSION

New Classifications

PRINCIPAL TRANSPORTATION ENGINEER (H217): This new classification will be housed in the Transportation Division as a mid-management level position to support the Director and Deputy Director in representing and advocating for the City of Hayward at the regional level and providing day-to-day direction to staff. The salary for Principal Transportation Engineer will be set internally to be ten percent (10%) above Senior Transportation Engineer (H215). The new salary range for Principal Transportation Engineer is \$76.68 at Step A and \$93.20 at Step E.

PRINCIPAL UTILITIES ENGINEER (H812): This new classification will be housed in the Utilities Engineering Section of the Utilities Division as a mid-management level position to support the Utilities Engineering Manager by providing day-to-day supervision of staff and working closely with consultants and contractors. The salary for Principal Utilities Engineer will be set internally to be ten percent (10%) above Senior Utilities Engineer (H810). The new salary range for Principal Utilities Engineer is \$80.53 at Step A and \$97.88 at Step E.

SENIOR DEVELOPMENT REVIEW SPECIALIST (T322): The addition of this classification will create a flexibly-staffed classification series which includes the existing Development Review Specialist. The salary for Senior Development Review Specialist will be set internally to be ten percent (10%) above Development Review Specialist (T320). The new salary range for Senior Development Review Specialist is \$52.50 at Step A and \$64.01 at Step E.

WATER RESOURCES PLANNER (T870): This new classification will be housed in the Water Resources Planning Section of the Utilities Division as a journey-level classification reporting to the Water Resources Manager or other assigned management staff. This position will manage non-engineering functions of projects such as Phase II Recycled Water and groundwater sustainability, as well as assist with water conservation and water use efficiency efforts. Based on a total compensation market study conducted by Bryce Consulting, the salary for Water Resources Planner will be initially set to the market median which is approximately \$10,900 a month. The new salary range for Water Resources Planner is \$51.74 at Step A and \$62.89 at Step E.

Living Wage Ordinance:

The Living Wage Ordinance, established July 1, 1999, was designed to upwardly adjust and reflect a change in the Bay Area Consumer Price Index. The salaries for Intern classifications (Administrative Intern, Information Technology Intern, and Technical Intern) fall under Section 2, Article 14 of the City Charter regarding the Living Wage Ordinance. The last salary adjustment to Intern classifications occurred on September 30, 2019. As such, the salaries for these classifications shall be adjusted to reflect salaries that would be in place had the provisions of the Living Wage Ordinance been applied consistently. Based on the CPI data available, the salaries for Administrative Intern, Information Technology Intern, and Technical Intern shall be adjusted 15.15% effective March 25, 2024. The new salaries are as follows:

ADMINISTRATIVE INTERN (Z120): The new salary range for Administrative Intern is \$18.21 at Step A and \$23.03 at Step E.

INFORMATION TECHNOLOGY INTERN (Z121): The new salary range for Information Technology Intern is \$18.21 at Step A and \$23.03 at Step E.

TECHNICAL INTERN (Z125): The new salary range for Technical Intern is \$18.21 at Step E.

Public Works Department Reorganization

As a result of the revisions to several classifications in the Public Works Department the Salary Plan has been revised to reflect salary adjustments to six (6) existing classifications. The Salary Plan and Classification plan have also been revised to reflect revisions to eight classification titles. A list of the revised classification titles are outlined in Table 1 below. The new salaries for the six (6) existing classifications are as follows:

LABORATORY MANAGER (H850): Citywide internal alignment was considered for Laboratory Supervisor with comparable Maintenance Services Department management classifications

and. Laboratory Manager shall receive a 7.69% salary adjustment effective March 25, 2024. The salary range for Laboratory Manager is \$67.49 at Step A and \$82.03 at Step E.

WASTEWATER COLLECTIONS SYSTEMS MANAGER (H823): Citywide internal alignment was considered for Wastewater Collections Systems Supervisor with comparable Maintenance Services Department management classifications. Wastewater Collections Systems Manager shall receive 10.93% effective March 25, 2024, the salary range for Wastewater Collections Systems Manager is \$67.49 at Step A and \$82.03 at Step E.

WATER POLLUTION CONTROL FACILITY MAINTENANCE MANAGER (H860): As part of the Public Works Water Pollution Control Facility and Utilities Operations and Maintenance Supervisor reorganization, Bryce Consulting conducted a total compensation market study and recommended the salary for Water Pollution Control Facility Maintenance Manager be revised to the market median. Based on the market data, Water Pollution Control Facility Maintenance Manager shall receive a 12.05% salary adjustment effective March 25, 2024. The salary range for Water Pollution Control Facility Maintenance Manager is \$70.22 at Step A and \$85.35 at Step E.

UTILITIES FIELD SERVICES MANAGER (H825): The salary for Utilities Field Services Manager has been internally set to be equivalent to Water Pollution Control Facility Maintenance Manager (H860). As such, Utilities Field Services Manager shall receive a 11.63% salary adjustment effective March 25, 2024. The salary range for Utilities Field Services Manager is \$70.22 at Step A and \$85.35 at Step E.

WATER POLLUTION CONTROL FACILITY OPERATIONS MANAGER (H855): The salary for Water Pollution Control Facility Operations Manager has been internally set to be equivalent to Water Pollution Control Facility Maintenance Manager (H860). Water Pollution Control Facility Operations Manager shall receive a 15.42% salary adjustment effective March 25, 2024. The salary range for Water Pollution Control Facility Operations Manager is \$70.22 at Step A and \$85.35 at Step E.

UTILITIES ELECTRICAL & MECHANICAL OPERATIONS & MAINTENANCE MANAGER (H830): The salary for Utilities Electrical and Mechanical Operations and Maintenance Manager has been internally set to be equivalent to Water Pollution Control Facility Maintenance Manager (H860). Utilities Electrical and Mechanical Operations and Maintenance Manager shall receive a 6.32% salary adjustment effective March 25, 2024. The salary range for Utilities Electrical and Mechanical Operations and Maintenance Manager is \$70.22 at Step A and \$85.35 at Step E.

Table 1: Classification Title Revisions

Current Classification Title	New Classification Title
Laboratory Supervisor (H850)	Laboratory Manager
Utilities Operations & Maintenance Supervisor (H830)	Utilities Electrical and Mechanical Operations and Maintenance Manager
Utilities Field Services Supervisor (H825)	Utilities Field Services Manager

Wastewater Collection System Supervisor (H823)	Wastewater Collections System Manager
Water Pollution Control Facility Maintenance Supervisor (H860)	Water Pollution Control Facility Maintenance Manager
Water Pollution Control Facility Operations Supervisor (H855)	Water Pollution Control Facility Operations Supervisor
Utility Worker (M835)	Utility Worker – Water
Utility Leader (M840)	Utility Leader – Water

Salary Adjustments:

CHIEF ECONOMIC DEVELOPMENT OFFICER (U330): Staff recommends adjusting the salary of the Chief Economic Development Officer position to bring the position into alignment with surrounding jurisdictions and to address competition and retention in the job market for this classification. In addition, the duties of the position will be expanded to include a focus on community workforce development, that includes further building partnerships and programs with the Hayward Unified School District, Hayward Adult School, Chabot College and CSUEB. Based on a total compensation market study completed in December 2023, the salary for Chief Economic Development Officer shall be adjusted by 4.72% effective February 26, 2024. The new salary range for Chief Economic Development Officer is \$86.85 at Step A and \$105.59 at Step E.

UTILITIES OPERATIONS AND MAINTENANCE MANAGER (H835): Pursuant to Section 7.16 (Supervisory Differential) of the HAME MOU, HAME-represented supervisor classifications must maintain a ten percent (10%) minimum pay differential between their classification and their highest paid subordinate. Based on the salary adjustment to Utilities Electrical and Mechanical Operations and Maintenance Manager (H830), Utilities Operations and Maintenance Manager shall receive a 2.32% salary adjustment effective March 25, 2024. The salary for Utilities Operations and Maintenance Manager is \$77.26 at Step A and \$93.88 at Step E.

FISCAL IMPACT

PRINCIPAL TRANSPORTATION ENGINEER (H217): The addition of Principal Transportation Engineer was included in the FY 2024 Adopted Budget. Therefore, there is no additional fiscal impact.

PRINCIPAL UTILITIES ENGINEER (H812): The addition of Principal Utilities Engineer was included in the FY 2024 Adopted Budget. Therefore, there is no additional fiscal impact.

SENIOR DEVELOPMENT REVIEW SPECIALIST (T322): The addition of Senior Development Review Specialist was included in the FY 2024 Adopted Budget. Therefore, there is no additional fiscal impact.

WATER RESOURCES PLANNER (T870): The addition of Water Resources Planner was included in the FY 2024 Adopted Budget. Therefore, there is no additional fiscal impact.

ADMINISTRATIVE INTERN (Z120): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Administrative Intern is approximately \$1,264 from the General Fund, \$1,264 from Enterprise Funds, for a total fiscal impact of \$2,529.

INFORMATION TECHNOLOGY INTERN (Z121): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Information Technology Intern is approximately \$1,264 to the Internal Services Funds.

TECHNICAL INTERN (Z125): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Technical Intern is approximately \$1,264 to the Enterprise Funds.

LABORATORY MANAGER (H850): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Laboratory Manager is approximately \$3,373 to the Enterprise Funds.

WASTEWATER COLLECTIONS SYSTEMS MANAGER (H823): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Wastewater Collections Systems Manager is approximately \$5,161 to the Enterprise Funds.

WATER POLLUTION CONTROL FACILITY MAINTENANCE MANAGER (H860): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Water Pollution Control Facility Maintenance Manager is approximately \$5,858 to the Enterprise Funds.

UTILITIES FIELD SERVICES MANAGER (H825): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Utilities Field Services Manager is approximately \$3,212 to the Enterprise Funds.

WATER POLLUTION CONTROL FACILITY OPERATIONS MANAGER (H855): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Water Pollution Control Facility Operations Manager is approximately \$7,057 to the Enterprise Funds.

UTILITIES ELECTRICAL & MECHANICAL OPERATIONS & MAINTENANCE MANAGER (H830): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Utilities Electrical & Mechanical Operations & Maintenance Manager is approximately \$3,212 to the Enterprise Funds.

CHIEF ECONOMIC DEVELOPMENT OFFICER (U330): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Chief Economic Development Officer is approximately \$3,681 to the General Fund.

UTILITIES OPERATIONS AND MAINTENANCE MANAGER (H835): The additional fiscal impact to the FY 2024 budget for the salary adjustment to Utilities Operations and Maintenance Manager is approximately \$1,469 to the Enterprise Funds.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to one of the City Council's Strategic Roadmap initiatives.

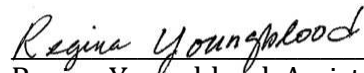
NEXT STEPS

This salary plan will be scheduled for March 26, 2024 City Council meeting and the salary adjustments will be implemented with coordination between the Human Resources and Finance Departments.

Prepared by: Valeria Cazares, Human Resources Analyst I

Recommended by: Ian Tecson, Deputy Director of Human Resources
Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2024**

ATTACHMENT II
Recommended by
Personnel Commission
on March 14, 2024
Approved by Council
on March 26, 2024

Classification Title	Job Code	Service Type		Step A	Step B	Step C	Step D	Step E
CITY WIDE ADMINISTRATIVE/ANALYTICAL SUPPORT								
SENIOR MANAGEMENT ANALYST	H115	Classified	Hourly	60.12	63.09	66.26	69.56	73.04
			Bi-Weekly	4,809.60	5,047.20	5,300.80	5,564.80	5,843.20
			Monthly	10,420.80	10,935.60	11,485.07	12,057.07	12,660.27
			Annual	125,049.60	131,227.20	137,820.80	144,684.80	151,923.20
MANAGEMENT ANALYST II	H110	Classified	Hourly	54.66	57.39	60.26	63.27	66.41
			Bi-Weekly	4,372.80	4,591.20	4,820.80	5,061.60	5,312.80
			Monthly	9,474.40	9,947.60	10,445.07	10,966.80	11,511.07
			Annual	113,692.80	119,371.20	125,340.80	131,601.60	138,132.80
MANAGEMENT ANALYST I	H105	Classified	Hourly	49.70	52.20	54.79	57.52	60.40
			Bi-Weekly	3,976.00	4,176.00	4,383.20	4,601.60	4,832.00
			Monthly	8,614.67	9,048.00	9,496.93	9,970.13	10,469.33
			Annual	103,376.00	108,576.00	113,963.20	119,641.60	125,632.00
ADMINISTRATIVE SUPERVISOR	H120	Classified	Hourly	46.64	48.95	51.41	53.95	56.66
			Bi-Weekly	3,731.20	3,916.00	4,112.80	4,316.00	4,532.80
			Monthly	8,084.27	8,484.67	8,911.07	9,351.33	9,821.07
			Annual	97,011.20	101,816.00	106,932.80	112,216.00	117,852.80
ADMINISTRATIVE SECRETARY	C120	Classified	Hourly	43.65	45.44	47.23	49.01	50.96
			Bi-Weekly	3,492.00	3,635.20	3,778.40	3,920.80	4,076.80
			Monthly	7,566.00	7,876.27	8,186.53	8,495.07	8,833.07
			Annual	90,792.00	94,515.20	98,238.40	101,940.80	105,996.80
SENIOR SECRETARY	C115	Classified	Hourly	39.90	41.45	43.14	44.73	46.45
			Bi-Weekly	3,192.00	3,316.00	3,451.20	3,578.40	3,716.00
			Monthly	6,916.00	7,184.67	7,477.60	7,753.20	8,051.33
			Annual	82,992.00	86,216.00	89,731.20	93,038.40	96,616.00
SECRETARY	C110	Classified	Hourly	35.11	36.72	38.58	40.36	42.27
			Bi-Weekly	2,808.80	2,937.60	3,086.40	3,228.80	3,381.60
			Monthly	6,085.73	6,364.80	6,687.20	6,995.73	7,326.80
			Annual	73,028.80	76,377.60	80,246.40	83,948.80	87,921.60
ADMINISTRATIVE CLERK II	C105	Classified	Hourly	30.79	32.06	33.36	34.85	36.56
			Bi-Weekly	2,463.20	2,564.80	2,668.80	2,788.00	2,924.80
			Monthly	5,336.93	5,557.07	5,782.40	6,040.67	6,337.07
			Annual	64,043.20	66,684.80	69,388.80	72,488.00	76,044.80
ADMINISTRATIVE CLERK I	C100	Classified	Hourly	27.10	28.55	29.99	31.59	33.24
			Bi-Weekly	2,168.00	2,284.00	2,399.20	2,527.20	2,659.20
			Monthly	4,697.33	4,948.67	5,198.27	5,475.60	5,761.60
			Annual	56,368.00	59,384.00	62,379.20	65,707.20	69,139.20
ADMINISTRATIVE INTERN	Z120	Classified	Hourly				18.21	23.03
			Bi-Weekly				1,456.80	1,842.40
			Monthly				3,156.40	3,991.87
			Annual				37,876.80	47,902.40
MAIL CLERK	C410	Classified	Hourly			18.62	19.52	20.51
			Bi-Weekly			1,489.60	1,561.60	1,640.80
			Monthly			3,227.47	3,383.47	3,555.07
			Annual			38,729.60	40,601.60	42,660.80
CITY WIDE MAINTENANCE								
ELECTRICIAN II	M410	Classified	Hourly	51.05	53.08	55.17	57.52	59.89
			Bi-Weekly	4,084.00	4,246.40	4,413.60	4,601.60	4,791.20
			Monthly	8,848.67	9,200.53	9,562.80	9,970.13	10,380.93
			Annual	106,184.00	110,406.40	114,753.60	119,641.60	124,571.20
ELECTRICIAN I	M405	Classified	Hourly	46.42	48.33	50.24	52.34	54.48
			Bi-Weekly	3,713.60	3,866.40	4,019.20	4,187.20	4,358.40
			Monthly	8,046.13	8,377.20	8,708.27	9,072.27	9,443.20
			Annual	96,553.60	100,526.40	104,499.20	108,867.20	113,318.40
MAINTENANCE WORKER	M305	Classified	Hourly	39.67	41.24	42.92	44.44	46.16
			Bi-Weekly	3,173.60	3,299.20	3,433.60	3,555.20	3,692.80
			Monthly	6,876.13	7,148.27	7,439.47	7,702.93	8,001.07
			Annual	82,513.60	85,779.20	89,273.60	92,435.20	96,012.80
LABORER	M200	Classified	Hourly	30.17	31.28	32.52	33.85	35.06
	M300		Bi-Weekly	2,413.60	2,502.40	2,601.60	2,708.00	2,804.80
	M830		Monthly	5,229.47	5,421.87	5,636.80	5,867.33	6,077.07
	M905		Annual	62,753.60	65,062.40	67,641.60	70,408.00	72,924.80

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CITY ATTORNEY DEPARTMENT

SENIOR ASSISTANT CITY ATTORNEY	U215	Classified	Hourly	97.34	102.24	107.34	112.72	118.36
			Bi-Weekly	7,787.20	8,179.20	8,587.20	9,017.60	9,468.80
			Monthly	16,872.27	17,721.60	18,605.60	19,538.13	20,515.73
			Annual	202,467.20	212,659.20	223,267.20	234,457.60	246,188.80
ASSISTANT CITY ATTORNEY	U210	Classified	Hourly	82.87	87.00	91.39	95.94	100.73
			Bi-Weekly	6,629.60	6,960.00	7,311.20	7,675.20	8,058.40
			Monthly	14,364.13	15,080.00	15,840.93	16,629.60	17,459.87
			Annual	172,369.60	180,960.00	190,091.20	199,555.20	209,518.40
DEPUTY CITY ATTORNEY II	U205	Classified	Hourly	73.17	76.80	80.63	84.65	88.92
			Bi-Weekly	5,853.60	6,144.00	6,450.40	6,772.00	7,113.60
			Monthly	12,682.80	13,312.00	13,975.87	14,672.67	15,412.80
			Annual	152,193.60	159,744.00	167,710.40	176,072.00	184,953.60
DEPUTY CITY ATTORNEY I	U200	Classified	Hourly	62.27	65.37	68.64	72.08	75.68
			Bi-Weekly	4,981.60	5,229.60	5,491.20	5,766.40	6,054.40
			Monthly	10,793.47	11,330.80	11,897.60	12,493.87	13,117.87
			Annual	129,521.60	135,969.60	142,771.20	149,926.40	157,414.40

