

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, January 10, 2019

5:30 PM

City Hall, Conference Room 2A

Personnel Commission

CALL TO ORDER**PLEDGE OF ALLEGIANCE****PUBLIC COMMENTS:**

The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

MINUTES

1. [MIN 18-162](#) Approval of Minutes for Regular Meeting on November 8, 2018

Attachments: [Attachment I Minutes](#)

REPORTS

City Council Liaison (Information)

Director of Human Resources (Information)

ACTION ITEMS

2. [ACT 18-087](#) Revised Job Description for Assistant/Associate Transportation Engineer

Attachments: [Attachment I Staff Report](#)
[Attachment II Assistant-Associate Transportation Engineer Job Description](#)
[Attachment III Public Works Department Org Chart](#)

3. [ACT 18-088](#) Revised Job Description for Network Systems Specialist

Attachments: [Attachment I Staff Report](#)
[Attachment II Network Systems Specialist Job Description](#)
[Attachment III Information Technology Department Org Chart](#)

4. [ACT 18-089](#) Revised Job Description for Utilities Maintenance Mechanic

Attachments: [Attachment I Staff Report](#)
[Attachment II Utilities Maintenance Mechanic Job Description](#)
[Attachment III Utilities and Environmental Services](#)
[Department Org Chart](#)

5. [ACT 18-090](#) Revised Job Description for Counseling Supervisor

Attachments: [Attachment I Staff Report](#)
[Attachment II Counseling Supervisor Job Description](#)
[Attachment III Police Department Org Chart](#)

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT MEETING – To be announced

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 18-162

DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Approval of Minutes for Regular Meeting on November 8, 2018

RECOMMENDATION

That the Personnel Commission reviews and approves the meeting minutes from the regular meeting held on November 8, 2018.

ATTACHMENTS

Attachment I Minutes



CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, November 8, 2018
Conference Room 2A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, November 8, 2018, at Hayward City Hall, Conference Room 2A.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
Farbod Pirouzmand, Deputy Director of Human Resources
Vanessa Lopez, Senior Human Resources Analyst
Lisette Del Pino, Human Resources Analyst II
Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Seema Vashi, Assistant City Attorney
Jason Martinez, Police Captain
Emily Young, YFSB Administrator
Omar Noorzad, Supervising Building Inspector

Attendance		<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
	Present 11.8.2018 Regular 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.
Doris Yates	O	1	2	0	0
*Rachel Lucas	X	3	0	0	0
Allen Zargar	X	2	1	0	0
Erika Cortez	X	1	1	0	0
Mekia Fields	X	2	0	0	0
Nicolia Gooding	X	2	0	0	0
Zheefong He	X	2	0	0	0

X = present O = absent
* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of July 12, 2018 Meeting Minutes (Action)

(M/S/P) Zargar/He. Approved.

2. Approval of September 20, 2018 Meeting Minutes (Action)

(M/S/P) Zargar/He. Approved.

REPORTS

City Council Liaison (Information)

Council Member Peixoto was unable to attend.

Director of Human Resources (Information)

Nina Collins, Director of Human Resources, reported that Council Member Peixoto was unable to attend the meeting. She also informed the Commission today's meeting would have been his last meeting because there is a new Council Member. She also reported that a new liaison will be assigned to the Personnel Commission. She reiterated how Council Member Peixoto was a solid supporter of reinvigorating and restructuring the Personnel Commission and that he will be missed. She committed to sharing with the Commission the identity of the new Council Liaison as soon as practicable.

Because the volume of agenda items brought to the Commission have decreased, Director Collins asked the commission to consider moving the meetings back to quarterly. She proposed discussing this option at the next meeting in January.

Lastly, Director Collins reported on the annual closure of City Hall. All non-essential City services will be closed the week of November 19th for Thanksgiving and beginning December 24th through January 4th.

Election of Vice Chair (Vote)

Commissioner Zargar was elected Vice Chair (5-0).

ACTION ITEMS

3. Revised Job Description for Lead Program Assistant

Emily Young, YFSB Administrator, gave an overview of the Lead Program Assistant job specification and answered questions.