SENIOR PARALEGAL	U196	Classified	Hourly	46.07	48.39	50.80	53.33	56.00
			Bi-Weekly	3,685.60	3,871.20	4,064.00	4,266.40	4,480.00
			Monthly	7,985.47	8,387.60	8,805.33	9,243.87	9,706.67
			Annual	95,825.60	100,651.20	105,664.00	110,926.40	116,480.00
PARALEGAL	U195	Classified	Hourly	41.87	43.97	46.18	48.47	50.90
			Bi-Weekly	3,349.60	3,517.60	3,694.40	3,877.60	4,072.00
			Monthly	7,257.47	7,621.47	8,004.53	8,401.47	8,822.67
			Annual	87,089.60	91,457.60	96,054.40	100,817.60	105,872.00
LEGAL SECRETARY II	C935	Classified	Hourly	37.89	40.10	43.11	44.02	46.27
			Bi-Weekly	3,031.20	3,208.00	3,448.80	3,521.60	3,701.60
			Monthly	6,567.60	6,950.67	7,472.40	7,630.13	8,020.13
			Annual	78,811.20	83,408.00	89,668.80	91,561.60	96,241.60
LEGAL SECRETARY I	C930	Classified	Hourly	34.13	35.92	37.82	39.86	41.96
			Bi-Weekly	2,730.40	2,873.60	3,025.60	3,188.80	3,356.80
			Monthly	5,915.87	6,226.13	6,555.47	6,909.07	7,273.07
			Annual	70,990.40	74,713.60	78,665.60	82,908.80	87,276.80

CITY CLERK DEPARTMENT

DEPUTY CITY CLERK	H500	Classified	Hourly	53.07	55.73	58.50	61.43	64.49
			Bi-Weekly	4,245.60	4,458.40	4,680.00	4,914.40	5,159.20
			Monthly	9,198.80	9,659.87	10,140.00	10,647.87	11,178.27
			Annual	110,385.60	115,918.40	121,680.00	127,774.40	134,139.20

CITY MANAGER DEPARTMENT

OFFICE OF THE CITY MANAGER								
EQUITY AND INCLUSION OFFICER	U340	Classified	Hourly	70.72	74.25	77.96	81.86	85.94
			Bi-Weekly	5,657.60	5,940.00	6,236.80	6,548.80	6,875.20
			Monthly	12,258.13	12,870.00	13,513.07	14,189.07	14,896.27
			Annual	147,097.60	154,440.00	162,156.80	170,268.80	178,755.20
GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified	Hourly	38.31	40.18	42.33	44.43	46.58
			Bi-Weekly	3,064.80	3,214.40	3,386.40	3,554.40	3,726.40
			Monthly	6,640.40	6,964.53	7,337.20	7,701.20	8,073.87
			Annual	79,684.80	83,574.40	88,046.40	92,414.40	96,886.40
DIGITAL APPLICATIONS DEVELOPER	T470	Classified	Hourly	54.39	57.09	59.94	62.94	66.10
			Bi-Weekly	4,351.20	4,567.20	4,795.20	5,035.20	5,288.00
			Monthly	9,427.60	9,895.60	10,389.60	10,909.60	11,457.33
			Annual	113,131.20	118,747.20	124,675.20	130,915.20	137,488.00
MANAGEMENT FELLOW	U300	Classified	Hourly					39.76
			Bi-Weekly					3,180.80
			Monthly					6,891.73
			Annual					82,700.80

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COMMUNITY SERVICES								
COMMUNITY SERVICES MANAGER	H745	Classified	Hourly	73.21	76.87	80.72	84.78	88.99
			Bi-Weekly	5,856.80	6,149.60	6,457.60	6,782.40	7,119.20
			Monthly	12,689.73	13,324.13	13,991.47	14,695.20	15,424.93
			Annual	152,276.80	159,889.60	167,897.60	176,342.40	185,099.20
COMMUNITY PROGRAMS SPECIALIST	T705	Classified	Hourly	47.78	50.26	52.82	55.41	58.12
			Bi-Weekly	3,822.40	4,020.80	4,225.60	4,432.80	4,649.60
			Monthly	8,281.87	8,711.73	9,155.47	9,604.40	10,074.13
			Annual	99,382.40	104,540.80	109,865.60	115,252.80	120,889.60
SENIOR PROPERTY REHABILITATION SPECIALIST	T730	Classified	Hourly	52.53	55.26	58.07	60.94	63.91
			Bi-Weekly	4,202.40	4,420.80	4,645.60	4,875.20	5,112.80
			Monthly	9,105.20	9,578.40	10,065.47	10,562.93	11,077.73
			Annual	109,262.40	114,940.80	120,785.60	126,755.20	132,932.80
PROPERTY REHABILITATION SPECIALIST	T725	Classified	Hourly	47.78	50.26	52.82	55.41	58.12
			Bi-Weekly	3,822.40	4,020.80	4,225.60	4,432.80	4,649.60
			Monthly	8,281.87	8,711.73	9,155.47	9,604.40	10,074.13
			Annual	99,382.40	104,540.80	109,865.60	115,252.80	120,889.60
PARATRANSIT COORDINATOR	T715	Classified	Hourly	45.55	47.82	50.13	52.68	55.25
			Bi-Weekly	3,644.00	3,825.60	4,010.40	4,214.40	4,420.00
			Monthly	7,895.33	8,288.80	8,689.20	9,131.20	9,576.67
			Annual	94,744.00	99,465.60	104,270.40	109,574.40	114,920.00
ECONOMIC DEVELOPMENT								
CHIEF ECONOMIC DEVELOPMENT OFFICER	U330	Classified	Hourly	86.85	91.21	95.78	100.58	105.59
			Bi-Weekly	6,948.00	7,296.80	7,662.40	8,046.40	8,447.20
			Monthly	15,054.00	15,809.73	16,601.87	17,433.87	18,302.27
			Annual	180,648.00	189,716.80	199,222.40	209,206.40	219,627.20
ECONOMIC DEVELOPMENT MANAGER	H710	Classified	Hourly	75.40	79.18	83.15	87.32	91.65
			Bi-Weekly	6,032.00	6,334.40	6,652.00	6,985.60	7,332.00
			Monthly	13,069.33	13,724.53	14,412.67	15,135.47	15,886.00
			Annual	156,832.00	164,694.40	172,952.00	181,625.60	190,632.00
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified	Hourly	51.85	54.45	57.11	60.02	62.95
			Bi-Weekly	4,148.00	4,356.00	4,568.80	4,801.60	5,036.00
			Monthly	8,987.33	9,438.00	9,899.07	10,403.47	10,911.33
			Annual	107,848.00	113,256.00	118,788.80	124,841.60	130,936.00
NEIGHBORHOOD PARTNERSHIP SERVICES								
NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified	Hourly	74.47	78.15	82.06	86.15	90.47
			Bi-Weekly	5,957.60	6,252.00	6,564.80	6,892.00	7,237.60
			Monthly	12,908.13	13,546.00	14,223.73	14,932.67	15,681.47
			Annual	154,897.60	162,552.00	170,684.80	179,192.00	188,177.60
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified	Hourly	66.95	70.30	73.79	77.50	81.38
			Bi-Weekly	5,356.00	5,624.00	5,903.20	6,200.00	6,510.40
			Monthly	11,604.67	12,185.33	12,790.27	13,433.33	14,105.87
			Annual	139,256.00	146,224.00	153,483.20	161,200.00	169,270.40
HOUSING AUTHORITY								
HOUSING MANAGER	H715	Classified	Hourly	75.40	79.18	83.15	87.32	91.65
			Bi-Weekly	6,032.00	6,334.40	6,652.00	6,985.60	7,332.00
			Monthly	13,069.33	13,724.53	14,412.67	15,135.47	15,886.00
			Annual	156,832.00	164,694.40	172,952.00	181,625.60	190,632.00
HOUSING DEVELOPMENT SPECIALIST	T750	Classified	Hourly	51.85	54.45	57.11	60.02	62.95
			Bi-Weekly	4,148.00	4,356.00	4,568.80	4,801.60	5,036.00
			Monthly	8,987.33	9,438.00	9,899.07	10,403.47	10,911.33
			Annual	107,848.00	113,256.00	118,788.80	124,841.60	130,936.00
HOMEOWNERSHIP COORDINATOR	T710	Classified	Hourly	45.55	47.82	50.13	52.68	55.25
			Bi-Weekly	3,644.00	3,825.60	4,010.40	4,214.40	4,420.00
			Monthly	7,895.33	8,288.80	8,689.20	9,131.20	9,576.67
			Annual	94,744.00	99,465.60	104,270.40	109,574.40	114,920.00

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DEVELOPMENT SERVICES DEPARTMENT								
DEVELOPMENT SERVICE ADMINISTRATION								
DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified	Hourly	87.68	92.09	96.69	101.52	106.62
			Bi-Weekly	7,014.40	7,367.20	7,735.20	8,121.60	8,529.60
			Monthly	15,197.87	15,962.27	16,759.60	17,596.80	18,480.80
			Annual	182,374.40	191,547.20	201,115.20	211,161.60	221,769.60
BUILDING DIVISION								
CITY BUILDING OFFICIAL	H335	Classified	Hourly	78.91	82.87	86.99	91.37	95.92
			Bi-Weekly	6,312.80	6,629.60	6,959.20	7,309.60	7,673.60
			Monthly	13,677.73	14,364.13	15,078.27	15,837.47	16,626.13
			Annual	164,132.80	172,369.60	180,939.20	190,049.60	199,513.60
SUPERVISING BUILDING INSPECTOR	H330	Classified	Hourly	64.13	67.34	70.71	74.25	77.96
			Bi-Weekly	5,130.40	5,387.20	5,656.80	5,940.00	6,236.80
			Monthly	11,115.87	11,672.27	12,256.40	12,870.00	13,513.07
			Annual	133,390.40	140,067.20	147,076.80	154,440.00	162,156.80
SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified	Hourly	56.46	59.47	62.48	65.42	68.68
			Bi-Weekly	4,516.80	4,757.60	4,998.40	5,233.60	5,494.40
			Monthly	9,786.40	10,308.13	10,829.87	11,339.47	11,904.53
			Annual	117,436.80	123,697.60	129,958.40	136,073.60	142,854.40
SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified	Hourly	56.46	59.47	62.48	65.42	68.68
			Bi-Weekly	4,516.80	4,757.60	4,998.40	5,233.60	5,494.40
			Monthly	9,786.40	10,308.13	10,829.87	11,339.47	11,904.53
			Annual	117,436.80	123,697.60	129,958.40	136,073.60	142,854.40
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified	Hourly	56.46	59.47	62.48	65.42	68.68
			Bi-Weekly	4,516.80	4,757.60	4,998.40	5,233.60	5,494.40
			Monthly	9,786.40	10,308.13	10,829.87	11,339.47	11,904.53
			Annual	117,436.80	123,697.60	129,958.40	136,073.60	142,854.40
BUILDING INSPECTOR	T350	Classified	Hourly	48.74	51.04	53.63	56.36	60.05
			Bi-Weekly	3,899.20	4,083.20	4,290.40	4,508.80	4,804.00
			Monthly	8,448.27	8,846.93	9,295.87	9,769.07	10,408.67
			Annual	101,379.20	106,163.20	111,550.40	117,228.80	124,904.00
PLAN CHECKING ENGINEER	T335	Classified	Hourly	59.88	62.77	65.94	69.38	72.90
			Bi-Weekly	4,790.40	5,021.60	5,275.20	5,550.40	5,832.00
			Monthly	10,379.20	10,880.13	11,429.60	12,025.87	12,636.00
			Annual	124,550.40	130,561.60	137,155.20	144,310.40	151,632.00
SUPERVISING PLAN CHECKER AND EXPEDITOR	H325	Classified	Hourly	68.06	71.45	75.04	78.80	82.75
			Bi-Weekly	5,444.80	5,716.00	6,003.20	6,304.00	6,620.00
			Monthly	11,797.07	12,384.67	13,006.93	13,658.67	14,343.33
			Annual	141,564.80	148,616.00	156,083.20	163,904.00	172,120.00
SENIOR PLAN CHECKER	T330	Classified	Hourly	56.46	59.47	62.48	65.42	68.68
			Bi-Weekly	4,516.80	4,757.60	4,998.40	5,233.60	5,494.40
			Monthly	9,786.40	10,308.13	10,829.87	11,339.47	11,904.53
			Annual	117,436.80	123,697.60	129,958.40	136,073.60	142,854.40
PLAN CHECKER	T325	Classified	Hourly	51.35	54.03	56.79	59.49	62.46
			Bi-Weekly	4,108.00	4,322.40	4,543.20	4,759.20	4,996.80
			Monthly	8,900.67	9,365.20	9,843.60	10,311.60	10,826.40
			Annual	106,808.00	112,382.40	118,123.20	123,739.20	129,916.80
SUPERVISING PERMIT TECHNICIAN	H340	Classified	Hourly	50.36	52.88	55.51	58.30	61.20
			Bi-Weekly	4,028.80	4,230.40	4,440.80	4,664.00	4,896.00
			Monthly	8,729.07	9,165.87	9,621.73	10,105.33	10,608.00
			Annual	104,748.80	109,990.40	115,460.80	121,264.00	127,296.00
SENIOR PERMIT TECHNICIAN	C205	Classified	Hourly	42.21	43.95	45.65	47.63	50.05
			Bi-Weekly	3,376.80	3,516.00	3,652.00	3,810.40	4,004.00
			Monthly	7,316.40	7,618.00	7,912.67	8,255.87	8,675.33
			Annual	87,796.80	91,416.00	94,952.00	99,070.40	104,104.00
PERMIT TECHNICIAN II	C200	Classified	Hourly	38.06	39.56	41.17	42.96	45.12
			Bi-Weekly	3,044.80	3,164.80	3,293.60	3,436.80	3,609.60
			Monthly	6,597.07	6,857.07	7,136.13	7,446.40	7,820.80
			Annual	79,164.80	82,284.80	85,633.60	89,356.80	93,849.60
PERMIT TECHNICIAN I	C199	Classified	Hourly	34.60	35.96	37.42	39.02	41.01
			Bi-Weekly	2,768.00	2,876.80	2,993.60	3,121.60	3,280.80
			Monthly	5,997.33	6,233.07	6,486.13	6,763.47	7,108.40
			Annual	71,968.00	74,796.80	77,833.60	81,161.60	85,300.80

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PLANNING DIVISION								
PLANNING MANAGER	H320	Classified	Hourly	78.98	82.93	87.07	91.40	96.00
			Bi-Weekly	6,318.40	6,634.40	6,965.60	7,312.00	7,680.00
			Monthly	13,689.87	14,374.53	15,092.13	15,842.67	16,640.00
			Annual	164,278.40	172,494.40	181,105.60	190,112.00	199,680.00
PRINCIPAL PLANNER	H315	Classified	Hourly	66.95	70.30	73.79	77.50	81.38
			Bi-Weekly	5,356.00	5,624.00	5,903.20	6,200.00	6,510.40
			Monthly	11,604.67	12,185.33	12,790.27	13,433.33	14,105.87
			Annual	139,256.00	146,224.00	153,483.20	161,200.00	169,270.40
SENIOR PLANNER	H310	Classified	Hourly	59.99	62.97	66.12	69.43	72.89
			Bi-Weekly	4,799.20	5,037.60	5,289.60	5,554.40	5,831.20
			Monthly	10,398.27	10,914.80	11,460.80	12,034.53	12,634.27
			Annual	124,779.20	130,977.60	137,529.60	144,414.40	151,611.20
ASSOCIATE PLANNER	T315	Classified	Hourly	51.99	54.54	57.26	60.20	63.08
			Bi-Weekly	4,159.20	4,363.20	4,580.80	4,816.00	5,046.40
			Monthly	9,011.60	9,453.60	9,925.07	10,434.67	10,933.87
			Annual	108,139.20	113,443.20	119,100.80	125,216.00	131,206.40
ASSISTANT PLANNER	T310	Classified	Hourly	42.67	44.75	47.16	49.47	51.99
			Bi-Weekly	3,413.60	3,580.00	3,772.80	3,957.60	4,159.20
			Monthly	7,396.13	7,756.67	8,174.40	8,574.80	9,011.60
			Annual	88,753.60	93,080.00	98,092.80	102,897.60	108,139.20
JUNIOR PLANNER	T305	Classified	Hourly	37.83	39.82	41.69	43.79	45.92
			Bi-Weekly	3,026.40	3,185.60	3,335.20	3,503.20	3,673.60
			Monthly	6,557.20	6,902.13	7,226.27	7,590.27	7,959.47
			Annual	78,686.40	82,825.60	86,715.20	91,083.20	95,513.60
SENIOR DEVELOPMENT REVIEW SPECIALIST	T322	Classified	Hourly	52.50	55.03	58.06	60.91	64.01
			Bi-Weekly	4,200.00	4,402.40	4,644.80	4,872.80	5,120.80
			Monthly	9,100.00	9,538.53	10,063.73	10,557.73	11,095.07
			Annual	109,200.00	114,462.40	120,764.80	126,692.80	133,140.80
DEVELOPMENT REVIEW SPECIALIST	T320	Classified	Hourly	47.73	50.03	52.78	55.37	58.18
			Bi-Weekly	3,818.40	4,002.40	4,222.40	4,429.60	4,654.40
			Monthly	8,273.20	8,671.87	9,148.53	9,597.47	10,084.53
			Annual	99,278.40	104,062.40	109,782.40	115,169.60	121,014.40
LANDSCAPE ARCHITECT	H300	Classified	Hourly	68.63	72.05	75.66	79.44	83.43
			Bi-Weekly	5,490.40	5,764.00	6,052.80	6,355.20	6,674.40
			Monthly	11,895.87	12,488.67	13,114.40	13,769.60	14,461.20
			Annual	142,750.40	149,864.00	157,372.80	165,235.20	173,534.40
ASSOCIATE LANDSCAPE ARCHITECT	T370	Classified	Hourly	51.99	54.54	57.26	60.20	63.08
			Bi-Weekly	4,159.20	4,363.20	4,580.80	4,816.00	5,046.40
			Monthly	9,011.60	9,453.60	9,925.07	10,434.67	10,933.87
			Annual	108,139.20	113,443.20	119,100.80	125,216.00	131,206.40
CODE ENFORCEMENT DIVISION								
CODE ENFORCEMENT MANAGER	H703	Classified	Hourly	59.40	62.37	65.47	68.74	72.17
			Bi-Weekly	4,752.00	4,989.60	5,237.60	5,499.20	5,773.60
			Monthly	10,296.00	10,810.80	11,348.13	11,914.93	12,509.47
			Annual	123,552.00	129,729.60	136,177.60	142,979.20	150,113.60
CODE ENFORCEMENT SUPERVISOR	H700	Classified	Hourly	51.63	54.22	56.94	59.77	62.77
			Bi-Weekly	4,130.40	4,337.60	4,555.20	4,781.60	5,021.60
			Monthly	8,949.20	9,398.13	9,869.60	10,360.13	10,880.13
			Annual	107,390.40	112,777.60	118,435.20	124,321.60	130,561.60
SENIOR CODE ENFORCEMENT INSPECTOR	T610	Classified	Hourly	50.99	53.54	56.21	59.02	61.97
			Bi-Weekly	4,079.20	4,283.20	4,496.80	4,721.60	4,957.60
			Monthly	8,838.27	9,280.27	9,743.07	10,230.13	10,741.47
			Annual	106,059.20	111,363.20	116,916.80	122,761.60	128,897.60
CODE ENFORCEMENT INSPECTOR II	T605	Classified	Hourly	46.35	48.65	51.07	53.64	56.31
			Bi-Weekly	3,708.00	3,892.00	4,085.60	4,291.20	4,504.80
			Monthly	8,034.00	8,432.67	8,852.13	9,297.60	9,760.40
			Annual	96,408.00	101,192.00	106,225.60	111,571.20	117,124.80
CODE ENFORCEMENT INSPECTOR I	T600	Classified	Hourly	42.13	44.23	46.42	48.75	51.21
			Bi-Weekly	3,370.40	3,538.40	3,713.60	3,900.00	4,096.80
			Monthly	7,302.53	7,666.53	8,046.13	8,450.00	8,876.40
			Annual	87,630.40	91,998.40	96,553.60	101,400.00	106,516.80

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FINANCE DEPARTMENT								
ADMINISTRATION DIVISION								
DEPUTY DIRECTOR OF FINANCE	U500	Classified	Hourly	80.12	84.12	88.33	92.75	97.37
			Bi-Weekly	6,409.60	6,729.60	7,066.40	7,420.00	7,789.60
			Monthly	13,887.47	14,580.80	15,310.53	16,076.67	16,877.47
			Annual	166,649.60	174,969.60	183,726.40	192,920.00	202,529.60
BUDGET OFFICER	H170	Classified	Hourly	64.18	67.41	70.76	74.30	77.99
			Bi-Weekly	5,134.40	5,392.80	5,660.80	5,944.00	6,239.20
			Monthly	11,124.53	11,684.40	12,265.07	12,878.67	13,518.27
			Annual	133,494.40	140,212.80	147,180.80	154,544.00	162,219.20
FINANCIAL ANALYST	H165	Classified	Hourly	53.29	55.94	58.72	61.66	64.75
			Bi-Weekly	4,263.20	4,475.20	4,697.60	4,932.80	5,180.00
			Monthly	9,236.93	9,696.27	10,178.13	10,687.73	11,223.33
			Annual	110,843.20	116,355.20	122,137.60	128,252.80	134,680.00
FINANCE TECHNICIAN	C320	Classified	Hourly	40.71	42.74	44.87	47.11	49.49
			Bi-Weekly	3,256.80	3,419.20	3,589.60	3,768.80	3,959.20
			Monthly	7,056.40	7,408.27	7,777.47	8,165.73	8,578.27
			Annual	84,676.80	88,899.20	93,329.60	97,988.80	102,939.20
ACCOUNTING DIVISION								
ACCOUNTING MANAGER	H150	Classified	Hourly	72.83	76.45	80.27	84.28	88.52
			Bi-Weekly	5,826.40	6,116.00	6,421.60	6,742.40	7,081.60
			Monthly	12,623.87	13,251.33	13,913.47	14,608.53	15,343.47
			Annual	151,486.40	159,016.00	166,961.60	175,302.40	184,121.60
SENIOR ACCOUNTANT	H145	Classified	Hourly	53.60	56.26	59.06	62.01	65.10
			Bi-Weekly	4,288.00	4,500.80	4,724.80	4,960.80	5,208.00
			Monthly	9,290.67	9,751.73	10,237.07	10,748.40	11,284.00
			Annual	111,488.00	117,020.80	122,844.80	128,980.80	135,408.00
ACCOUNTANT	H140	Classified	Hourly	48.70	51.12	53.69	56.35	59.19
			Bi-Weekly	3,896.00	4,089.60	4,295.20	4,508.00	4,735.20
			Monthly	8,441.33	8,860.80	9,306.27	9,767.33	10,259.60
			Annual	101,296.00	106,329.60	111,675.20	117,208.00	123,115.20
SENIOR ACCOUNT CLERK	C305	Classified	Hourly	35.25	36.96	38.57	40.41	42.30
			Bi-Weekly	2,820.00	2,956.80	3,085.60	3,232.80	3,384.00
			Monthly	6,110.00	6,406.40	6,685.47	7,004.40	7,332.00
			Annual	73,320.00	76,876.80	80,225.60	84,052.80	87,984.00
ACCOUNT CLERK	C300	Classified	Hourly	32.11	33.55	35.12	36.73	38.59
			Bi-Weekly	2,568.80	2,684.00	2,809.60	2,938.40	3,087.20
			Monthly	5,565.73	5,815.33	6,087.47	6,366.53	6,688.93
			Annual	66,788.80	69,784.00	73,049.60	76,398.40	80,267.20
REVENUE DIVISION								
REVENUE MANAGER	H160	Classified	Hourly	70.71	74.22	77.93	81.83	85.93
			Bi-Weekly	5,656.80	5,937.60	6,234.40	6,546.40	6,874.40
			Monthly	12,256.40	12,864.80	13,507.87	14,183.87	14,894.53
			Annual	147,076.80	154,377.60	162,094.40	170,206.40	178,734.40
FINANCE SUPERVISOR	H155	Classified	Hourly	53.29	55.95	58.73	61.65	64.75
			Bi-Weekly	4,263.20	4,476.00	4,698.40	4,932.00	5,180.00
			Monthly	9,236.93	9,698.00	10,179.87	10,686.00	11,223.33
			Annual	110,843.20	116,376.00	122,158.40	128,232.00	134,680.00
SUPERVISING CUSTOMER ACCOUNT CLERK	C332	Classified	Hourly	38.27	40.20	42.18	44.30	46.53
			Bi-Weekly	3,061.60	3,216.00	3,374.40	3,544.00	3,722.40
			Monthly	6,633.47	6,968.00	7,311.20	7,678.67	8,065.20
			Annual	79,601.60	83,616.00	87,734.40	92,144.00	96,782.40
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified	Hourly	35.25	36.96	38.57	40.41	42.30
			Bi-Weekly	2,820.00	2,956.80	3,085.60	3,232.80	3,384.00
			Monthly	6,110.00	6,406.40	6,685.47	7,004.40	7,332.00
			Annual	73,320.00	76,876.80	80,225.60	84,052.80	87,984.00
CUSTOMER ACCOUNT CLERK	C325	Classified	Hourly	32.11	33.55	35.12	36.73	38.59
			Bi-Weekly	2,568.80	2,684.00	2,809.60	2,938.40	3,087.20
			Monthly	5,565.73	5,815.33	6,087.47	6,366.53	6,688.93
			Annual	66,788.80	69,784.00	73,049.60	76,398.40	80,267.20
MAIL AND REVENUE CLERK	C322	Classified	Hourly	27.10	28.55	29.99	31.59	33.24
			Bi-Weekly	2,168.00	2,284.00	2,399.20	2,527.20	2,659.20
			Monthly	4,697.33	4,948.67	5,198.27	5,475.60	5,761.60
			Annual	56,368.00	59,384.00	62,379.20	65,707.20	69,139.20

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PURCHASING DIVISION								
PURCHASING AND SERVICES MANAGER	H180	Classified	Hourly	67.22	70.58	74.11	77.81	81.67
			Bi-Weekly	5,377.60	5,646.40	5,928.80	6,224.80	6,533.60
			Monthly	11,651.47	12,233.87	12,845.73	13,487.07	14,156.13
			Annual	139,817.60	146,806.40	154,148.80	161,844.80	169,873.60
PURCHASING TECHNICIAN	C345	Classified	Hourly	40.73	42.78	44.87	47.09	49.49
			Bi-Weekly	3,258.40	3,422.40	3,589.60	3,767.20	3,959.20
			Monthly	7,059.87	7,415.20	7,777.47	8,162.27	8,578.27
			Annual	84,718.40	88,982.40	93,329.60	97,947.20	102,939.20
MAIL AND PURCHASING CLERK	C335	Classified	Hourly	29.23	30.70	32.13	33.81	35.46
			Bi-Weekly	2,338.40	2,456.00	2,570.40	2,704.80	2,836.80
			Monthly	5,066.53	5,321.33	5,569.20	5,860.40	6,146.40
			Annual	60,798.40	63,856.00	66,830.40	70,324.80	73,756.80

FIRE DEPARTMENT

SWORN								
DEPUTY FIRE CHIEF (40 HR)	F600	Classified	Hourly	126.74	133.08	139.73	146.72	154.04
			Bi-Weekly	10,139.20	10,646.40	11,178.40	11,737.60	12,323.20
			Monthly	21,968.27	23,067.20	24,219.87	25,431.47	26,700.27
			Annual	263,619.20	276,806.40	290,638.40	305,177.60	320,403.20
FIRE MARSHAL - EMT (40 HR)	F401	Classified	Hourly	102.03	107.13	112.50	118.12	124.01
			Bi-Weekly	8,162.40	8,570.40	9,000.00	9,449.60	9,920.80
			Monthly	17,685.20	18,569.20	19,500.00	20,474.13	21,495.07
			Annual	212,222.40	222,830.40	234,000.00	245,689.60	257,940.80
FIRE MARSHAL (40 HR)	F400	Classified	Hourly	110.21	115.72	121.50	127.57	133.95
			Bi-Weekly	8,816.80	9,257.60	9,720.00	10,205.60	10,716.00
			Monthly	19,103.07	20,058.13	21,060.00	22,112.13	23,218.00
			Annual	229,236.80	240,697.60	252,720.00	265,345.60	278,616.00

FIRE TRAINING OFFICER (40 HR)	F420	Classified	Hourly	110.21	115.72	121.50	127.57	133.95
			Bi-Weekly	8,816.80	9,257.60	9,720.00	10,205.60	10,716.00
			Monthly	19,103.07	20,058.13	21,060.00	22,112.13	23,218.00
			Annual	229,236.80	240,697.60	252,720.00	265,345.60	278,616.00
BATTALION CHIEF (56 HR)	F410	Classified	Hourly	71.55	75.14	78.89	82.84	86.99
			Bi-Weekly	8,013.60	8,415.68	8,835.68	9,278.08	9,742.88
			Monthly	17,362.80	18,233.97	19,143.97	20,102.51	21,109.57
			Annual	208,353.60	218,807.68	229,727.68	241,230.08	253,314.88
BATTALION CHIEF (40 HR)	F415	Classified	Hourly	100.17	105.18	110.46	115.98	121.76
			Bi-Weekly	8,013.60	8,414.40	8,836.80	9,278.40	9,740.80
			Monthly	17,362.80	18,231.20	19,146.40	20,103.20	21,105.07
			Annual	208,353.60	218,774.40	229,756.80	241,238.40	253,260.80
STAFF FIRE CAPTAIN (40 HR)	F240	Classified	Hourly	96.46	101.29	106.36	111.69	117.36
			Bi-Weekly	7,719.73	8,102.32	8,508.80	8,938.40	9,391.36
			Monthly	16,719.73	17,556.93	18,435.73	19,364.40	20,340.16
			Annual	200,636.80	210,683.20	221,228.80	232,372.80	244,083.20
STAFF FIRE CAPTAIN - EMT (40 HR)	F241	Classified	Hourly	89.30	93.78	98.46	103.36	108.48
			Bi-Weekly	7,144.00	7,502.40	7,876.80	8,267.20	8,683.20
			Monthly	15,478.67	16,255.20	17,066.40	17,920.00	18,812.80
			Annual	185,744.00	195,062.40	204,796.80	214,992.00	225,753.60
FIRE CAPTAIN (56 HR)	F245	Classified	Hourly	62.62	65.75	69.06	72.56	76.26
			Bi-Weekly	7,013.44	7,364.00	7,734.72	8,125.76	8,548.16
			Monthly	15,195.79	15,955.33	16,758.56	17,607.36	18,504.48
			Annual	182,349.44	191,464.00	201,102.72	211,288.32	222,053.76
FIRE CAPTAIN (40 HR)	F250	Classified	Hourly	87.70	92.07	96.66	101.46	106.48
			Bi-Weekly	7,016.00	7,365.60	7,732.80	8,125.76	8,548.16
			Monthly	15,201.33	15,958.80	16,754.40	17,607.36	18,504.48
			Annual	182,416.00	191,505.60	201,052.80	211,288.32	222,053.76

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Classification Title	Job Code	Service Type		Step A	Step B	Step C	Step D	Step E
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified	Hourly	53.08	55.70	58.48	61.41	64.47
			Bi-Weekly	5,944.96	6,238.40	6,549.76	6,877.92	7,220.64
			Monthly	12,880.75	13,516.53	14,191.15	14,902.16	15,644.72
			Annual	154,568.96	162,198.40	170,293.76	178,825.92	187,736.64
FIRE PREVENTION INSPECTOR - EMT (40 HR)	F221	Classified	Hourly	68.73	72.17	75.79	79.59	83.56
			Bi-Weekly	5,498.40	5,773.60	6,063.20	6,367.20	6,684.80
			Monthly	11,913.20	12,509.47	13,136.93	13,795.60	14,483.73
			Annual	142,958.40	150,113.60	157,643.20	165,547.20	173,804.80
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified	Hourly	74.23	77.96	81.85	85.95	90.22
			Bi-Weekly	5,938.40	6,236.80	6,548.00	6,876.00	7,217.60
			Monthly	12,866.53	13,513.07	14,187.33	14,898.00	15,638.13
			Annual	154,398.40	162,156.80	170,248.00	178,776.00	187,657.60
APPARATUS OPERATOR (56 HR)	F210	Classified	Hourly	50.23	52.75	55.38	58.16	61.07
			Bi-Weekly	5,625.76	5,908.00	6,202.56	6,513.92	6,839.84
			Monthly	12,189.15	12,800.67	13,438.88	14,113.49	14,819.65
			Annual	146,269.76	153,608.00	161,266.56	169,361.92	177,835.84
APPARATUS OPERATOR - EMT (56 HR)	F211	Classified	Hourly	46.54	48.83	51.29	53.84	56.54
			Bi-Weekly	5,212.48	5,468.96	5,744.48	6,030.08	6,332.48
			Monthly	11,293.71	11,849.41	12,446.37	13,065.17	13,720.37
			Annual	135,524.48	142,192.96	149,356.48	156,782.08	164,644.48
APPARATUS OPERATOR (40 HR)	F215	Classified	Hourly	70.26	73.78	77.46	81.33	85.41
			Bi-Weekly	5,620.80	5,902.40	6,196.80	6,506.40	6,832.80
			Monthly	12,178.40	12,788.53	13,426.40	14,097.20	14,804.40
			Annual	146,140.80	153,462.40	161,116.80	169,166.40	177,652.80
FIREFIGHTER (56 HR)	F200	Classified	Hourly	47.34	49.72	52.19	54.82	57.57
			Bi-Weekly	5,302.08	5,568.64	5,845.28	6,139.84	6,447.84
			Monthly	11,487.84	12,065.39	12,664.77	13,302.99	13,970.32
			Annual	137,854.08	144,784.64	151,977.28	159,635.84	167,643.84
FIREFIGHTER (40 HR)	F205	Classified	Hourly	66.30	69.60	73.07	76.73	80.58
			Bi-Weekly	5,304.00	5,568.00	5,845.60	6,138.40	6,446.40
			Monthly	11,492.00	12,064.00	12,665.47	13,299.87	13,967.20
			Annual	137,904.00	144,768.00	151,985.60	159,598.40	167,606.40
FIREFIGHTER TRAINEE (40 HR)	F100	Classified	Hourly	57.42	60.28			
			Bi-Weekly	4,593.60	4,822.40			
			Monthly	9,952.80	10,448.53			
			Annual	119,433.60	125,382.40			
PROFESSIONAL STAFF								
HAZARDOUS MATERIALS PROGRAM COORDINATOR	H590	Classified	Hourly	68.27	71.68	75.26	79.03	82.97
			Bi-Weekly	5,461.60	5,734.40	6,020.80	6,322.40	6,637.60
			Monthly	11,833.47	12,424.53	13,045.07	13,698.53	14,381.47
			Annual	142,001.60	149,094.40	156,540.80	164,382.40	172,577.60
SENIOR FIRE PROTECTION ENGINEER	T515	Classified	Hourly	71.81	75.39	79.19	83.13	87.28
			Bi-Weekly	5,744.80	6,031.20	6,335.20	6,650.40	6,982.40
			Monthly	12,447.07	13,067.60	13,726.27	14,409.20	15,128.53
			Annual	149,364.80	156,811.20	164,715.20	172,910.40	181,542.40
FIRE PROTECTION ENGINEER	T510	Classified	Hourly	59.88	62.77	65.94	69.38	72.90
			Bi-Weekly	4,790.40	5,021.60	5,275.20	5,550.40	5,832.00
			Monthly	10,379.20	10,880.13	11,429.60	12,025.87	12,636.00
			Annual	124,550.40	130,561.60	137,155.20	144,310.40	151,632.00
EMERGENCY MEDICAL SERVICES COORDINATOR	H585	Classified	Hourly	58.33	61.25	64.28	67.49	70.89
			Bi-Weekly	4,666.40	4,900.00	5,142.40	5,399.20	5,671.20
			Monthly	10,110.53	10,616.67	11,141.87	11,698.27	12,287.60
			Annual	121,326.40	127,400.00	133,702.40	140,379.20	147,451.20
ENVIRONMENTAL SPECIALIST	T505	Classified	Hourly	58.39	61.30	64.37	67.60	70.98
			Bi-Weekly	4,671.20	4,904.00	5,149.60	5,408.00	5,678.40
			Monthly	10,120.93	10,625.33	11,157.47	11,717.33	12,303.20
			Annual	121,451.20	127,504.00	133,889.60	140,608.00	147,638.40
HAZARDOUS MATERIALS INSPECTOR	T500	Classified	Hourly	55.63	58.40	61.33	64.40	67.60
			Bi-Weekly	4,450.40	4,672.00	4,906.40	5,152.00	5,408.00
			Monthly	9,642.53	10,122.67	10,630.53	11,162.67	11,717.33
			Annual	115,710.40	121,472.00	127,566.40	133,952.00	140,608.00
FIRE SERVICES SUPERVISOR	H580	Classified	Hourly	60.12	63.14	66.27	69.57	73.07
			Bi-Weekly	4,809.60	5,051.20	5,301.60	5,565.60	5,845.60
			Monthly	10,420.80	10,944.27	11,486.80	12,058.80	12,665.47
			Annual	125,049.60	131,331.20	137,841.60	144,705.60	151,985.60