(M/S/P) (Zargar/He) Approved.

4. Revised Job Description for Supervising Building Inspector

Omar Noorzad, Supervising Building Inspector, gave an overview of the Supervising Building Inspector job specification and answered questions.

(M/S/P) (Zargar/He) Approved.

RECRUITMENT DIVERSITY REPORT (ORAL REPORT)

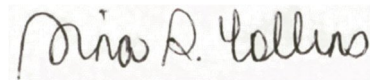
Deputy Director Pirouzmand provided a diversity report on recruitments completed since our last meeting on September 20, 2018. The report provided details for the following six (6) recruitments:

- Assistant/Associate Planner
- Human Resources Technician
- Literacy Program Coordinator
- Police Officer Trainee
- Utilities Service Worker
- Water Pollution Control Facility Lead Operator

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:11 p.m.



Nina S. Collins, Director of Human Resources



CITY OF HAYWARD

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

File #: ACT 18-087

DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Assistant/Associate Transportation Engineer

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Assistant/Associate Transportation Engineer to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

Since the Assistant/Associate Transportation Engineer job description was last updated in 2009, the job tasks and responsibilities have evolved as a result of changes in the knowledge, technology, and programs currently used in the transportation industry. The Assistant/Associate Transportation Engineer job description has been updated to comply with industry standards and also to reflect duties as they relate to meeting the goals and objectives of the organization and the City Council's Strategic Initiatives. In addition to the changes to the essential duties and job related and essential qualifications, the experience and education section has been revised to eliminate the Electrical Engineering license, as it is not applicable for this classification.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Assistant/Associate Transportation Engineer Job Description
Attachment III	Public Works Department Organizational Chart



DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Assistant/Associate Transportation Engineer

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Assistant/Associate Transportation Engineer to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

Since the Assistant/Associate Transportation Engineer job description was last updated in 2009, the job tasks and responsibilities have evolved as a result of changes in the knowledge, technology, and programs currently used in the transportation industry. The Assistant/Associate Transportation Engineer job description has been updated to comply with industry standards and also to reflect duties as they relate to meeting the goals and objectives of the organization and the City Council's Strategic Initiatives. In addition to the changes to the essential duties and job related and essential qualifications, the experience and education section has been revised to eliminate the Electrical Engineering license, as it is not applicable for this classification.

BACKGROUND/DISCUSSION

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

The Public Works Department requested to update the job description for the Assistant/Associate Transportation Engineer because it was last updated in 2009. The edits to the job description below are as a result of changes to the knowledge, technology, and

programs used currently in the transportation industry. The changes to the Assistant/Associate Transportation Engineer job description were shared with and agreed to by representatives of IFPTE, Local 21. The Assistant/Associate Transportation Engineer job description was revised to update the essential duties, job related and essential qualifications, and experience and education.

The changes to the job description are as follows:

ESSENTIAL DUTIES

Assistant Transportation Engineer

Added:

- "...specifications, and..."
- "...and requests..."

Removed: "...and alternate plans, including..."

Replaced:

- "...Channelization..." with "...traffic calming..."
- "Check..." with "Ability to review..." and "...design detours around construction sites..." with "...traffic control plans."
- "...property owners..." with "...residents..." and "...courts..." with "...businesses..."
- "Answer..." with "Respond to..."
- "...implementation of City traffic calming (speed hump) program" with "...the City's Neighborhood Traffic Calming Program (NTCP)."

Associate Transportation Engineer

Added:

- "...and design transportation engineering projects, such as traffic signals, signs, traffic calming, street lighting, and parking facilities."
- "Apply City's Complete Streets Policy."
- "Assist with the City's Neighborhood Traffic Calming Program (NTCP)."

Removed:

- "...geometric design of streets and interchanges, and traffic operation studies."
- "Direct, assist, and participate in traffic analysis, circulation design, and design transportation engineering projects, such as traffic signals, signs, and markings, channelizations, street lighting and parking facilities."
- "Testify in courts on claims against the City related to transportation issues."
- "Manage City traffic calming (speed bump) program."