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SENIOR FIRE TECHNICIAN	C260	Classified	Hourly	42.21	43.95	45.65	47.63	50.05
			Bi-Weekly	3,376.80	3,516.00	3,652.00	3,810.40	4,004.00
			Monthly	7,316.40	7,618.00	7,912.67	8,255.87	8,675.33
			Annual	87,796.80	91,416.00	94,952.00	99,070.40	104,104.00
FIRE TECHNICIAN II	C255	Classified	Hourly	37.13	38.98	40.93	42.99	45.12
			Bi-Weekly	2,970.40	3,118.40	3,274.40	3,439.20	3,609.60
			Monthly	6,435.87	6,756.53	7,094.53	7,451.60	7,820.80
			Annual	77,230.40	81,078.40	85,134.40	89,419.20	93,849.60
FIRE TECHNICIAN I	C250	Classified	Hourly	33.73	35.41	37.18	39.04	41.00
			Bi-Weekly	2,698.40	2,832.80	2,974.40	3,123.20	3,280.00
			Monthly	5,846.53	6,137.73	6,444.53	6,766.93	7,106.67
			Annual	70,158.40	73,652.80	77,334.40	81,203.20	85,280.00
HUMAN RESOURCES DEPARTMENT								
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified	Hourly	83.82	88.00	92.40	97.03	101.87
			Bi-Weekly	6,705.60	7,040.00	7,392.00	7,762.40	8,149.60
			Monthly	14,528.80	15,253.33	16,016.00	16,818.53	17,657.47
			Annual	174,345.60	183,040.00	192,192.00	201,822.40	211,889.60
HUMAN RESOURCES MANAGER	U135	Classified	Hourly	76.18	79.99	83.99	88.19	92.60
			Bi-Weekly	6,094.40	6,399.20	6,719.20	7,055.20	7,408.00
			Monthly	13,204.53	13,864.93	14,558.27	15,286.27	16,050.67
			Annual	158,454.40	166,379.20	174,699.20	183,435.20	192,608.00
SENIOR HUMAN RESOURCES ANALYST	U120	Classified	Hourly	60.12	63.09	66.26	69.56	73.04
			Bi-Weekly	4,809.60	5,047.20	5,300.80	5,564.80	5,843.20
			Monthly	10,420.80	10,935.60	11,485.07	12,057.07	12,660.27
			Annual	125,049.60	131,227.20	137,820.80	144,684.80	151,923.20
HUMAN RESOURCES ANALYST II	U115	Classified	Hourly	54.66	57.39	60.26	63.27	66.41
			Bi-Weekly	4,372.80	4,591.20	4,820.80	5,061.60	5,312.80
			Monthly	9,474.40	9,947.60	10,445.07	10,966.80	11,511.07
			Annual	113,692.80	119,371.20	125,340.80	131,601.60	138,132.80
HUMAN RESOURCES ANALYST I	U110	Classified	Hourly	49.70	52.20	54.79	57.52	60.40
			Bi-Weekly	3,976.00	4,176.00	4,383.20	4,601.60	4,832.00
			Monthly	8,614.67	9,048.00	9,496.93	9,970.13	10,469.33
			Annual	103,376.00	108,576.00	113,963.20	119,641.60	125,632.00
HUMAN RESOURCES TECHNICIAN	U100	Classified	Hourly	45.20	47.46	49.84	52.31	54.91
			Bi-Weekly	3,616.00	3,796.80	3,987.20	4,184.80	4,392.80
			Monthly	7,834.67	8,226.40	8,638.93	9,067.07	9,517.73
			Annual	94,016.00	98,716.80	103,667.20	108,804.80	114,212.80
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT	U105	Classified	Hourly	45.84	47.72	49.60	51.47	53.51
			Bi-Weekly	3,667.20	3,817.60	3,968.00	4,117.60	4,280.80
			Monthly	7,945.60	8,271.47	8,597.33	8,921.47	9,275.07
			Annual	95,347.20	99,257.60	103,168.00	107,057.60	111,300.80

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LIBRARY SERVICES DEPARTMENT								
DEPUTY DIRECTOR OF LIBRARY SERVICES	U535	Classified	Hourly	80.12	84.12	88.33	92.75	97.37
			Bi-Weekly	6,409.60	6,729.60	7,066.40	7,420.00	7,789.60
			Monthly	13,887.47	14,580.80	15,310.53	16,076.67	16,877.47
			Annual	166,649.60	174,969.60	183,726.40	192,920.00	202,529.60
LIBRARY SERVICES DIVISION								
LIBRARY OPERATIONS MANAGER	H755	Classified	Hourly	55.63	58.40	61.32	64.37	67.59
			Bi-Weekly	4,450.40	4,672.00	4,905.60	5,149.60	5,407.20
			Monthly	9,642.53	10,122.67	10,628.80	11,157.47	11,715.60
			Annual	115,710.40	121,472.00	127,545.60	133,889.60	140,587.20
SUPERVISING LIBRARIAN I	H750	Classified	Hourly	52.08	54.68	57.41	60.27	63.29
			Bi-Weekly	4,166.40	4,374.40	4,592.80	4,821.60	5,063.20
			Monthly	9,027.20	9,477.87	9,951.07	10,446.80	10,970.27
			Annual	108,326.40	113,734.40	119,412.80	125,361.60	131,643.20
LIBRARIAN II	T795	Classified	Hourly	40.06	42.07	44.09	46.34	48.52
			Bi-Weekly	3,204.80	3,365.60	3,527.20	3,707.20	3,881.60
			Monthly	6,943.73	7,292.13	7,642.27	8,032.27	8,410.13
			Annual	83,324.80	87,505.60	91,707.20	96,387.20	100,921.60
LIBRARIAN I	T790	Classified	Hourly	36.33	38.15	40.06	41.96	44.10
			Bi-Weekly	2,906.40	3,052.00	3,204.80	3,356.80	3,528.00
			Monthly	6,297.20	6,612.67	6,943.73	7,273.07	7,644.00
			Annual	75,566.40	79,352.00	83,324.80	87,276.80	91,728.00
LEAD LIBRARY ASSISTANT	C520	Classified	Hourly	35.34	37.13	38.90	40.80	42.96
			Bi-Weekly	2,827.20	2,970.40	3,112.00	3,264.00	3,436.80
			Monthly	6,125.60	6,435.87	6,742.67	7,072.00	7,446.40
			Annual	73,507.20	77,230.40	80,912.00	84,864.00	89,356.80
SENIOR LIBRARY ASSISTANT	C515	Classified	Hourly	32.63	34.08	35.64	37.20	39.00
			Bi-Weekly	2,610.40	2,726.40	2,851.20	2,976.00	3,120.00
			Monthly	5,655.87	5,907.20	6,177.60	6,448.00	6,760.00
			Annual	67,870.40	70,886.40	74,131.20	77,376.00	81,120.00
LIBRARY ASSISTANT	C510	Classified	Hourly	29.57	30.94	32.34	33.82	35.41
			Bi-Weekly	2,365.60	2,475.20	2,587.20	2,705.60	2,832.80
			Monthly	5,125.47	5,362.93	5,605.60	5,862.13	6,137.73
			Annual	61,505.60	64,355.20	67,267.20	70,345.60	73,652.80
SENIOR LIBRARY PAGE (.6 FTE)	C505	Classified	Hourly					23.78
			Bi-Weekly					1,141.44
			Monthly					2,473.12
			Annual					29,677.44
LIBRARY PAGE (.3 FTE)	C500	Classified	Hourly					21.61
			Bi-Weekly					518.64
			Monthly					1,123.72
			Annual					13,484.64
EDUCATION SERVICES MANAGER	H760	Classified	Hourly	52.08	54.68	57.41	60.27	63.29
			Bi-Weekly	4,166.40	4,374.40	4,592.80	4,821.60	5,063.20
			Monthly	9,027.20	9,477.87	9,951.07	10,446.80	10,970.27
			Annual	108,326.40	113,734.40	119,412.80	125,361.60	131,643.20
EDUCATIONAL SERVICES COORDINATOR	T780	Classified	Hourly	35.50	37.29	39.17	41.11	43.18
			Bi-Weekly	2,840.00	2,983.20	3,133.60	3,288.80	3,454.40
			Monthly	6,153.33	6,463.60	6,789.47	7,125.73	7,484.53
			Annual	73,840.00	77,563.20	81,473.60	85,508.80	89,814.40
LITERACY PROGRAM COORDINATOR	T785	Classified	Hourly	35.54	37.35	39.20	41.07	43.18
			Bi-Weekly	2,843.20	2,988.00	3,136.00	3,285.60	3,454.40
			Monthly	6,160.27	6,474.00	6,794.67	7,118.80	7,484.53
			Annual	73,923.20	77,688.00	81,536.00	85,425.60	89,814.40
LEAD PROGRAM ASSISTANT	C508	Classified	Hourly	35.34	37.13	38.90	40.80	42.96
			Bi-Weekly	2,827.20	2,970.40	3,112.00	3,264.00	3,436.80
			Monthly	6,125.60	6,435.87	6,742.67	7,072.00	7,446.40
			Annual	73,507.20	77,230.40	80,912.00	84,864.00	89,356.80
PROGRAM ASSISTANT	C506	Classified	Hourly	29.57	30.94	32.34	33.82	35.41
			Bi-Weekly	2,365.60	2,475.20	2,587.20	2,705.60	2,832.80
			Monthly	5,125.47	5,362.93	5,605.60	5,862.13	6,137.73
			Annual	61,505.60	64,355.20	67,267.20	70,345.60	73,652.80

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MAINTENANCE SERVICES DEPARTMENT								
DEPUTY DIRECTOR OF MAINTENANCE SERVICES	U540	Classified	Hourly	84.49	88.71	93.17	97.82	102.72
			Bi-Weekly	6,759.20	7,096.80	7,453.60	7,825.60	8,217.60
			Monthly	14,644.93	15,376.40	16,149.47	16,955.47	17,804.80
			Annual	175,739.20	184,516.80	193,793.60	203,465.60	213,657.60
FACILITIES MANAGEMENT								
FACILITIES AND BUILDING MANAGER	H605	Classified	Hourly	67.49	70.84	74.39	78.12	82.03
			Bi-Weekly	5,399.20	5,667.20	5,951.20	6,249.60	6,562.40
			Monthly	11,698.27	12,278.93	12,894.27	13,540.80	14,218.53
			Annual	140,379.20	147,347.20	154,731.20	162,489.60	170,622.40
FACILITIES LEADWORKER	M135	Classified	Hourly	63.46	65.99	68.54	71.37	74.40
			Bi-Weekly	5,076.80	5,279.20	5,483.20	5,709.60	5,952.00
			Monthly	10,999.73	11,438.27	11,880.27	12,370.80	12,896.00
			Annual	131,996.80	137,259.20	142,563.20	148,449.60	154,752.00
HVAC MECHANIC	M140	Classified	Hourly	51.05	53.08	55.17	57.52	59.89
			Bi-Weekly	4,084.00	4,246.40	4,413.60	4,601.60	4,791.20
			Monthly	8,848.67	9,200.53	9,562.80	9,970.13	10,380.93
			Annual	106,184.00	110,406.40	114,753.60	119,641.60	124,571.20
FACILITIES PAINTER II	M130	Classified	Hourly	44.78	46.61	48.43	50.43	52.54
			Bi-Weekly	3,582.40	3,728.80	3,874.40	4,034.40	4,203.20
			Monthly	7,761.87	8,079.07	8,394.53	8,741.20	9,106.93
			Annual	93,142.40	96,948.80	100,734.40	104,894.40	109,283.20
FACILITIES PAINTER I	M125	Classified	Hourly	40.74	42.41	44.10	45.94	47.78
			Bi-Weekly	3,259.20	3,392.80	3,528.00	3,675.20	3,822.40
			Monthly	7,061.60	7,351.07	7,644.00	7,962.93	8,281.87
			Annual	84,739.20	88,212.80	91,728.00	95,555.20	99,382.40
FACILITIES CARPENTER II	M120	Classified	Hourly	44.48	46.24	48.16	50.16	52.25
			Bi-Weekly	3,558.40	3,699.20	3,852.80	4,012.80	4,180.00
			Monthly	7,709.87	8,014.93	8,347.73	8,694.40	9,056.67
			Annual	92,518.40	96,179.20	100,172.80	104,332.80	108,680.00
FACILITIES CARPENTER I	M115	Classified	Hourly	40.46	42.13	43.86	45.63	47.54
			Bi-Weekly	3,236.80	3,370.40	3,508.80	3,650.40	3,803.20
			Monthly	7,013.07	7,302.53	7,602.40	7,909.20	8,240.27
			Annual	84,156.80	87,630.40	91,228.80	94,910.40	98,883.20
FACILITIES SERVICEWORKER II	M110	Classified	Hourly	36.06	37.49	39.02	40.39	41.96
			Bi-Weekly	2,884.80	2,999.20	3,121.60	3,231.20	3,356.80
			Monthly	6,250.40	6,498.27	6,763.47	7,000.93	7,273.07
			Annual	75,004.80	77,979.20	81,161.60	84,011.20	87,276.80
FACILITIES SERVICEWORKER I	M105	Classified	Hourly	32.78	34.09	35.46	36.73	38.14
			Bi-Weekly	2,622.40	2,727.20	2,836.80	2,938.40	3,051.20
			Monthly	5,681.87	5,908.93	6,146.40	6,366.53	6,610.93
			Annual	68,182.40	70,907.20	73,756.80	76,398.40	79,331.20
FLEET MANAGEMENT DIVISION								
FLEET MAINTENANCE MANAGER	H635	Classified	Hourly	67.49	70.84	74.39	78.12	82.03
			Bi-Weekly	5,399.20	5,667.20	5,951.20	6,249.60	6,562.40
			Monthly	11,698.27	12,278.93	12,894.27	13,540.80	14,218.53
			Annual	140,379.20	147,347.20	154,731.20	162,489.60	170,622.40
SENIOR EQUIPMENT MECHANIC	M620	Classified	Hourly	45.64	47.78	50.19	52.80	55.41
			Bi-Weekly	3,651.20	3,822.40	4,015.20	4,224.00	4,432.80
			Monthly	7,910.93	8,281.87	8,699.60	9,152.00	9,604.40
			Annual	94,931.20	99,382.40	104,395.20	109,824.00	115,252.80
EQUIPMENT MECHANIC II	M615	Classified	Hourly	39.32	41.16	43.25	45.51	47.75
			Bi-Weekly	3,145.60	3,292.80	3,460.00	3,640.80	3,820.00
			Monthly	6,815.47	7,134.40	7,496.67	7,888.40	8,276.67
			Annual	81,785.60	85,612.80	89,960.00	94,660.80	99,320.00
EQUIPMENT MECHANIC I	M610	Classified	Hourly	35.79	37.59	39.52	41.46	43.51
			Bi-Weekly	2,863.20	3,007.20	3,161.60	3,316.80	3,480.80
			Monthly	6,203.60	6,515.60	6,850.13	7,186.40	7,541.73
			Annual	74,443.20	78,187.20	82,201.60	86,236.80	90,500.80

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EQUIPMENT PARTS STOREKEEPER	M605	Classified	Hourly	33.34	35.13	36.81	38.68	40.65			
			Bi-Weekly	2,667.20	2,810.40	2,944.80	3,094.40	3,252.00			
			Monthly	5,778.93	6,089.20	6,380.40	6,704.53	7,046.00			
			Annual	69,347.20	73,070.40	76,564.80	80,454.40	84,552.00			
			Hourly	30.78	31.98	33.31	34.44	35.77			
EQUIPMENT SERVICE ATTENDANT	M600	Classified	Bi-Weekly	2,462.40	2,558.40	2,664.80	2,755.20	2,861.60			
			Monthly	5,335.20	5,543.20	5,773.73	5,969.60	6,200.13			
			Annual	64,022.40	66,518.40	69,284.80	71,635.20	74,401.60			
			LANDSCAPE MAINTENANCE DIVISION								
			LANDSCAPE MAINTENANCE MANAGER	H615	Classified	Hourly	67.49	70.84	74.39	78.12	82.03
Bi-Weekly	5,399.20	5,667.20				5,951.20	6,249.60	6,562.40			
Monthly	11,698.27	12,278.93				12,894.27	13,540.80	14,218.53			
Annual	140,379.20	147,347.20				154,731.20	162,489.60	170,622.40			
Hourly	53.28	55.41				57.65	59.72	62.00			
LANDSCAPE MAINTENANCE SUPERVISOR	H610	Classified	Bi-Weekly	4,262.40	4,432.80	4,612.00	4,777.60	4,960.00			
			Monthly	9,235.20	9,604.40	9,992.67	10,351.47	10,746.67			
			Annual	110,822.40	115,252.80	119,912.00	124,217.60	128,960.00			
			GROUNDSKEEPER III	M215	Classified	Hourly	47.90	49.80	51.82	53.68	55.74
						Bi-Weekly	3,832.00	3,984.00	4,145.60	4,294.40	4,459.20
Monthly	8,302.67	8,632.00				8,982.13	9,304.53	9,661.60			
Annual	99,632.00	103,584.00				107,785.60	111,654.40	115,939.20			
Hourly	41.65	43.32				45.07	46.66	48.46			
GROUNDSKEEPER II	M210	Classified	Bi-Weekly	3,332.00	3,465.60	3,605.60	3,732.80	3,876.80			
			Monthly	7,219.33	7,508.80	7,812.13	8,087.73	8,399.73			
			Annual	86,632.00	90,105.60	93,745.60	97,052.80	100,796.80			
			GROUNDSKEEPER I	M205	Classified	Hourly	37.83	39.33	40.99	42.42	44.06
						Bi-Weekly	3,026.40	3,146.40	3,279.20	3,393.60	3,524.80
Monthly	6,557.20	6,817.20				7,104.93	7,352.80	7,637.07			
Annual	78,686.40	81,806.40				85,259.20	88,233.60	91,644.80			
TREE TRIMMER	M220	Classified				Hourly	41.65	43.32	45.07	46.66	48.46
			Bi-Weekly	3,332.00	3,465.60	3,605.60	3,732.80	3,876.80			
			Monthly	7,219.33	7,508.80	7,812.13	8,087.73	8,399.73			
			Annual	86,632.00	90,105.60	93,745.60	97,052.80	100,796.80			
			STREET MAINTENANCE DIVISION								
STREETS MAINTENANCE MANAGER	H625	Classified	Hourly	67.49	70.84	74.39	78.12	82.03			
			Bi-Weekly	5,399.20	5,667.20	5,951.20	6,249.60	6,562.40			
			Monthly	11,698.27	12,278.93	12,894.27	13,540.80	14,218.53			
			Annual	140,379.20	147,347.20	154,731.20	162,489.60	170,622.40			
			Hourly	59.09	61.36	63.90	66.17	68.70			
STREETS MAINTENANCE SUPERVISOR	H620	Classified	Bi-Weekly	4,727.20	4,908.80	5,112.00	5,293.60	5,496.00			
			Monthly	10,242.27	10,635.73	11,076.00	11,469.47	11,908.00			
			Annual	122,907.20	127,628.80	132,912.00	137,633.60	142,896.00			
			SENIOR MAINTENANCE LEADER	M315	Classified	Hourly	52.72	54.76	57.04	59.05	61.31
						Bi-Weekly	4,217.60	4,380.80	4,563.20	4,724.00	4,904.80
Monthly	9,138.13	9,491.73				9,886.93	10,235.33	10,627.07			
Annual	109,657.60	113,900.80				118,643.20	122,824.00	127,524.80			
MAINTENANCE LEADER	M310	Classified				Hourly	43.66	45.36	47.24	48.90	50.77
			Bi-Weekly	3,492.80	3,628.80	3,779.20	3,912.00	4,061.60			
			Monthly	7,567.73	7,862.40	8,188.27	8,476.00	8,800.13			
			Annual	90,812.80	94,348.80	98,259.20	101,712.00	105,601.60			
			LEAD SWEEPER EQUIPMENT OPERATOR	M702	Classified	Hourly	45.73	47.27	49.19	51.28	53.31
Bi-Weekly	3,658.40	3,781.60				3,935.20	4,102.40	4,264.80			
Monthly	7,926.53	8,193.47				8,526.27	8,888.53	9,240.40			
Annual	95,118.40	98,321.60				102,315.20	106,662.40	110,884.80			
Hourly	41.59	42.97				44.71	46.62	48.47			
SWEEPER EQUIPMENT OPERATOR	M700	Classified	Bi-Weekly	3,327.20	3,437.60	3,576.80	3,729.60	3,877.60			
			Monthly	7,208.93	7,448.13	7,749.73	8,080.80	8,401.47			
			Annual	86,507.20	89,377.60	92,996.80	96,969.60	100,817.60			

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POLICE DEPARTMENT								
SWORN								
POLICE CAPTAIN	P300	Classified	Hourly	110.74	116.26	122.10	128.19	134.58
			Bi-Weekly	8,859.20	9,300.80	9,768.00	10,255.20	10,766.40
			Monthly	19,194.93	20,151.73	21,164.00	22,219.60	23,327.20
			Annual	230,339.20	241,820.80	253,968.00	266,635.20	279,926.40
POLICE LIEUTENANT	P215	Classified	Hourly				91.26	95.71
			Bi-Weekly				7,300.80	7,656.80
			Monthly				15,818.40	16,589.73
			Annual				189,820.80	199,076.80
POLICE SERGEANT	P210	Classified	Hourly			78.18	81.95	86.16
			Bi-Weekly			6,254.40	6,556.00	6,892.80
			Monthly			13,551.20	14,204.67	14,934.40
			Annual			162,614.40	170,456.00	179,212.80
POLICE OFFICER	P200	Classified	Hourly	57.41	60.17	63.09	66.14	69.29
			Bi-Weekly	4,592.80	4,813.60	5,047.20	5,291.20	5,543.20
			Monthly	9,951.07	10,429.47	10,935.60	11,464.27	12,010.27
			Annual	119,412.80	125,153.60	131,227.20	137,571.20	144,123.20
POLICE OFFICER TRAINEE	P100	Classified	Hourly	40.39	42.39			
			Bi-Weekly	3,231.20	3,391.20			
			Monthly	7,000.93	7,347.60			
			Annual	84,011.20	88,171.20			
PROFESSIONAL STAFF								
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified	Hourly	77.97	81.87	85.99	90.26	94.78
			Bi-Weekly	6,237.60	6,549.60	6,879.20	7,220.80	7,582.40
			Monthly	13,514.80	14,190.80	14,904.93	15,645.07	16,428.53
			Annual	162,177.60	170,289.60	178,859.20	187,740.80	197,142.40
PERSONNEL OPERATIONS SPECIALIST	H460	Classified	Hourly	48.03	49.98	51.94	53.90	56.05
			Bi-Weekly	3,842.40	3,998.40	4,155.20	4,312.00	4,484.00
			Monthly	8,325.20	8,663.20	9,002.93	9,342.67	9,715.33
			Annual	99,902.40	103,958.40	108,035.20	112,112.00	116,584.00
POLICE MENTAL HEALTH PROFESSIONAL	H443	Classified	Hourly	60.57	63.60	66.77	70.09	73.62
			Bi-Weekly	4,845.60	5,088.00	5,341.60	5,607.20	5,889.60
			Monthly	10,498.80	11,024.00	11,573.47	12,148.93	12,760.80
			Annual	125,985.60	132,288.00	138,881.60	145,787.20	153,129.60
SENIOR CRIME AND INTELLIGENCE ANALYST	H406	Classified	Hourly	60.12	63.09	66.26	69.56	73.04
			Bi-Weekly	4,809.60	5,047.20	5,300.80	5,564.80	5,843.20
			Monthly	10,420.80	10,935.60	11,485.07	12,057.07	12,660.27
			Annual	125,049.60	131,227.20	137,820.80	144,684.80	151,923.20
CRIME AND INTELLIGENCE ANALYST	H405	Classified	Hourly	53.07	55.72	58.51	61.43	64.48
			Bi-Weekly	4,245.60	4,457.60	4,680.80	4,914.40	5,158.40
			Monthly	9,198.80	9,658.13	10,141.73	10,647.87	11,176.53
			Annual	110,385.60	115,897.60	121,700.80	127,774.40	134,118.40
POLICE PROGRAMS ANALYST	H400	Classified	Hourly	54.66	57.39	60.26	63.27	66.41
			Bi-Weekly	4,372.80	4,591.20	4,820.80	5,061.60	5,312.80
			Monthly	9,474.40	9,947.60	10,445.07	10,966.80	11,511.07
			Annual	113,692.80	119,371.20	125,340.80	131,601.60	138,132.80
SPECIAL OPERATIONS DIVISION								
CRIME PREVENTION SPECIALIST II	C671	Classified	Hourly	40.90	42.93	45.09	47.36	49.72
			Bi-Weekly	3,272.00	3,434.40	3,607.20	3,788.80	3,977.60
			Monthly	7,089.33	7,441.20	7,815.60	8,209.07	8,618.13
			Annual	85,072.00	89,294.40	93,787.20	98,508.80	103,417.60
CRIME PREVENTION SPECIALIST I	C670	Classified	Hourly	37.17	39.02	40.98	43.04	45.18
			Bi-Weekly	2,973.60	3,121.60	3,278.40	3,443.20	3,614.40
			Monthly	6,442.80	6,763.47	7,103.20	7,460.27	7,831.20
			Annual	77,313.60	81,161.60	85,238.40	89,523.20	93,974.40
RESERVE OFFICER COORDINATOR	H455	Classified	Hourly	70.93	74.47	78.20	81.97	86.16
			Bi-Weekly	5,674.40	5,957.60	6,256.00	6,557.60	6,892.80
			Monthly	12,294.53	12,908.13	13,554.67	14,208.13	14,934.40
			Annual	147,534.40	154,897.60	162,656.00	170,497.60	179,212.80

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INVESTIGATION DIVISION										
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified	Hourly	74.97	78.72	82.68	86.79	91.13		
			Bi-Weekly	5,997.60	6,297.60	6,614.40	6,943.20	7,290.40		
			Monthly	12,994.80	13,644.80	14,331.20	15,043.60	15,795.87		
			Annual	155,937.60	163,737.60	171,974.40	180,523.20	189,550.40		
COUNSELING SUPERVISOR	H440	Classified	Hourly	55.06	57.82	60.70	63.72	66.93		
			Bi-Weekly	4,404.80	4,625.60	4,856.00	5,097.60	5,354.40		
			Monthly	9,543.73	10,022.13	10,521.33	11,044.80	11,601.20		
			Annual	114,524.80	120,265.60	126,256.00	132,537.60	139,214.40		
MOBILE MENTAL HEALTH CLINICIAN	T570	Classified	Hourly	46.74	49.05	51.52	53.88	56.69		
			Bi-Weekly	3,739.20	3,924.00	4,121.60	4,310.40	4,535.20		
			Monthly	8,101.60	8,502.00	8,930.13	9,339.20	9,826.27		
			Annual	97,219.20	102,024.00	107,161.60	112,070.40	117,915.20		
FAMILY COUNSELOR	T550	Classified	Hourly	44.51	46.71	49.07	51.31	53.99		
			Bi-Weekly	3,560.80	3,736.80	3,925.60	4,104.80	4,319.20		
			Monthly	7,715.07	8,096.40	8,505.47	8,893.73	9,358.27		
			Annual	92,580.80	97,156.80	102,065.60	106,724.80	112,299.20		
CERTIFIED LATENT PRINT EXAMINER			T560	Classified	Hourly	58.39	61.30	64.37	67.60	70.98
					Bi-Weekly	4,671.20	4,904.00	5,149.60	5,408.00	5,678.40
					Monthly	10,120.93	10,625.33	11,157.47	11,717.33	12,303.20
					Annual	121,451.20	127,504.00	133,889.60	140,608.00	147,638.40
SUPPORT SERVICES DIVISION										
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified	Hourly	86.68	91.00	96.50	101.31	106.35		
			Bi-Weekly	6,934.40	7,280.00	7,720.00	8,104.80	8,508.00		
			Monthly	15,024.53	15,773.33	16,726.67	17,560.40	18,434.00		
			Annual	180,294.40	189,280.00	200,720.00	210,724.80	221,208.00		
PROPERTY AND EVIDENCE SUPERVISOR	C676	Classified	Hourly	43.08	45.23	47.49	49.85	52.33		
			Bi-Weekly	3,446.40	3,618.40	3,799.20	3,988.00	4,186.40		
			Monthly	7,467.20	7,839.87	8,231.60	8,640.67	9,070.53		
			Annual	89,606.40	94,078.40	98,779.20	103,688.00	108,846.40		
POLICE ID SPECIALIST	T555	Classified	Hourly	39.24	41.20	43.27	45.45	47.59		
			Bi-Weekly	3,139.20	3,296.00	3,461.60	3,636.00	3,807.20		
			Monthly	6,801.60	7,141.33	7,500.13	7,878.00	8,248.93		
			Annual	81,619.20	85,696.00	90,001.60	94,536.00	98,987.20		
CRIME SCENE SPECIALIST	C687	Classified	Hourly	44.82	46.85	49.00	51.19	53.62		
			Bi-Weekly	3,585.60	3,748.00	3,920.00	4,095.20	4,289.60		
			Monthly	7,768.80	8,120.67	8,493.33	8,872.93	9,294.13		
			Annual	93,225.60	97,448.00	101,920.00	106,475.20	111,529.60		
CRIME SCENE TECHNICIAN	C685	Classified	Hourly	40.75	42.59	44.54	46.54	48.74		
			Bi-Weekly	3,260.00	3,407.20	3,563.20	3,723.20	3,899.20		
			Monthly	7,063.33	7,382.27	7,720.27	8,066.93	8,448.27		
			Annual	84,760.00	88,587.20	92,643.20	96,803.20	101,379.20		

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PROPERTY & EVIDENCE TECHNICIAN	C665	Classified	Hourly	35.79	37.35	39.15	40.94	42.88
			Bi-Weekly	2,863.20	2,988.00	3,132.00	3,275.20	3,430.40
			Monthly	6,203.60	6,474.00	6,786.00	7,096.27	7,432.53
			Annual	74,443.20	77,688.00	81,432.00	85,155.20	89,190.40
ANIMAL SERVICES ADMINISTRATOR	H430	Classified	Hourly	61.29	64.33	67.54	70.93	74.48
			Bi-Weekly	4,903.20	5,146.40	5,403.20	5,674.40	5,958.40
			Monthly	10,623.60	11,150.53	11,706.93	12,294.53	12,909.87
			Annual	127,483.20	133,806.40	140,483.20	147,534.40	154,918.40
SHELTER OPERATIONS SUPERVISOR	C621	Classified	Hourly	39.44	41.19	43.11	45.09	47.23
			Bi-Weekly	3,155.20	3,295.20	3,448.80	3,607.20	3,778.40
			Monthly	6,836.27	7,139.60	7,472.40	7,815.60	8,186.53
			Annual	82,035.20	85,675.20	89,668.80	93,787.20	98,238.40
ANIMAL CONTROL OFFICER	C610	Classified	Hourly	33.90	35.65	37.26	39.02	40.87
			Bi-Weekly	2,712.00	2,852.00	2,980.80	3,121.60	3,269.60
			Monthly	5,876.00	6,179.33	6,458.40	6,763.47	7,084.13
			Annual	70,512.00	74,152.00	77,500.80	81,161.60	85,009.60
ANIMAL CARE ATTENDANT	C600	Classified	Hourly	28.20	29.41	30.58	31.92	33.51
			Bi-Weekly	2,256.00	2,352.80	2,446.40	2,553.60	2,680.80
			Monthly	4,888.00	5,097.73	5,300.53	5,532.80	5,808.40
			Annual	58,656.00	61,172.80	63,606.40	66,393.60	69,700.80
SHELTER VOLUNTEER COORDINATOR	C607	Classified	Hourly	29.80	31.07	32.31	33.73	35.41
			Bi-Weekly	2,384.00	2,485.60	2,584.80	2,698.40	2,832.80
			Monthly	5,165.33	5,385.47	5,600.40	5,846.53	6,137.73
			Annual	61,984.00	64,625.60	67,204.80	70,158.40	73,652.80
COMMUNICATIONS ADMINISTRATOR	H435	Classified	Hourly	61.29	64.33	67.54	70.93	74.48
			Bi-Weekly	4,903.20	5,146.40	5,403.20	5,674.40	5,958.40
			Monthly	10,623.60	11,150.53	11,706.93	12,294.53	12,909.87
			Annual	127,483.20	133,806.40	140,483.20	147,534.40	154,918.40
COMMUNICATIONS SUPERVISOR	C645	Classified	Hourly	48.84	51.28	53.85	56.54	59.40
			Bi-Weekly	3,907.20	4,102.40	4,308.00	4,523.20	4,752.00
			Monthly	8,465.60	8,888.53	9,334.00	9,800.27	10,296.00
			Annual	101,587.20	106,662.40	112,008.00	117,603.20	123,552.00
COMMUNICATIONS OPERATOR	C635	Classified	Hourly	42.38	44.54	46.71	49.11	51.58
			Bi-Weekly	3,390.40	3,563.20	3,736.80	3,928.80	4,126.40
			Monthly	7,345.87	7,720.27	8,096.40	8,512.40	8,940.53
			Annual	88,150.40	92,643.20	97,156.80	102,148.80	107,286.40
CALL TAKER	C633	Classified	Hourly	35.27	36.99	38.86	40.80	42.85
			Bi-Weekly	2,821.60	2,959.20	3,108.80	3,264.00	3,428.00
			Monthly	6,113.47	6,411.60	6,735.73	7,072.00	7,427.33
			Annual	73,361.60	76,939.20	80,828.80	84,864.00	89,128.00
PROPERTY, EVIDENCE AND RECORDS ADMINISTRATOR	H465	Classified	Hourly	67.42	70.76	74.29	78.02	81.93
			Bi-Weekly	5,393.60	5,660.80	5,943.20	6,241.60	6,554.40
			Monthly	11,686.13	12,265.07	12,876.93	13,523.47	14,201.20
			Annual	140,233.60	147,180.80	154,523.20	162,281.60	170,414.40
RECORDS SUPERVISOR	C705	Classified	Hourly	42.39	44.51	46.73	49.07	51.52
			Bi-Weekly	3,391.20	3,560.80	3,738.40	3,925.60	4,121.60
			Monthly	7,347.60	7,715.07	8,099.87	8,505.47	8,930.13
			Annual	88,171.20	92,580.80	97,198.40	102,065.60	107,161.60
POLICE RECORDS CLERK II	C695	Classified	Hourly	32.96	34.27	35.65	37.20	39.03
			Bi-Weekly	2,636.80	2,741.60	2,852.00	2,976.00	3,122.40
			Monthly	5,713.07	5,940.13	6,179.33	6,448.00	6,765.20
			Annual	68,556.80	71,281.60	74,152.00	77,376.00	81,182.40
POLICE RECORDS CLERK I	C690	Classified	Hourly	28.97	30.48	32.10	33.67	35.49
			Bi-Weekly	2,317.60	2,438.40	2,568.00	2,693.60	2,839.20
			Monthly	5,021.47	5,283.20	5,564.00	5,836.13	6,151.60
			Annual	60,257.60	63,398.40	66,768.00	70,033.60	73,819.20
JAIL ADMINISTRATOR	H420	Classified	Hourly	61.29	64.33	67.54	70.93	74.48
			Bi-Weekly	4,903.20	5,146.40	5,403.20	5,674.40	5,958.40
			Monthly	10,623.60	11,150.53	11,706.93	12,294.53	12,909.87
			Annual	127,483.20	133,806.40	140,483.20	147,534.40	154,918.40
JAIL SUPERVISOR	C660	Classified	Hourly	44.86	46.74	48.99	51.27	53.73
			Bi-Weekly	3,588.80	3,739.20	3,919.20	4,101.60	4,298.40
			Monthly	7,775.73	8,101.60	8,491.60	8,886.80	9,313.20
			Annual	93,308.80	97,219.20	101,899.20	106,641.60	111,758.40