Replaced:

- "Answer..." with "Responds to..."
- "...Neighborhood Focus Process..." with "...neighborhood meetings..."

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Assistant Transportation Engineer

Knowledge of:

Added:

- "...and regulations."
- "...well..."

Ability to:

Replaced: "Analyze..." with "Determine..."

Associate Transportation Engineer

Knowledge of:

Added:

- "Engineering principles and practices as they relate to transportation planning, design and traffic operations."
- "...and street geometric design..."

Removed:

- "Street lighting layout and design."
- "Major elements of transportation design and traffic operations."
- "Supervisory and public relations principles and practices."

Ability to:

Added:

- "...well..." and "...both verbally and in writing."
- "Apply statistical principles to transportation engineering problems."
- "Determine traffic characteristics relative to volume, speed, and accidents."
- "Identify intersection or street capacity levels and prepare level of service analysis for existing and proposed projects."
- "Work cooperatively and develop effective relationships at all levels, especially the public."
- "Work independently, bringing projects to completion within established time guidelines."

EXPERIENCE AND EDUCATION

Associate Transportation Engineer

Experience:

Added: "...or Traffic Engineering..."

Licenses and Certificates:

Removed: "Electrical Engineer"

STRATEGIC INITIATIVES

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

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Nargiz Karimova, Human Resources Technician

Recommended by: Nina S. Collins, Human Resources Director

Approved By:

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

Kelly McAdoo, City Manager

CITY OF HAYWARD

ASSISTANT TRANSPORTATION ENGINEER
ASSOCIATE TRANSPORTATION ENGINEER

DEFINITION

Under general direction to perform journey level and professional transportation engineering tasks and to direct the work of technical staff.

DISTINGUISHING CHARACTERISTICS

Assistant Transportation Engineer - The primary focus of this classification is performing journey level professional engineering in the transportation engineering series.

Associate Transportation Engineer – The primary focus of this classification is to perform more difficult and complex transportation engineering work and supervise the work of Assistant Transportation Engineers and Engineering Technicians performing related work.

Incumbents may advance from the Assistant Transportation Engineer to the Associate Transportation Engineer level, as recommended by their supervisor and approved by the Director of Public Works, as they learn City and departmental practices and procedures. As knowledge and experience are gained, the work becomes broader in scope and assignments are more varied and are performed under more general supervision. Advancement to the higher classification requires gaining the knowledge, skill, experience and credentials that meet the qualifications for that class and demonstrating the ability to consistently perform the work of the higher classification.

SUPERVISION RECEIVED

General supervision is provided by the Transportation Manager.

SUPERVISION EXERCISED

Responsibilities may include direct and indirect supervision of subordinate technical and clerical personnel.

ASSISTANT TRANSPORTATION ENGINEER

ESSENTIAL DUTIES (depending upon assignment, duties may include, but are not limited to):

Conduct field studies and analyze traffic conditions and issues.

Prepare transportation engineering plans, specifications, and cost estimates.

Design transportation engineering projects, including specifications for traffic signals, street signs

ESSENTIAL DUTIES (continued):

and markings, street lighting, traffic calming, and parking facilities with full awareness of traffic safety principles.

Perform calculations and computations related to traffic design and analysis.

Ability to review construction plans and traffic control plans.

Confer with contractors, engineers, residents, businesses, and other agencies.

Respond to inquiries, investigate complaints and requests, and provide information to the general public.

Attend project meetings and engineering conferences.

Read and interpret local, state, and federal traffic ordinances and regulations.

Prepare grant applications for special funding.

Direct and review work of other professional and technical personnel.

Assist with the City's Neighborhood Traffic Calming Program (NTCP).

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Engineering principles and practices as they relate to transportation planning, design and traffic operations.

Street geometric design, including Federal, State and City standards and regulations.

Ability to:

Apply statistical principles to transportation engineering problems.

Determine traffic characteristics relative to volume, speed, and accidents.

Identify intersection or street capacity levels and prepare level of service analysis for existing and proposed projects.

Communicate well, both verbally and in writing

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Work cooperatively and develop effective relationships at all levels, especially the public.