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Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
COMMUNITY SERVICE OFFICER	C650	Classified	Hourly	39.19	40.89	42.85	44.82	46.96
			Bi-Weekly	3,135.20	3,271.20	3,428.00	3,585.60	3,756.80
			Monthly	6,792.93	7,087.60	7,427.33	7,768.80	8,139.73
			Annual	81,515.20	85,051.20	89,128.00	93,225.60	97,676.80
PUBLIC WORKS & UTILITIES DEPARTMENT								
ADMINISTRATION								
ASSISTANT DIRECTOR OF PUBLIC WORKS-UTILITIES	U525	Classified	Hourly	92.94	97.60	102.47	107.59	112.98
			Bi-Weekly	7,435.20	7,808.00	8,197.60	8,607.20	9,038.40
			Monthly	16,109.60	16,917.33	17,761.47	18,648.93	19,583.20
			Annual	193,315.20	203,008.00	213,137.60	223,787.20	234,998.40
DEPUTY DIRECTOR OF PUBLIC WORKS	U510	Classified	Hourly	84.49	88.71	93.17	97.82	102.72
			Bi-Weekly	6,759.20	7,096.80	7,453.60	7,825.60	8,217.60
			Monthly	14,644.93	15,376.40	16,149.47	16,955.47	17,804.80
			Annual	175,739.20	184,516.80	193,793.60	203,465.60	213,657.60
WATER RESOURCES MANAGER	H875	Classified	Hourly	82.01	86.11	90.44	94.96	99.70
			Bi-Weekly	6,560.80	6,888.80	7,235.20	7,596.80	7,976.00
			Monthly	14,215.07	14,925.73	15,676.27	16,459.73	17,281.33
			Annual	170,580.80	179,108.80	188,115.20	197,516.80	207,376.00
WATER RESOURCES PLANNER	T870	Classified	Hourly	51.74	54.33	57.04	59.90	62.89
			Bi-Weekly	4,139.20	4,346.40	4,563.20	4,792.00	5,031.20
			Monthly	8,968.27	9,417.20	9,886.93	10,382.67	10,900.93
			Annual	107,619.20	113,006.40	118,643.20	124,592.00	130,811.20
UTILITIES ENGINEERING MANAGER	H880	Classified	Hourly	84.46	88.69	93.15	97.81	102.69
			Bi-Weekly	6,756.80	7,095.20	7,452.00	7,824.80	8,215.20
			Monthly	14,639.73	15,372.93	16,146.00	16,953.73	17,799.60
			Annual	175,676.80	184,475.20	193,752.00	203,444.80	213,595.20
SENIOR UTILITY SERVICE REPRESENTATIVE	M820	Classified	Hourly	47.19	49.50	51.88	54.55	57.21
			Bi-Weekly	3,775.20	3,960.00	4,150.40	4,364.00	4,576.80
			Monthly	8,179.60	8,580.00	8,992.53	9,455.33	9,916.40
			Annual	98,155.20	102,960.00	107,910.40	113,464.00	118,996.80
STOREKEEPER - EXPEDITER	M100	Classified	Hourly	34.83	36.28	37.62	39.05	40.54
			Bi-Weekly	2,786.40	2,902.40	3,009.60	3,124.00	3,243.20
			Monthly	6,037.20	6,288.53	6,520.80	6,768.67	7,026.93
			Annual	72,446.40	75,462.40	78,249.60	81,224.00	84,323.20
AIRPORT DIVISION SUMMARY								
AIRPORT MANAGER	H205	Classified	Hourly	75.90	79.66	83.64	87.82	92.22
			Bi-Weekly	6,072.00	6,372.80	6,691.20	7,025.60	7,377.60
			Monthly	13,156.00	13,807.73	14,497.60	15,222.13	15,984.80
			Annual	157,872.00	165,692.80	173,971.20	182,665.60	191,817.60
AIRPORT OPERATIONS SUPERVISOR	H200	Classified	Hourly	63.26	66.39	69.72	73.22	76.87
			Bi-Weekly	5,060.80	5,311.20	5,577.60	5,857.60	6,149.60
			Monthly	10,965.07	11,507.60	12,084.80	12,691.47	13,324.13
			Annual	131,580.80	138,091.20	145,017.60	152,297.60	159,889.60
AIRPORT BUSINESS SUPERVISOR	H198	Classified	Hourly	60.12	63.09	66.26	69.56	73.04
			Bi-Weekly	4,809.60	5,047.20	5,300.80	5,564.80	5,843.20
			Monthly	10,420.80	10,935.60	11,485.07	12,057.07	12,660.27
			Annual	125,049.60	131,227.20	137,820.80	144,684.80	151,923.20
AIRPORT OPERATIONS SPECIALIST	T270	Classified	Hourly	37.32	39.22	41.15	43.11	45.33
			Bi-Weekly	2,985.60	3,137.60	3,292.00	3,448.80	3,626.40
			Monthly	6,468.80	6,798.13	7,132.67	7,472.40	7,857.20
			Annual	77,625.60	81,577.60	85,592.00	89,668.80	94,286.40
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified	Hourly	45.68	47.36	49.25	51.26	53.32
			Bi-Weekly	3,654.40	3,788.80	3,940.00	4,100.80	4,265.60
			Monthly	7,917.87	8,209.07	8,536.67	8,885.07	9,242.13
			Annual	95,014.40	98,508.80	102,440.00	106,620.80	110,905.60
AIRPORT MAINTENANCE WORKER	M505	Classified	Hourly	41.65	43.32	45.06	46.66	48.46
			Bi-Weekly	3,332.00	3,465.60	3,604.80	3,732.80	3,876.80
			Monthly	7,219.33	7,508.80	7,810.40	8,087.73	8,399.73
			Annual	86,632.00	90,105.60	93,724.80	97,052.80	100,796.80
AIRPORT ATTENDANT	M500	Classified	Hourly	32.78	34.09	35.46	36.73	38.14
			Bi-Weekly	2,622.40	2,727.20	2,836.80	2,938.40	3,051.20
			Monthly	5,681.87	5,908.93	6,146.40	6,366.53	6,610.93
			Annual	68,182.40	70,907.20	73,756.80	76,398.40	79,331.20

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ENGINEERING/TRANSPORTATION DIVISION								
REAL PROPERTY MANAGER	H225	Classified	Hourly	53.01	55.68	58.45	61.39	64.45
			Bi-Weekly	4,240.80	4,454.40	4,676.00	4,911.20	5,156.00
			Monthly	9,188.40	9,651.20	10,131.33	10,640.93	11,171.33
			Annual	110,260.80	115,814.40	121,576.00	127,691.20	134,056.00
REAL PROPERTY ASSOCIATE	T260	Classified	Hourly	47.06	49.54	52.01	54.54	57.24
			Bi-Weekly	3,764.80	3,963.20	4,160.80	4,363.20	4,579.20
			Monthly	8,157.07	8,586.93	9,015.07	9,453.60	9,921.60
			Annual	97,884.80	103,043.20	108,180.80	113,443.20	119,059.20
REAL PROPERTY ASSISTANT	T255	Classified	Hourly	40.12	42.13	44.12	46.34	48.66
			Bi-Weekly	3,209.60	3,370.40	3,529.60	3,707.20	3,892.80
			Monthly	6,954.13	7,302.53	7,647.47	8,032.27	8,434.40
			Annual	83,449.60	87,630.40	91,769.60	96,387.20	101,212.80
SENIOR CIVIL ENGINEER	H240	Classified	Hourly	71.81	75.39	79.19	83.13	87.28
			Bi-Weekly	5,744.80	6,031.20	6,335.20	6,650.40	6,982.40
			Monthly	12,447.07	13,067.60	13,726.27	14,409.20	15,128.53
			Annual	149,364.80	156,811.20	164,715.20	172,910.40	181,542.40
ASSOCIATE CIVIL ENGINEER	T215	Classified	Hourly	61.62	64.74	67.88	71.33	74.80
			Bi-Weekly	4,929.60	5,179.20	5,430.40	5,706.40	5,984.00
			Monthly	10,680.80	11,221.60	11,765.87	12,363.87	12,965.33
			Annual	128,169.60	134,659.20	141,190.40	148,366.40	155,584.00
ASSISTANT CIVIL ENGINEER	T210	Classified	Hourly	53.08	55.84	58.70	61.51	64.61
			Bi-Weekly	4,246.40	4,467.20	4,696.00	4,920.80	5,168.80
			Monthly	9,200.53	9,678.93	10,174.67	10,661.73	11,199.07
			Annual	110,406.40	116,147.20	122,096.00	127,940.80	134,388.80
ENGINEERING TECHNICIAN	T200	Classified	Hourly	40.16	42.12	44.25	46.44	48.67
			Bi-Weekly	3,212.80	3,369.60	3,540.00	3,715.20	3,893.60
			Monthly	6,961.07	7,300.80	7,670.00	8,049.60	8,436.13
			Annual	83,532.80	87,609.60	92,040.00	96,595.20	101,233.60
SURVEY ENGINEER	H230	Classified	Hourly	63.90	67.12	70.49	73.99	77.67
			Bi-Weekly	5,112.00	5,369.60	5,639.20	5,919.20	6,213.60
			Monthly	11,076.00	11,634.13	12,218.27	12,824.93	13,462.80
			Annual	132,912.00	139,609.60	146,619.20	153,899.20	161,553.60
SURVEYOR	T265	Classified	Hourly	50.18	52.66	55.26	58.01	60.93
			Bi-Weekly	4,014.40	4,212.80	4,420.80	4,640.80	4,874.40
			Monthly	8,697.87	9,127.73	9,578.40	10,055.07	10,561.20
			Annual	104,374.40	109,532.80	114,940.80	120,660.80	126,734.40
PRINCIPAL TRANSPORTATION ENGINEER	H217	Classified	Hourly	76.68	80.52	84.55	88.77	93.20
			Bi-Weekly	6,134.40	6,441.60	6,764.00	7,101.60	7,456.00
			Monthly	13,291.20	13,956.80	14,655.33	15,386.80	16,154.67
			Annual	159,494.40	167,481.60	175,864.00	184,641.60	193,856.00
SENIOR TRANSPORTATION ENGINEER	H215	Classified	Hourly	69.71	73.20	76.86	80.70	84.72
			Bi-Weekly	5,576.80	5,856.00	6,148.80	6,456.00	6,777.60
			Monthly	12,083.07	12,688.00	13,322.40	13,988.00	14,684.80
			Annual	144,996.80	152,256.00	159,868.80	167,856.00	176,217.60
ASSOCIATE TRANSPORTATION ENGINEER	T240	Classified	Hourly	61.62	64.74	67.88	71.33	74.80
			Bi-Weekly	4,929.60	5,179.20	5,430.40	5,706.40	5,984.00
			Monthly	10,680.80	11,221.60	11,765.87	12,363.87	12,965.33
			Annual	128,169.60	134,659.20	141,190.40	148,366.40	155,584.00
ASSISTANT TRANSPORTATION ENGINEER	T235	Classified	Hourly	53.08	55.84	58.70	61.51	64.61
			Bi-Weekly	4,246.40	4,467.20	4,696.00	4,920.80	5,168.80
			Monthly	9,200.53	9,678.93	10,174.67	10,661.73	11,199.07
			Annual	110,406.40	116,147.20	122,096.00	127,940.80	134,388.80

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SENIOR TRANSPORTATION PLANNER	H210	Classified	Hourly	59.99	62.97	66.12	69.43	72.89
			Bi-Weekly	4,799.20	5,037.60	5,289.60	5,554.40	5,831.20
			Monthly	10,398.27	10,914.80	11,460.80	12,034.53	12,634.27
			Annual	124,779.20	130,977.60	137,529.60	144,414.40	151,611.20
ASSOCIATE TRANSPORTATION PLANNER	T225	Classified	Hourly	51.99	54.54	57.26	60.20	63.08
			Bi-Weekly	4,159.20	4,363.20	4,580.80	4,816.00	5,046.40
			Monthly	9,011.60	9,453.60	9,925.07	10,434.67	10,933.87
			Annual	108,139.20	113,443.20	119,100.80	125,216.00	131,206.40
TRAFFIC SIGNAL TECHNICIAN	T220	Classified	Hourly	42.18	44.22	46.46	48.76	51.09
			Bi-Weekly	3,374.40	3,537.60	3,716.80	3,900.80	4,087.20
			Monthly	7,311.20	7,664.80	8,053.07	8,451.73	8,855.60
			Annual	87,734.40	91,977.60	96,636.80	101,420.80	106,267.20
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified	Hourly	64.13	67.34	70.71	74.25	77.96
			Bi-Weekly	5,130.40	5,387.20	5,656.80	5,940.00	6,236.80
			Monthly	11,115.87	11,672.27	12,256.40	12,870.00	13,513.07
			Annual	133,390.40	140,067.20	147,076.80	154,440.00	162,156.80
SENIOR CONSTRUCTION INSPECTOR	T250	Classified	Hourly	56.46	59.47	62.48	65.42	68.68
			Bi-Weekly	4,516.80	4,757.60	4,998.40	5,233.60	5,494.40
			Monthly	9,786.40	10,308.13	10,829.87	11,339.47	11,904.53
			Annual	117,436.80	123,697.60	129,958.40	136,073.60	142,854.40
CONSTRUCTION INSPECTOR	T245	Classified	Hourly	47.30	49.73	52.05	54.69	57.47
			Bi-Weekly	3,784.00	3,978.40	4,164.00	4,375.20	4,597.60
			Monthly	8,198.67	8,619.87	9,022.00	9,479.60	9,961.47
			Annual	98,384.00	103,438.40	108,264.00	113,755.20	119,537.60
RECYCLING-SOLID WASTE								
SOLID WASTE PROGRAM MANAGER	H800	Classified	Hourly	60.12	63.09	66.26	69.56	73.04
			Bi-Weekly	4,809.60	5,047.20	5,300.80	5,564.80	5,843.20
			Monthly	10,420.80	10,935.60	11,485.07	12,057.07	12,660.27
			Annual	125,049.60	131,227.20	137,820.80	144,684.80	151,923.20
RECYCLING SPECIALIST	T800	Classified	Hourly	40.47	42.48	44.54	46.81	49.14
			Bi-Weekly	3,237.60	3,398.40	3,563.20	3,744.80	3,931.20
			Monthly	7,014.80	7,363.20	7,720.27	8,113.73	8,517.60
			Annual	84,177.60	88,358.40	92,643.20	97,364.80	102,211.20
SENIOR SUSTAINABILITY SPECIALIST	T804	Classified	Hourly	50.98	53.51	56.20	59.00	61.95
			Bi-Weekly	4,078.40	4,280.80	4,496.00	4,720.00	4,956.00
			Monthly	8,836.53	9,275.07	9,741.33	10,226.67	10,738.00
			Annual	106,038.40	111,300.80	116,896.00	122,720.00	128,856.00
SUSTAINABILITY SPECIALIST	T803	Classified	Hourly	46.35	48.65	51.08	53.63	56.32
			Bi-Weekly	3,708.00	3,892.00	4,086.40	4,290.40	4,505.60
			Monthly	8,034.00	8,432.67	8,853.87	9,295.87	9,762.13
			Annual	96,408.00	101,192.00	106,246.40	111,550.40	117,145.60
SUSTAINABILITY TECHNICIAN	T802	Classified	Hourly	42.14	44.23	46.43	48.74	51.19
			Bi-Weekly	3,371.20	3,538.40	3,714.40	3,899.20	4,095.20
			Monthly	7,304.27	7,666.53	8,047.87	8,448.27	8,872.93
			Annual	87,651.20	91,998.40	96,574.40	101,379.20	106,475.20

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WATER POLLUTION CONTROL FACILITY (WPCF)								
WATER POLLUTION CONTROL FACILITY MANAGER	H870	Classified	Hourly	82.01	86.11	90.44	94.96	99.70
			Bi-Weekly	6,560.80	6,888.80	7,235.20	7,596.80	7,976.00
			Monthly	14,215.07	14,925.73	15,676.27	16,459.73	17,281.33
			Annual	170,580.80	179,108.80	188,115.20	197,516.80	207,376.00
WPCF OPERATIONS AND MAINTENANCE MANAGER	H865	Classified	Hourly	68.90	72.35	75.98	79.78	83.77
			Bi-Weekly	5,512.00	5,788.00	6,078.40	6,382.40	6,701.60
			Monthly	11,942.67	12,540.67	13,169.87	13,828.53	14,520.13
			Annual	143,312.00	150,488.00	158,038.40	165,942.40	174,241.60
WPCF MAINTENANCE MANAGER	H860	Classified	Hourly	70.22	73.71	77.42	81.28	85.35
			Bi-Weekly	5,617.60	5,896.80	6,193.60	6,502.40	6,828.00
			Monthly	12,171.47	12,776.40	13,419.47	14,088.53	14,794.00
			Annual	146,057.60	153,316.80	161,033.60	169,062.40	177,528.00
WPCF OPERATIONS MANAGER	H855	Classified	Hourly	70.22	73.71	77.42	81.28	85.35
			Bi-Weekly	5,617.60	5,896.80	6,193.60	6,502.40	6,828.00
			Monthly	12,171.47	12,776.40	13,419.47	14,088.53	14,794.00
			Annual	146,057.60	153,316.80	161,033.60	169,062.40	177,528.00
WPCF LEAD OPERATOR	M935	Classified	Hourly	56.08	58.31	60.64	63.01	65.57
			Bi-Weekly	4,486.40	4,664.80	4,851.20	5,040.80	5,245.60
			Monthly	9,720.53	10,107.07	10,510.93	10,921.73	11,365.47
			Annual	116,646.40	121,284.80	126,131.20	131,060.80	136,385.60
WPCF OPERATOR	M930	Classified	Hourly	50.97	53.00	55.11	57.28	59.60
			Bi-Weekly	4,077.60	4,240.00	4,408.80	4,582.40	4,768.00
			Monthly	8,834.80	9,186.67	9,552.40	9,928.53	10,330.67
			Annual	106,017.60	110,240.00	114,628.80	119,142.40	123,968.00
OPERATOR-IN-TRAINING	M925	Classified	Hourly	44.54	46.28	48.22	49.88	51.83
			Bi-Weekly	3,563.20	3,702.40	3,857.60	3,990.40	4,146.40
			Monthly	7,720.27	8,021.87	8,358.13	8,645.87	8,983.87
			Annual	92,643.20	96,262.40	100,297.60	103,750.40	107,806.40
LABORATORY MANAGER	H850	Classified	Hourly	67.49	70.84	74.39	78.12	82.03
			Bi-Weekly	5,399.20	5,667.20	5,951.20	6,249.60	6,562.40
			Monthly	11,698.27	12,278.93	12,894.27	13,540.80	14,218.53
			Annual	140,379.20	147,347.20	154,731.20	162,489.60	170,622.40
CHEMIST	T807	Classified	Hourly	47.79	50.18	52.69	55.31	58.07
			Bi-Weekly	3,823.20	4,014.40	4,215.20	4,424.80	4,645.60
			Monthly	8,283.60	8,697.87	9,132.93	9,587.07	10,065.47
			Annual	99,403.20	104,374.40	109,595.20	115,044.80	120,785.60
LABORATORY TECHNICIAN	T805	Classified	Hourly	41.56	43.11	44.78	46.62	48.36
			Bi-Weekly	3,324.80	3,448.80	3,582.40	3,729.60	3,868.80
			Monthly	7,203.73	7,472.40	7,761.87	8,080.80	8,382.40
			Annual	86,444.80	89,668.80	93,142.40	96,969.60	100,588.80