Work independently, bringing projects to completion within established time guidelines.

EXPERIENCE AND EDUCATION:

Any combination of 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: Two years in engineering related to transportation engineering or closely related field.

Education: A Bachelor of Science Degree in Civil or Traffic Engineering from a recognized college or university.

Licenses and Certificates: Possession of a valid Class C California Driver's License at the time of employment.

Ability to obtain an Engineer-In-Training (E.I.T.) Certificate issued by the California Board of Registration for Civil and Professional Engineers within one year of hire.

SPECIAL REQUIREMENTS:

Essential duties require the following mental and/or physical abilities and work environment; ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined space. Essential functions must be performed with or without reasonable accommodation.

ASSOCIATE TRANSPORTATION ENGINEER

In addition to the qualifications for Assistant Transportation Engineer and depending on assignments:

ESSENTIAL DUTIES (including, but not limited to):

Plan, direct, review, and participate in professional and technical work of a functional group of the Engineering & Transportation Division with principal assignments involving traffic circulation design, traffic safety studies, and design transportation engineering projects, such as traffic signals, signs, and markings, traffic calming, street lighting, and parking facilities.

Provide consulting services and advice to City departments, divisions, and other groups on

ESSENTIAL DUTIES (continued):

matters related to transportation engineering.

Respond to inquiries, investigate complaints, and provide information to the public. Meet with individuals and groups as necessary.

Investigate, analyze, and prepare reports including those for the City Engineer on claims against the City related to transportation matters.

Act as Project Manager on both City and consultant-designed transportation related projects.

Prepare applications for State and Federal grant funding.

Select consultants for consideration for City projects; write and process requests for proposals and consultant agreements and contracts.

Make recommendations on street lighting design and wattage.

Assist with the City's Neighborhood Traffic Calming Program (NTCP).

Make recommendations on Engineering and Transportation responses to requests from neighborhood meetings.

Apply City's Complete Streets Policy.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Engineering principles and practices as they relate to transportation planning, design and traffic operations.

Federal, State, City regulations of traffic operations, traffic control devices, and street geometric design.

Ability to:

Effectively complete assignments with minimal supervision and meet project deadlines.

Plan and direct the work of other personnel.

Prepare clear and concise reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Communicate well and effectively, both verbally and in writing.

Maintain effective working relationships with employees, contractors, engineers, and the public.

Apply statistical principles to transportation engineering problems.

Determine traffic characteristics relative to volume, speed, and accidents.

Identify intersection or street capacity levels and prepare level of service analysis for existing and proposed projects.

Work cooperatively and develop effective relationships at all levels, especially the public.

Work independently, bringing projects to completion within established time guidelines.

EXPERIENCE AND EDUCATION:

Experience: Three years of engineering experience in transportation with 1 year of the experience being after acquiring the Professional Engineering or Traffic Engineering License.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in transportation engineering or closely related field.

Licenses and Certificates: Possession of a valid Class C California Driver's license at time of appointment. Possession of a certificate of registration as a Civil Engineer or Traffic Engineer in the State of California.

SPECIAL REQUIREMENTS:

Essential duties require the following mental and/or physical abilities and work environment: ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined workspace. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year

T235 June 1990 (Assistant Transportation Engineer)

T240 June 1990 (Associate Transportation Engineer)

Revised July 2018

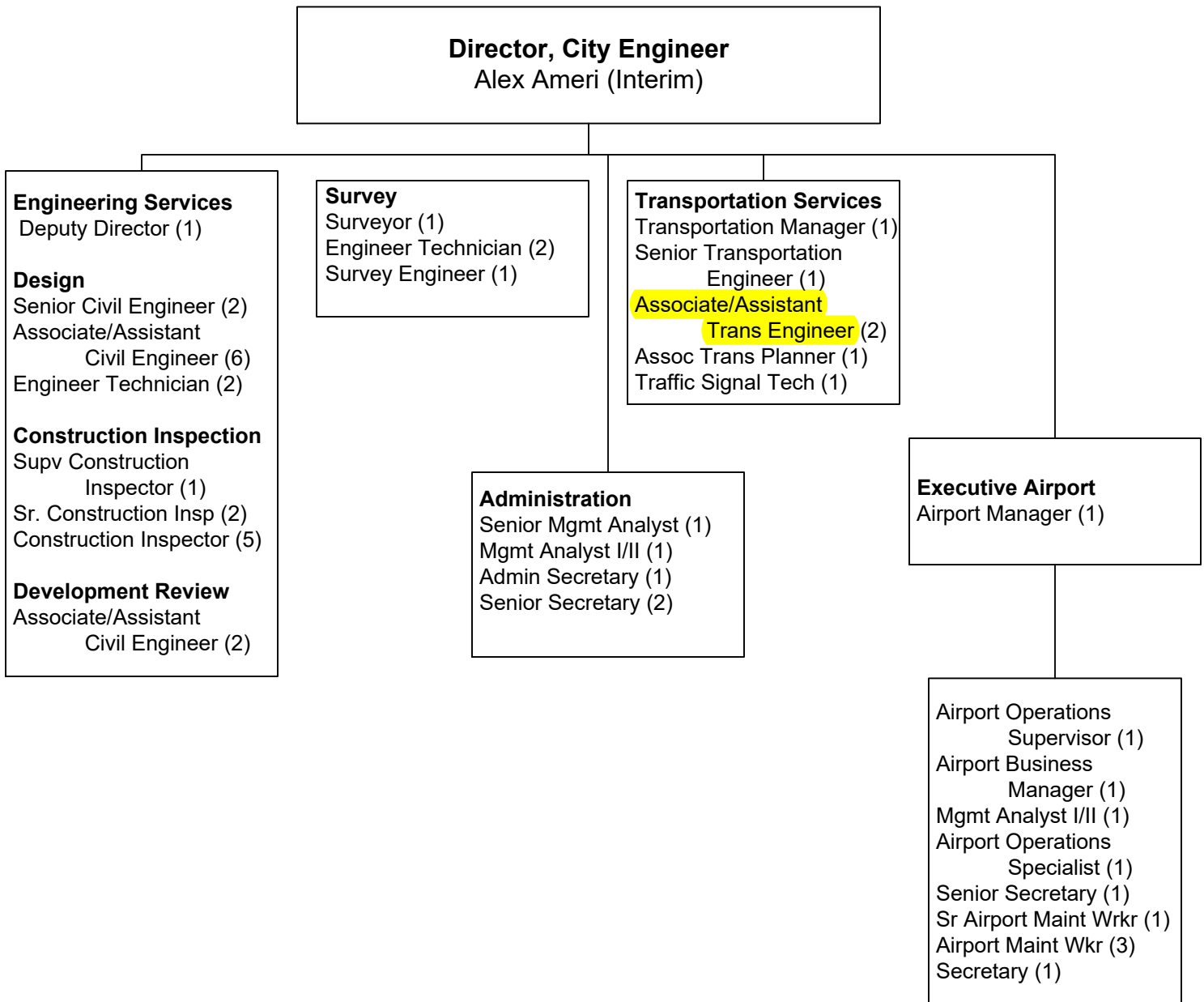
AAP GROUP: 3

City of Hayward
Assistant/Associate Transportation Engineer
Page 6

FPPC STATUS: Non Designated
FLSA STATUS: Exempt

FY 2019 STAFFING 47.0 FTE

Public Works Engineering & Transportation Department





CITY OF HAYWARD

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

File #: ACT 18-088

DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Network Systems Specialist

RECOMMENDATION

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

SUMMARY

As technology advances, the demands on the Information Technology Department increase. The Information Systems Specialist job description has been updated to reflect new skills needed as they relate to the implementation of new technologies including Storage Area Network (SAN), Voice over Internet Protocol (VoIP), and virtual server infrastructure.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Network Systems Specialist Job Description
Attachment III	Information Technology Department Org Chart



DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Network Systems Specialist

RECOMMENDATION

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

SUMMARY

As technology advances, the demands on the Information Technology Department increase. The Information Systems Specialist job description has been updated to reflect new skills needed as they relate to the implementation of new technologies including Storage Area Network (SAN), Voice over Internet Protocol (VoIP), and virtual server infrastructure.