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WATER POLLUTION SOURCE CONTROL								
ENVIRONMENTAL SERVICES MANAGER	H805	Classified	Hourly	70.75	74.28	78.02	81.91	86.01
			Bi-Weekly	5,660.00	5,942.40	6,241.60	6,552.80	6,880.80
			Monthly	12,263.33	12,875.20	13,523.47	14,157.73	14,908.40
			Annual	147,160.00	154,502.40	162,281.60	170,372.80	178,900.80
WATER POLLUTION CONTROL ADMINISTRATOR	H845	Classified	Hourly	61.49	64.59	67.79	71.21	74.77
			Bi-Weekly	4,919.20	5,167.20	5,423.20	5,696.80	5,981.60
			Monthly	10,658.27	11,195.60	11,750.27	12,343.07	12,960.13
			Annual	127,899.20	134,347.20	141,003.20	148,116.80	155,521.60
SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR	T815	Classified	Hourly	51.88	54.57	57.31	60.03	63.11
			Bi-Weekly	4,150.40	4,365.60	4,584.80	4,802.40	5,048.80
			Monthly	8,992.53	9,458.80	9,933.73	10,405.20	10,939.07
			Annual	107,910.40	113,505.60	119,204.80	124,862.40	131,268.80
WATER POLLUTION SOURCE CONTROL INSPECTOR II	T810	Classified	Hourly	47.15	49.61	51.87	54.54	57.26
			Bi-Weekly	3,772.00	3,968.80	4,149.60	4,363.20	4,580.80
			Monthly	8,172.67	8,599.07	8,990.80	9,453.60	9,925.07
			Annual	98,072.00	103,188.80	107,889.60	113,443.20	119,100.80
WATER POLLUTION SOURCE CONTROL INSPECTOR I	T809	Classified	Hourly	42.43	44.65	46.68	49.09	51.52
			Bi-Weekly	3,394.40	3,572.00	3,734.40	3,927.20	4,121.60
			Monthly	7,354.53	7,739.33	8,091.20	8,508.93	8,930.13
			Annual	88,254.40	92,872.00	97,094.40	102,107.20	107,161.60
TECHNICAL INTERN	Z125	Classified	Hourly					18.21
			Bi-Weekly					1,456.80
			Monthly					3,156.40
			Annual					37,876.80
SENIOR WATER RESOURCES ENGINEER	H813	Classified	Hourly	70.40	73.92	77.62	81.50	85.55
			Bi-Weekly	5,632.00	5,913.60	6,209.60	6,520.00	6,844.00
			Monthly	12,202.67	12,812.80	13,454.13	14,126.67	14,828.67
			Annual	146,432.00	153,753.60	161,449.60	169,520.00	177,944.00
PRINCIPAL UTILITIES ENGINEER	H812	Classified	Hourly	80.53	84.55	88.79	93.21	97.88
			Bi-Weekly	6,442.40	6,764.00	7,103.20	7,456.80	7,830.40
			Monthly	13,958.53	14,655.33	15,390.27	16,156.40	16,965.87
			Annual	167,502.40	175,864.00	184,683.20	193,876.80	203,590.40
SENIOR UTILITIES ENGINEER	H810	Classified	Hourly	73.21	76.86	80.72	84.74	88.98
			Bi-Weekly	5,856.80	6,148.80	6,457.60	6,779.20	7,118.40
			Monthly	12,689.73	13,322.40	13,991.47	14,688.27	15,423.20
			Annual	152,276.80	159,868.80	167,897.60	176,259.20	185,078.40

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SEWER COLLECTIONS & WATER DISTRIBUTION								
UTILITIES OPERATIONS AND MAINTENANCE MANAGER	H835	Classified	Hourly	77.26	81.09	85.14	89.40	93.88
			Bi-Weekly	6,180.80	6,487.20	6,811.20	7,152.00	7,510.40
			Monthly	13,391.73	14,055.60	14,757.60	15,496.00	16,272.53
			Annual	160,700.80	168,667.20	177,091.20	185,952.00	195,270.40
UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND MAINTENANCE MANAGER	H830	Classified	Hourly	70.22	73.71	77.42	81.28	85.35
			Bi-Weekly	5,617.60	5,896.80	6,193.60	6,502.40	6,828.00
			Monthly	12,171.47	12,776.40	13,419.47	14,088.53	14,794.00
			Annual	146,057.60	153,316.80	161,033.60	169,062.40	177,528.00
UTILITIES FIELD SERVICES MANAGER	H825	Classified	Hourly	70.22	73.71	77.42	81.28	85.35
			Bi-Weekly	5,617.60	5,896.80	6,193.60	6,502.40	6,828.00
			Monthly	12,171.47	12,776.40	13,419.47	14,088.53	14,794.00
			Annual	146,057.60	153,316.80	161,033.60	169,062.40	177,528.00
WASTEWATER COLLECTIONS SYSTEM MANAGER	H823	Classified	Hourly	67.49	70.84	74.39	78.12	82.03
			Bi-Weekly	5,399.20	5,667.20	5,951.20	6,249.60	6,562.40
			Monthly	11,698.27	12,278.93	12,894.27	13,540.80	14,218.53
			Annual	140,379.20	147,347.20	154,731.20	162,489.60	170,622.40
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified	Hourly	49.59	52.09	54.67	57.42	60.29
			Bi-Weekly	3,967.20	4,167.20	4,373.60	4,593.60	4,823.20
			Monthly	8,595.60	9,028.93	9,476.13	9,952.80	10,450.27
			Annual	103,147.20	108,347.20	113,713.60	119,433.60	125,403.20
SENIOR UTILITY FIELD SERVICES LEADER	M827	Classified	Hourly	51.00	53.03	55.19	57.15	59.37
			Bi-Weekly	4,080.00	4,242.40	4,415.20	4,572.00	4,749.60
			Monthly	8,840.00	9,191.87	9,566.27	9,906.00	10,290.80
			Annual	106,080.00	110,302.40	114,795.20	118,872.00	123,489.60
SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified	Hourly	49.68	51.38	53.40	55.62	57.89
			Bi-Weekly	3,974.40	4,110.40	4,272.00	4,449.60	4,631.20
			Monthly	8,611.20	8,905.87	9,256.00	9,640.80	10,034.27
			Annual	103,334.40	106,870.40	111,072.00	115,689.60	120,411.20
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified	Hourly	43.18	44.68	46.44	48.38	50.33
			Bi-Weekly	3,454.40	3,574.40	3,715.20	3,870.40	4,026.40
			Monthly	7,484.53	7,744.53	8,049.60	8,385.87	8,723.87
			Annual	89,814.40	92,934.40	96,595.20	100,630.40	104,686.40
WATER METER MECHANIC	M810	Classified	Hourly	41.97	43.59	45.38	47.25	49.13
			Bi-Weekly	3,357.60	3,487.20	3,630.40	3,780.00	3,930.40
			Monthly	7,274.80	7,555.60	7,865.87	8,190.00	8,515.87
			Annual	87,297.60	90,667.20	94,390.40	98,280.00	102,190.40
CUSTOMER FIELD TECHNICIAN	M807	Classified	Hourly	37.51	39.01	40.58	42.07	43.75
			Bi-Weekly	3,000.80	3,120.80	3,246.40	3,365.60	3,500.00
			Monthly	6,501.73	6,761.73	7,033.87	7,292.13	7,583.33
			Annual	78,020.80	81,140.80	84,406.40	87,505.60	91,000.00
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified	Hourly	36.30	38.02	39.78	41.73	43.75
			Bi-Weekly	2,904.00	3,041.60	3,182.40	3,338.40	3,500.00
			Monthly	6,292.00	6,590.13	6,895.20	7,233.20	7,583.33
			Annual	75,504.00	79,081.60	82,742.40	86,798.40	91,000.00
UTILITIES MAINTENANCE SUPERVISOR	H820	Classified	Hourly	57.03	59.86	62.86	66.02	69.32
			Bi-Weekly	4,562.40	4,788.80	5,028.80	5,281.60	5,545.60
			Monthly	9,885.20	10,375.73	10,895.73	11,443.47	12,015.47
			Annual	118,622.40	124,508.80	130,748.80	137,321.60	144,185.60
UTILITIES SERVICE WORKER	M900	Classified	Hourly	41.38	43.02	44.81	46.37	48.18
			Bi-Weekly	3,310.40	3,441.60	3,584.80	3,709.60	3,854.40
			Monthly	7,172.53	7,456.80	7,767.07	8,037.47	8,351.20
			Annual	86,070.40	89,481.60	93,204.80	96,449.60	100,214.40

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GENERAL MAINTENANCE								
EQUIPMENT OPERATOR	M400	Classified	Hourly Bi-Weekly Monthly Annual	42.02 3,361.60 7,283.47 87,401.60	43.68 3,494.40 7,571.20 90,854.40	45.52 3,641.60 7,890.13 94,681.60	47.08 3,766.40 8,160.53 97,926.40	48.92 3,913.60 8,479.47 101,753.60
SENIOR UTILITY LEADER	M845	Classified	Hourly Bi-Weekly Monthly Annual	52.34 4,187.20 9,072.27 108,867.20	54.43 4,354.40 9,434.53 113,214.40	56.70 4,536.00 9,828.00 117,936.00	58.66 4,692.80 10,167.73 122,012.80	60.95 4,876.00 10,564.67 126,776.00
UTILITY LEADER - WATER	M840	Classified	Hourly Bi-Weekly Monthly Annual	45.53 3,642.40 7,891.87 94,702.40	47.32 3,785.60 8,202.13 98,425.60	49.30 3,944.00 8,545.33 102,544.00	51.04 4,083.20 8,846.93 106,163.20	52.99 4,239.20 9,184.93 110,219.20
UTILITY WORKER - WATER	M835	Classified	Hourly Bi-Weekly Monthly Annual	41.38 3,310.40 7,172.53 86,070.40	43.02 3,441.60 7,456.80 89,481.60	44.81 3,584.80 7,767.07 93,204.80	46.37 3,709.60 8,037.47 96,449.60	48.18 3,854.40 8,351.20 100,214.40
SENIOR UTILITY LEADER - SEWER	M920	Classified	Hourly Bi-Weekly Monthly Annual	51.00 4,080.00 8,840.00 106,080.00	53.03 4,242.40 9,191.87 110,302.40	55.19 4,415.20 9,566.27 114,795.20	57.15 4,572.00 9,906.00 118,872.00	59.37 4,749.60 10,290.80 123,489.60
UTILITY LEADER - SEWER	M915	Classified	Hourly Bi-Weekly Monthly Annual	44.35 3,548.00 7,687.33 92,248.00	46.12 3,689.60 7,994.13 95,929.60	48.00 3,840.00 8,320.00 99,840.00	49.68 3,974.40 8,611.20 103,334.40	51.61 4,128.80 8,945.73 107,348.80
UTILITY WORKER - SEWER	M910	Classified	Hourly Bi-Weekly Monthly Annual	40.31 3,224.80 6,987.07 83,844.80	41.93 3,354.40 7,267.87 87,214.40	43.65 3,492.00 7,566.00 90,792.00	45.16 3,612.80 7,827.73 93,932.80	46.92 3,753.60 8,132.80 97,593.60
UTILITIES MAINTENANCE MECHANIC	M415	Classified	Hourly Bi-Weekly Monthly Annual	50.97 4,077.60 8,834.80 106,017.60	53.00 4,240.00 9,186.67 110,240.00	55.11 4,408.80 9,552.40 114,628.80	57.28 4,582.40 9,928.53 119,142.40	59.60 4,768.00 10,330.67 123,968.00
INFORMATION TECHNOLOGY DEPARTMENT								
DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY	U530	Classified	Hourly Bi-Weekly Monthly Annual	80.12 6,409.60 13,887.47 166,649.60	84.12 6,729.60 14,580.80 174,969.60	88.33 7,066.40 15,310.53 183,726.40	92.75 7,420.00 16,076.67 192,920.00	97.37 7,789.60 16,877.47 202,529.60
INFORMATION SYSTEMS MANAGER	H565	Classified	Hourly Bi-Weekly Monthly Annual	64.69 5,175.20 11,212.93 134,555.20	67.91 5,432.80 11,771.07 141,252.80	71.31 5,704.80 12,360.40 148,324.80	74.89 5,991.20 12,980.93 155,771.20	78.62 6,289.60 13,627.47 163,529.60
INFORMATION TECHNOLOGY MANAGER	H566	Classified	Hourly Bi-Weekly Monthly Annual	75.46 6,036.80 13,079.73 156,956.80	79.23 6,338.40 13,733.20 164,798.40	83.21 6,656.80 14,423.07 173,076.80	87.38 6,990.40 15,145.87 181,750.40	91.76 7,340.80 15,905.07 190,860.80
DATA AND SYSTEMS COORDINATOR	H560	Classified	Hourly Bi-Weekly Monthly Annual	58.19 4,655.20 10,086.27 121,035.20	61.11 4,888.80 10,592.40 127,108.80	64.18 5,134.40 11,124.53 133,494.40	67.38 5,390.40 11,679.20 140,150.40	70.74 5,659.20 12,261.60 147,139.20
NETWORK SYSTEMS SPECIALIST	H555	Classified	Hourly Bi-Weekly Monthly Annual	60.41 4,832.80 10,471.07 125,652.80	63.44 5,075.20 10,996.27 131,955.20	66.62 5,329.60 11,547.47 138,569.60	69.93 5,594.40 12,121.20 145,454.40	73.44 5,875.20 12,729.60 152,755.20
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified	Hourly Bi-Weekly Monthly Annual	62.51 5,000.80 10,835.07 130,020.80	65.63 5,250.40 11,375.87 136,510.40	68.74 5,499.20 11,914.93 142,979.20	72.21 5,776.80 12,516.40 150,196.80	77.00 6,160.00 13,346.67 160,160.00

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SENIOR INFORMATION TECHNOLOGY SYSTEMS ANALYST	T456	Classified	Hourly	64.75	67.91	71.42	74.97	78.66
			Bi-Weekly	5,180.00	5,432.80	5,713.60	5,997.60	6,292.80
			Monthly	11,223.33	11,771.07	12,379.47	12,994.80	13,634.40
			Annual	134,680.00	141,252.80	148,553.60	155,937.60	163,612.80
SYSTEMS ANALYST II	T455	Classified	Hourly	58.86	61.74	64.93	68.15	71.51
			Bi-Weekly	4,708.80	4,939.20	5,194.40	5,452.00	5,720.80
			Monthly	10,202.40	10,701.60	11,254.53	11,812.67	12,395.07
			Annual	122,428.80	128,419.20	135,054.40	141,752.00	148,740.80
SYSTEMS ANALYST I	T454	Classified	Hourly	53.51	56.12	59.03	61.95	65.01
			Bi-Weekly	4,280.80	4,489.60	4,722.40	4,956.00	5,200.80
			Monthly	9,275.07	9,727.47	10,231.87	10,738.00	11,268.40
			Annual	111,300.80	116,729.60	122,782.40	128,856.00	135,220.80
INFORMATION TECHNOLOGY ANALYST II	T435	Classified	Hourly	54.39	57.09	59.94	62.94	66.10
			Bi-Weekly	4,351.20	4,567.20	4,795.20	5,035.20	5,288.00
			Monthly	9,427.60	9,895.60	10,389.60	10,909.60	11,457.33
			Annual	113,131.20	118,747.20	124,675.20	130,915.20	137,488.00
INFORMATION TECHNOLOGY ANALYST I	T430	Classified	Hourly	49.42	51.90	54.51	57.25	60.07
			Bi-Weekly	3,953.60	4,152.00	4,360.80	4,580.00	4,805.60
			Monthly	8,566.13	8,996.00	9,448.40	9,923.33	10,412.13
			Annual	102,793.60	107,952.00	113,380.80	119,080.00	124,945.60
TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified	Hourly	54.39	57.09	59.94	62.94	66.10
			Bi-Weekly	4,351.20	4,567.20	4,795.20	5,035.20	5,288.00
			Monthly	9,427.60	9,895.60	10,389.60	10,909.60	11,457.33
			Annual	113,131.20	118,747.20	124,675.20	130,915.20	137,488.00
TECHNOLOGY SOLUTIONS ANALYST I	T440	Classified	Hourly	49.42	51.90	54.51	57.25	60.07
			Bi-Weekly	3,953.60	4,152.00	4,360.80	4,580.00	4,805.60
			Monthly	8,566.13	8,996.00	9,448.40	9,923.33	10,412.13
			Annual	102,793.60	107,952.00	113,380.80	119,080.00	124,945.60
GEOGRAPHIC INFO SYSTEM TECHNICIAN II	T465	Classified	Hourly	44.79	47.03	49.36	51.84	54.46
			Bi-Weekly	3,583.20	3,762.40	3,948.80	4,147.20	4,356.80
			Monthly	7,763.60	8,151.87	8,555.73	8,985.60	9,439.73
			Annual	93,163.20	97,822.40	102,668.80	107,827.20	113,276.80
GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T464	Classified	Hourly	40.74	42.76	44.91	47.16	49.52
			Bi-Weekly	3,259.20	3,420.80	3,592.80	3,772.80	3,961.60
			Monthly	7,061.60	7,411.73	7,784.40	8,174.40	8,583.47
			Annual	84,739.20	88,940.80	93,412.80	98,092.80	103,001.60
INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified	Hourly	44.79	47.03	49.36	51.84	54.46
			Bi-Weekly	3,583.20	3,762.40	3,948.80	4,147.20	4,356.80
			Monthly	7,763.60	8,151.87	8,555.73	8,985.60	9,439.73
			Annual	93,163.20	97,822.40	102,668.80	107,827.20	113,276.80
INFORMATION TECHNOLOGY TECHNICIAN I	T424	Classified	Hourly	40.74	42.76	44.91	47.16	49.52
			Bi-Weekly	3,259.20	3,420.80	3,592.80	3,772.80	3,961.60
			Monthly	7,061.60	7,411.73	7,784.40	8,174.40	8,583.47
			Annual	84,739.20	88,940.80	93,412.80	98,092.80	103,001.60
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified	Hourly	36.70	38.51	40.49	42.50	44.54
			Bi-Weekly	2,936.00	3,080.80	3,239.20	3,400.00	3,563.20
			Monthly	6,361.33	6,675.07	7,018.27	7,366.67	7,720.27
			Annual	76,336.00	80,100.80	84,219.20	88,400.00	92,643.20
DATA SYSTEMS OPERATOR	C450	Classified	Hourly	33.45	34.94	36.70	38.44	40.24
			Bi-Weekly	2,676.00	2,795.20	2,936.00	3,075.20	3,219.20
			Monthly	5,798.00	6,056.27	6,361.33	6,662.93	6,974.93
			Annual	69,576.00	72,675.20	76,336.00	79,955.20	83,699.20
AUDIO VIDEO SPECIALIST	T410	Classified	Hourly	34.95	36.67	38.55	40.45	42.37
			Bi-Weekly	2,796.00	2,933.60	3,084.00	3,236.00	3,389.60
			Monthly	6,058.00	6,356.13	6,682.00	7,011.33	7,344.13
			Annual	72,696.00	76,273.60	80,184.00	84,136.00	88,129.60
VIDEO ASSISTANT	T400	Classified	Hourly					19.19
			Bi-Weekly					1,535.20
			Monthly					3,326.27
			Annual					39,915.20
INFORMATION TECHNOLOGY INTERN	Z121	Classified	Hourly				18.21	23.03
			Bi-Weekly				1,456.80	1,842.40
			Monthly				3,156.40	3,991.87
			Annual				37,876.80	47,902.40