BACKGROUND/DISCUSSION

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

With constant advancement in information technology, the Network Systems Specialist job description has been updated to reflect the new skills needed due to the introduction of Storage Area Network (SAN), Voice over Internet Protocol (VoIP) and virtual server infrastructure needed at the City of Hayward. The Network Systems Specialist job description was revised to update the definition, distinguishing characteristics, and experience and education. The changes to the Network Systems Specialist job description were shared with and agreed to by representatives of Hayward Association of Management Employees (HAME).

The changes to the job description are as follows:

DEFINITION

Removed: "...creation..."

Added: "...SAN, virtual server infrastructure..."

DISTINGUISHING CHARACTERISTICS

Removed: "...Plixer Scrutinizer, network installation, administration, monitoring, security, and troubleshooting."

Added: "...VoIP, SAN and virtual server infrastructure."

EXPERIENCE AND EDUCATION

Licenses and Certificates:

Added: "MCSE or MCSA highly desirable."

STRATEGIC INITIATIVES

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

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Nargiz Karimova, Human Resources Technician

Recommended by: Nina S. Collins, Human Resources Director

Approved By:



Kelly McAdoo, City Manager

NETWORK SYSTEMS SPECIALIST

DEFINITION

The Network Systems Specialist is a classification assigned to the Infrastructure Division of the Technology Services Department. Incumbents in this classification perform and direct the analysis, design, monitoring, administration, troubleshooting and enhancement of the City's Local and Wide Area networks, SAN, virtual server infrastructure and other network-related hardware and software products.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey professional level classification. Incumbents are capable of performing the more complex networking and client-server applications systems analysis, configuration and troubleshooting tasks. Work assignments are performed with considerable latitude for independent judgment and initiative. The Network Systems Specialist possesses a working knowledge of IP switching and routing, Network Operating Systems, TCP/IP, CISCO routers, switches, firewalls, OSPF, BGP, VoIP, SAN and virtual server infrastructure.

SUPERVISION RECEIVED

General direction is received from the Information Systems Manager.

SUPERVISION EXERCISED

Depending on projects and assignments, responsibilities may include exercising technical supervision over consultants.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Administers the development, maintenance and operation of the City's Local and Wide Area networks including network connectivity to all City Departments and the Internet.

Designs, installs, configures and maintains the City's network facilities consisting of switches, wireless bridges, routers, firewalls, and various cabling schemes for a secure, efficient and cost-effective communications between computer devices in local and remote locations.

Installs and maintains effective network database and hardware system backup and recovery procedures.

ESSENTIAL DUTIES (continued):

Configures and operates network management hardware and software systems, establishing and maintaining all network hardware and network operating systems inventory, and such other information as equipment addresses and routing schemes, access rights, directory structures and security attributes.

Analyzes network activity and performs traffic studies using network management software and protocol analyzer, tuning hardware and software systems or re-routing communications to improve performance.

Confers with departments to determine microcomputer, networking and connectivity requirements; conducts feasibility studies and prepares report of time estimates, personnel requirements and progress reports on assigned projects.

Administers security for remote and web access to City's network and computer resources.

Administers automated deployment of software and updates over the network.

Configures and maintains anti-virus software on network servers and desktop workstations.

Prepares and completes systems documentation prior to releasing for operation.

Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Installation, maintenance and operations of local and wide area network hardware and software systems applied to server and microcomputer environments using a 10gig Base topology running in a multi-protocol environment using TCP/IP, on fiber and Ethernet backbones.

Office Automation Software, i.e. Microsoft Office Suite of Products, including Adobe, Visio, Project.

Installation, maintenance and repair of server and microcomputer hardware, software and peripheral devices.

Network services including DNS, VPN's, DHCP, and WWW.

Major desktop and networking technology hardware and software advancements and its capabilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Data communications, microcomputer, database, networking, and client/server development, implementation and support concepts.

Presentation methods suitable for comprehensive reports and recommendations.

Commonly used network and desktop software tools and utilities.

Ability to:

Administer a geographically dispersed local and wide area networks of servers, workstations and various microcomputers.

Install, diagnose and repair network hardware, software and peripheral equipment.

Work independently.

Meet established deadlines.

Work as a member of a group or, where appropriate, lead a team on projects.

Set priorities and organize work.

Provide excellent customer service.

Communicate effectively orally and in writing in dealing with users and managers.

Establish and maintain effective working relations with others.

Adapt, learn, update, and apply new networking and computer hardware and software systems skills needed in a continuously changing technical working environment.

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: Four (4) years of experience in network systems with two (2) years of recent experience in the management, administration, analysis and support of Local and Wide Area networks, microcomputer hardware and software and office automation software. NOC experience desirable.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in a discipline related to computer science, computer information systems, quantitative analysis or systems analysis. Experience in other technology processing related fields may be substituted for the required education on a year for year basis.

Licenses and Certificates: Possess a Cisco Certified Network Professional (CCNP) or Cisco Certified Network Associate (CCNA). MCSE or MCSA highly desirable. Possess and maintain a valid California Class C 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; grasp and 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 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

H555

August 2001

Revised: September 2018

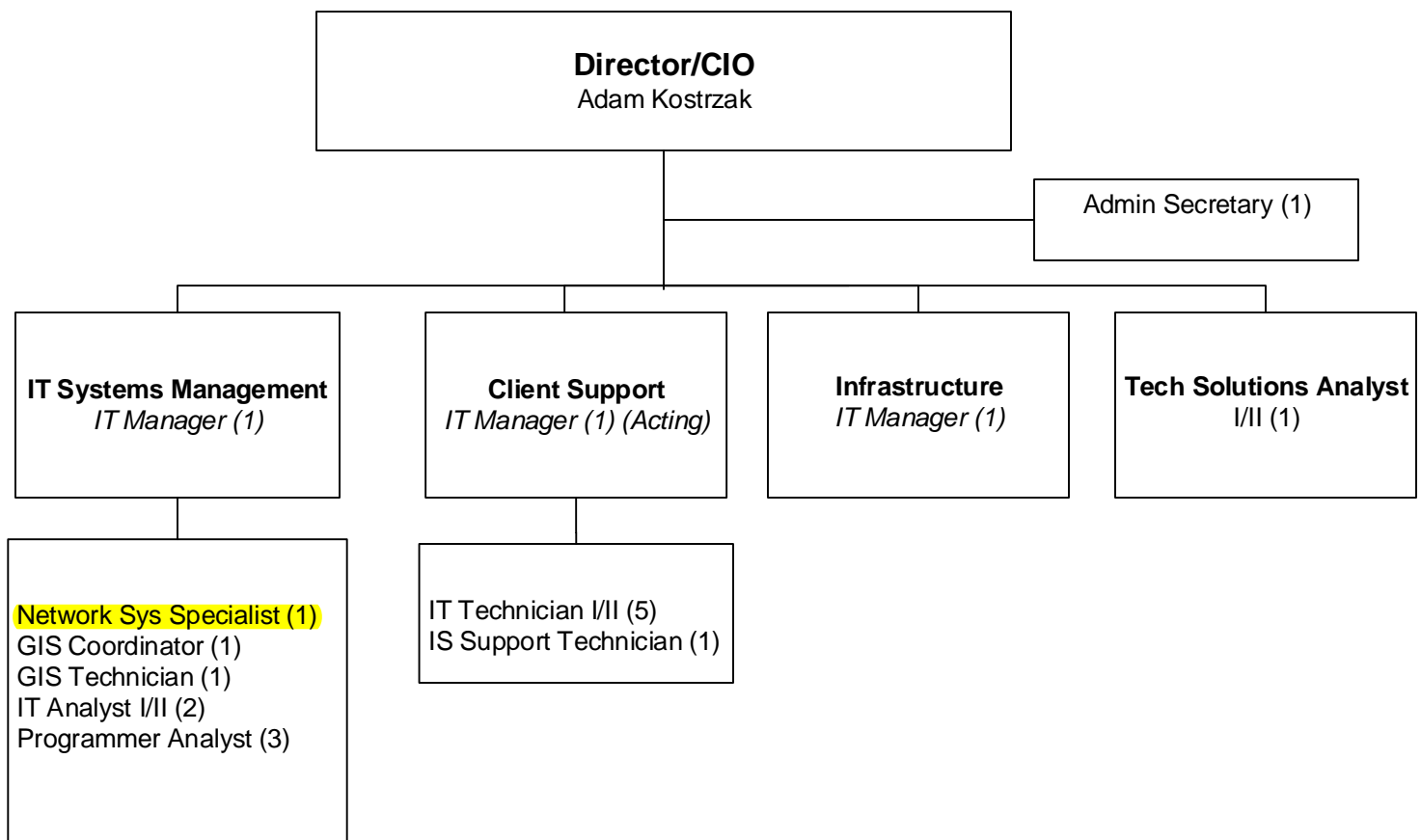
AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt