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Classification Title	Job Code	Service Type
CITY WIDE ADMINISTRATIVE/ANALYTICAL SUPPORT		
SENIOR MANAGEMENT ANALYST	H115	Classified
MANAGEMENT ANALYST II	H110	Classified
MANAGEMENT ANALYST I	H105	Classified
ADMINISTRATIVE SUPERVISOR	H120	Classified
ADMINISTRATIVE SECRETARY	C120	Classified
SENIOR SECRETARY	C115	Classified
SECRETARY	C110	Classified
ADMINISTRATIVE CLERK II	C105	Classified
ADMINISTRATIVE CLERK I	C100	Classified
ADMINISTRATIVE INTERN	Z120	Classified
MAIL CLERK	C410	Classified
CITY WIDE MAINTENANCE		
ELECTRICIAN II	M410	Classified
ELECTRICIAN I	M405	Classified
MAINTENANCE WORKER	M305	Classified
LABORER	M905	Classified
CITY ATTORNEY DEPARTMENT		
SENIOR ASSISTANT CITY ATTORNEY	U215	Classified
ASSISTANT CITY ATTORNEY	U210	Classified
DEPUTY CITY ATTORNEY II	U205	Classified
DEPUTY CITY ATTORNEY I	U200	Classified
SENIOR PARALEGAL	U196	Classified
PARALEGAL	U195	Classified
LEGAL SECRETARY II	C935	Classified
LEGAL SECRETARY I	C930	Classified
CITY CLERK DEPARTMENT		
DEPUTY CITY CLERK	H500	Classified
CITY MANAGER DEPARTMENT		
OFFICE OF THE CITY MANAGER		
EQUITY AND INCLUSION OFFICER	U340	Classified
GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified
DIGITAL APPLICATIONS DEVELOPER	T470	Classified

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MANAGEMENT FELLOW	U300	Classified
COMMUNITY SERVICES		
COMMUNITY SERVICES MANAGER	H745	Classified
COMMUNITY PROGRAMS SPECIALIST	T705	Classified
SENIOR PROPERTY REHABILITATION SPECIALIST	T730	Classified
PROPERTY REHABILITATION SPECIALIST	T725	Classified
PARATRANSIT COORDINATOR	T715	Classified
EDUCATION SERVICES MANAGER	H760	Classified
EDUCATIONAL SERVICES COORDINATOR	T780	Classified
ECONOMIC DEVELOPMENT		
CHIEF ECONOMIC DEVELOPMENT OFFICER	U330	Classified
ECONOMIC DEVELOPMENT MANAGER	H710	Classified
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified
NEIGHBORHOOD PARTNERSHIP SERVICES		
NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified
HOUSING AUTHORITY		
HOUSING MANAGER	H715	Classified
HOUSING DEVELOPMENT SPECIALIST	T750	Classified
HOMEOWNERSHIP COORDINATOR	T710	Classified
DEVELOPMENT SERVICES DEPARTMENT		
DEVELOPMENT SERVICES ADMINISTRATION		
DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified
BUILDING DIVISION		
CITY BUILDING OFFICIAL	H335	Classified
SUPERVISING BUILDING INSPECTOR	H330	Classified
SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified
SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified
BUILDING INSPECTOR	T350	Classified

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Classification Title	Job Code	Service Type
PLAN CHECKING ENGINEER	T335	Classified
SUPERVISING PLAN CHECKER AND EXPEDITOR	H325	Classified
SENIOR PLAN CHECKER	T330	Classified
PLAN CHECKER	T325	Classified
SUPERVISING PERMIT TECHNICIAN	H340	Classified
SENIOR PERMIT TECHNICIAN	C205	Classified
PERMIT TECHNICIAN II	C200	Classified
PERMIT TECHNICIAN I	C199	Classified
PLANNING DIVISION		
PLANNING MANAGER	H320	Classified
PRINCIPAL PLANNER	H315	Classified
SENIOR PLANNER	H310	Classified
ASSOCIATE PLANNER	T315	Classified
ASSISTANT PLANNER	T310	Classified
JUNIOR PLANNER	T305	Classified
SENIOR DEVELOPMENT REVIEW SPECIALIST	T322	Classified
DEVELOPMENT REVIEW SPECIALIST	T320	Classified
LANDSCAPE ARCHITECT	H300	Classified
ASSOCIATE LANDSCAPE ARCHITECT	T370	Classified
CODE ENFORCEMENT		
CODE ENFORCEMENT MANAGER	H703	Classified
CODE ENFORCEMENT SUPERVISOR	H700	Classified
SENIOR CODE ENFORCEMENT INSPECTOR	T610	Classified
CODE ENFORCEMENT INSPECTOR II	T605	Classified
CODE ENFORCEMENT INSPECTOR I	T600	Classified
FINANCE DEPARTMENT		
ADMINISTRATION DIVISION		
DEPUTY DIRECTOR OF FINANCE	U500	Classified
BUDGET OFFICER	H170	Classified
FINANCIAL ANALYST	H165	Classified
FINANCE TECHNICIAN	C320	Classified
ACCOUNTING DIVISION		
ACCOUNTING MANAGER	H150	Classified

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SENIOR ACCOUNTANT	H145	Classified
ACCOUNTANT	H140	Classified
SENIOR ACCOUNT CLERK	C305	Classified
ACCOUNT CLERK	C300	Classified
REVENUE DIVISION		
REVENUE MANAGER	H160	Classified
FINANCE SUPERVISOR	H155	Classified
SUPERVISING CUSTOMER ACCOUNT CLERK	C332	Classified
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified
CUSTOMER ACCOUNT CLERK	C325	Classified
PURCHASING DIVISION		
PURCHASING AND SERVICES MANAGER	H180	Classified
PURCHASING TECHNICIAN	C345	Classified
MAIL AND PURCHASING CLERK	C335	Classified
FIRE DEPARTMENT		
SWORN		
DEPUTY FIRE CHIEF (40 HR)	F600	Classified
FIRE MARSHAL EMT (40 HR)	F401	Classified
FIRE MARSHAL (40 HR)	F400	Classified
FIRE TRAINING OFFICER (40 HR)	F420	Classified
BATTALION CHIEF (56 HR)	F410	Classified
BATTALION CHIEF (40 HR)	F415	Classified
STAFF FIRE CAPTAIN (40 HR)	F240	Classified
FIRE CAPTAIN (56 HR)	F245	Classified
FIRE CAPTAIN (40 HR)	F250	Classified
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified
APPARATUS OPERATOR (56 HR)	F210	Classified
APPARATUS OPERATOR (40 HR)	F215	Classified
FIREFIGHTER (56 HR)	F200	Classified
FIREFIGHTER (40 HR)	F205	Classified
FIREFIGHTER TRAINEE (40 HR)	F100	Classified
PROFESSIONAL STAFF		
HAZARDOUS MATERIALS PROGRAM COORDINATOR	H590	Classified
SENIOR FIRE PROTECTION ENGINEER	T515	Classified
FIRE PROTECTION ENGINEER	T510	Classified
EMERGENCY MEDICAL SERVICES COORDINATOR	H585	Classified

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Classification Title	Job Code	Service Type
ENVIRONMENTAL SPECIALIST	T505	Classified
HAZARDOUS MATERIALS INSPECTOR	T500	Classified
FIRE SERVICES SUPERVISOR	H580	Classified
SENIOR FIRE TECHNICIAN	C260	Classified
FIRE TECHNICIAN II	C255	Classified
FIRE TECHNICIAN I	C250	Classified
HUMAN RESOURCES DEPARTMENT		
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified
HUMAN RESOURCES MANAGER	U135	Classified
SENIOR HUMAN RESOURCES ANALYST	U120	Classified
HUMAN RESOURCES ANALYST II	U115	Classified
HUMAN RESOURCES ANALYST I	U110	Classified
HUMAN RESOURCES TECHNICIAN	U100	Classified
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT	U105	Classified
LIBRARY SERVICES DEPARTMENT		
<i>LIBRARY SERVICES DIVISION</i>		
DEPUTY DIRECTOR OF LIBRARY SERVICES	U535	Classified
LIBRARY OPERATIONS MANAGER	H755	Classified
SUPERVISING LIBRARIAN I	H750	Classified
LIBRARIAN II	T795	Classified
LIBRARIAN I	T790	Classified
LEAD LIBRARY ASSISTANT	C520	Classified
SENIOR LIBRARY ASSISTANT	C515	Classified
LIBRARY ASSISTANT	C510	Classified
SENIOR LIBRARY PAGE	C505	Classified
LIBRARY PAGE	C500	Classified
LITERACY PROGRAM COORDINATOR	T785	Classified
LEAD PROGRAM ASSISTANT	C508	Classified
PROGRAM ASSISTANT	C506	Classified
MAINTENANCE SERVICES DEPARTMENT		
DEPUTY DIRECTOR OF MAINTENANCE SERVICES	U540	Classified
<i>FACILITIES MANAGEMENT</i>		

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FACILITIES AND BUILDING MANAGER	H605	Classified
FACILITIES LEADWORKER	M135	Classified
HVAC MECHANIC	M140	Classified
FACILITIES PAINTER II	M130	Classified
FACILITIES PAINTER I	M125	Classified
FACILITIES CARPENTER II	M120	Classified
FACILITIES CARPENTER I	M115	Classified
FACILITIES SERVICEWORKER II	M110	Classified
FACILITIES SERVICEWORKER I	M105	Classified
FLEET MANAGEMENT DIVISION		
FLEET MAINTENANCE MANAGER	H635	Classified
SENIOR EQUIPMENT MECHANIC	M620	Classified
EQUIPMENT MECHANIC II	M615	Classified
EQUIPMENT MECHANIC I	M610	Classified
EQUIPMENT PARTS STOREKEEPER	M605	Classified
EQUIPMENT SERVICE ATTENDANT	M600	Classified
LANDSCAPE MAINTENANCE DIVISION		
LANDSCAPE MAINTENANCE MANAGER	H615	Classified
LANDSCAPE MAINTENANCE SUPERVISOR	H610	Classified
GROUNDSKEEPER III	M215	Classified
GROUNDSKEEPER II	M210	Classified
GROUNDSKEEPER I	M205	Classified
TREE TRIMMER	M220	Classified
STREET MAINTENANCE DIVISION		
STREETS MAINTENANCE MANAGER	H625	Classified
STREETS MAINTENANCE SUPERVISOR	H620	Classified
SENIOR MAINTENANCE LEADER	M315	Classified
MAINTENANCE LEADER	M310	Classified
LEAD SWEEPER EQUIPMENT OPERATOR	M702	Classified

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Classification Title	Job Code	Service Type
SWEeper EQUIPMENT OPERATOR	M700	Classified
POLICE DEPARTMENT		
SWORN		
POLICE CAPTAIN	P300	Classified
POLICE LIEUTENANT	P215	Classified
POLICE SERGEANT	P210	Classified
POLICE OFFICER	P200	Classified
POLICE OFFICER TRAINEE	P100	Classified
PROFESSIONAL STAFF		
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified
PERSONNEL OPERATIONS SPECIALIST	H460	Classified
POLICE MENTAL HEALTH PROFESSIONAL	H443	Classified
SENIOR CRIME AND INTELLIGENCE ANALYST	H405	Classified
CRIME AND INTELLIGENCE ANALYST	H455	Classified
POLICE PROGRAMS ANALYST	H400	Classified
SPECIAL OPERATIONS DIVISION		
CRIME PREVENTION SPECIALIST II	C671	Classified
CRIME PREVENTION SPECIALIST I	C670	Classified
RESERVE OFFICER COORDINATOR	H460	Classified
INVESTIGATION DIVISION		
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified
COUNSELING SUPERVISOR	H440	Classified
MOBILE MENTAL HEALTH CLINICIAN	T570	Classified
FAMILY COUNSELOR	T550	Classified
CERTIFIED LATENT PRINT EXAMINER	T560	Classified
SUPPORT SERVICES DIVISION		
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified
PROPERTY AND EVIDENCE SUPERVISOR	C676	Classified
POLICE ID SPECIALIST	T555	Classified
CRIME SCENE SPECIALIST	C687	Classified
CRIME SCENE TECHNICIAN	C685	Classified
PROPERTY & EVIDENCE TECHNICIAN	C665	Classified
ANIMAL SERVICES ADMINISTRATOR	H430	Classified
SHELTER OPERATIONS SUPERVISOR	C621	Classified
ANIMAL CONTROL OFFICER	C610	Classified

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Classification Title	Job Code	Service Type
ANIMAL CARE ATTENDANT	C600	Classified
SHELTER VOLUNTEER COORDINATOR	C607	Classified
COMMUNICATIONS ADMINISTRATOR	H435	Classified
COMMUNICATIONS SUPERVISOR	C645	Classified
COMMUNICATIONS OPERATOR	C635	Classified
CALL TAKER	C633	Classified
PROPERTY, EVIDENCE AND RECORDS ADMINISTRATOR	H465	Classified
RECORDS SUPERVISOR	C705	Classified
POLICE RECORDS CLERK II	C695	Classified
POLICE RECORDS CLERK I	C690	Classified
JAIL ADMINISTRATOR	H420	Classified
JAIL SUPERVISOR	C660	Classified
COMMUNITY SERVICE OFFICER	C650	Classified
TRANSPORTATION AND ENGINEERING DEPARTMENT		
<i>AIRPORT DIVISION SUMMARY</i>		
AIRPORT MANAGER	H205	Classified
AIRPORT OPERATIONS SUPERVISOR	H200	Classified
AIRPORT BUSINESS SUPERVISOR	H198	Classified
AIRPORT OPERATIONS SPECIALIST	T270	Classified
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified
AIRPORT MAINTENANCEWORKER	M505	Classified
AIRPORT ATTENDANT	M500	Classified
<i>ENGINEERING/TRANSPORTATION DIVISION</i>		
REAL PROPERTY MANAGER	H225	Classified
REAL PROPERTY ASSOCIATE	T260	Classified
REAL PROPERTY ASSISTANT	T255	Classified
SENIOR CIVIL ENGINEER	H240	Classified
ASSOCIATE CIVIL ENGINEER	T215	Classified
ASSISTANT CIVIL ENGINEER	T210	Classified
ENGINEERING TECHNICIAN	T200	Classified
SURVEY ENGINEER	H230	Classified
SURVEYOR	T265	Classified

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PRINCIPAL TRANSPORTATION ENGINEER	H217	Classified
SENIOR TRANSPORTATION ENGINEER	H215	Classified
ASSOCIATE TRANSPORTATION ENGINEER	T240	Classified
ASSISTANT TRANSPORTATION ENGINEER	T235	Classified
SENIOR TRANSPORTATION PLANNER	H210	Classified
ASSOCIATE TRANSPORTATION PLANNER	T225	Classified
TRAFFIC SIGNAL TECHNICIAN	T220	Classified
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified
SENIOR CONSTRUCTION INSPECTOR	T250	Classified
CONSTRUCTION INSPECTOR	T245	Classified
UTILITIES AND ENVIRONMENTAL SERVICES DEPARTMENT		
ADMINISTRATION DIVISION		
ASSISTANT DIRECTOR OF PUBLIC WORKS	U525	Classified
DEPUTY DIRECTOR OF PUBLIC WORKS	U510	Classified
WATER RESOURCES MANAGER	H875	Classified
WATER RESOURCES PLANNER	T870	Classified
UTILITIES ENGINEERING MANAGER	H880	Classified
SENIOR UTILITY SERVICE REPRESENTATIVE	M820	Classified
STOREKEEPER - EXPEDITER	M100	Classified
SOLID WASTE MANAGEMENT		
SOLID WASTE PROGRAM MANAGER	H800	Classified
RECYCLING SPECIALIST	T800	Classified
SENIOR SUSTAINABILITY SPECIALIST	T804	Classified
SUSTAINABILITY SPECIALIST	T802	Classified
WATER POLLUTION CONTROL FACILITY (WPCF)		
WATER POLLUTION CONTROL FACILITY MANAGER	H870	Classified
WPCF OPERATIONS AND MAINTENANCE MANAGER	H865	Classified
WPCF MAINTENANCE MANAGER	H860	Classified
WPCF OPERATIONS MANAGER	H855	Classified
WPCF LEAD OPERATOR	M935	Classified
WPCF OPERATOR	M930	Classified
OPERATOR-IN-TRAINING	M925	Classified
LABORATORY MANAGER	H850	Classified
CHEMIST	T807	Classified

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LABORATORY TECHNICIAN	T805	Classified
WATER POLLUTION SOURCE CONTROL		
ENVIRONMENTAL SERVICES MANAGER	H805	Classified
WATER POLLUTION CONTROL ADMINISTRATOR	H845	Classified
SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR	T815	Classified
WATER POLLUTION SOURCE CONTROL INSPECTOR II	T810	Classified
WATER POLLUTION SOURCE CONTROL INSPECTOR I	T809	Classified
TECHNICAL INTERN	Z125	Classified
SENIOR WATER RESOURCES ENGINEER	H813	Classified
PRINCIPAL UTILITIES ENGINEER	H812	Classified
SENIOR UTILITIES ENGINEER	H810	Classified
WATER DISTRIBUTION		
UTILITIES OPERATIONS AND MAINTENANCE MANAGER	H835	Classified
UTILITIES ELECTRICAL AND MECHANICAL OPERATIONS AND MAINTENANCE MANAGER	H830	Classified
UTILITIES FIELD SERVICES MANAGER	H825	Classified
WASTEWATER COLLECTIONS SYSTEM MANAGER	H823	Classified
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified
SENIOR UTILITY FIELD SERVICES LEADER	M827	Classified
SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified
WATER METER MECHANIC	M810	Classified
CUSTOMER FIELD TECHNICIAN	M807	Classified
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified
UTILITIES MAINTENANCE SUPERVISOR	H850	Classified
UTILITIES SERVICE WORKER	M900	Classified
GENERAL MAINTENANCE		
EQUIPMENT OPERATOR	M400	Classified
MAINTENANCE WORKER	M305	Classified
SENIOR UTILITY LEADER	M845	Classified
UTILITY LEADER - WATER	M840	Classified
UTILITY WORKER - WATER	M835	Classified
SENIOR UTILITY LEADER - SEWER	M920	Classified

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UTILITY LEADER - SEWER	M915	Classified
UTILITY WORKER - SEWER	M910	Classified
UTILITIES MAINTENANCE MECHANIC	M415	Classified
INFORMATION TECHNOLOGY DEPARTMENT		
DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY	U530	Classified
INFORMATION SYSTEMS MANAGER	H565	Classified
INFORMATION TECHNOLOGY MANAGER	H566	Classified
DATA AND SYSTEMS COORDINATOR	H560	Classified
NETWORK SYSTEMS SPECIALIST	H555	Classified
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified
SENIOR INFORMATION TECHNOLOGY SYSTEMS ANALYST	T456	Classified
SYSTEMS ANALYST II	T455	Classified
SYSTEMS ANALYST I	T454	Classified
WEB SPECIALIST	T450	Classified

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INFORMATION TECHNOLOGY ANALYST II	T435	Classified
INFORMATION TECHNOLOGY ANALYST I	T430	Classified
TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified
TECHNOLOGY SOLUTIONS ANALYST I	T440	Classified
GEOGRAPHIC INFO SYSTEM TECHNICIAN II	T465	Classified
GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T470	Classified
INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified
INFORMATION TECHNOLOGY TECHNICIAN I	T475	Classified
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified
DATA SYSTEMS OPERATOR	C450	Classified
AUDIO VIDEO SPECIALIST	T410	Classified
VIDEO ASSISTANT	T400	Classified
INFORMATION TECHNOLOGY INTERN	Z121	Classified