**FY 2019 STAFFING
20.0 FTE**

Information Technology Department





CITY OF HAYWARD

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

File #: ACT 18-089

DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Utilities Maintenance Mechanic

RECOMMENDATION

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

SUMMARY

The Utilities Maintenance Mechanic job description has been revised to update the Experience and Education section to allow candidates to obtain a valid Class B California Driver's License and Tanker Endorsement within 12 months of hire. Staff anticipates that this change will expand the applicant pool for future recruitment efforts.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Utilities Maintenance Mechanic Job Description
Attachment III	Utilities & Environmental Services Department Org Chart



DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Utilities Maintenance Mechanic

RECOMMENDATION

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SUMMARY

The Utilities Maintenance Mechanic job description has been revised to update the Experience and Education section to allow candidates to obtain a valid Class B California Driver's License and Tanker Endorsement within 12 months of hire. Staff anticipates that this change will expand the applicant pool for future recruitment efforts.

BACKGROUND/DISCUSSION

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

Recently, Human Resources staff administered a recruitment for the Utilities Maintenance Mechanic position which yielded a low applicant pool. Only 17.9 % of applicants indicated that they possess a valid Class B California Driver's License with Tanker Endorsement.

Because of recent recruitment efforts for Utilities Maintenance Mechanic, the Utilities and Environmental Services Department and the Human Resources staff recognize the need to expand the current applicant pool without sacrificing the quality of the candidates. By allowing candidates to obtain a valid Class B California Driver's License and Tanker Endorsement within 12 months of hire, the City will be able to expand the applicant pool for a

hard to fill position. The Utilities Maintenance Mechanic job description was revised to update the Experience and Education section. The changes to the Utilities Maintenance Mechanic job description were shared with and agreed to by representatives of SEIU Local 1021.

The changes to the job description are as follows:

EXPERIENCE AND EDUCATION

Licenses and Certificates

Replaced: "...and maintenance of..." with "...of or the ability to obtain..."

Added: "...within 12 months of hire."

PROBATIONARY PERIOD

Replaced: "Six months" with "Twelve (12) months"

STRATEGIC INITIATIVES

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

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Nargiz Karimova, Human Resources Technician

Recommended by: Nina S. Collins, Human Resources Director

Approved By:



Kelly McAdoo, City Manager

CITY OF HAYWARD

UTILITIES MAINTENANCE MECHANIC

DEFINITION

Under general supervision, performs journey level mechanical maintenance at water and wastewater facilities; installs, repairs, overhauls, maintains and services pumps, motors, and other mechanical devices necessary to the operation of the water and wastewater systems.

DISTINGUISHING CHARACTERISTICS

This is a journey level position in which the incumbent, exclusive of the Water Pollution Control Facility (WPCF), is responsible for the mechanical maintenance, repair, and operation of all City water and sewer pump stations, stormwater pump stations, water reservoirs, pressure reducing stations, water transmission mains, and regional inter-tie pump stations.

SUPERVISION RECEIVED

Dependent upon assignment, direct supervision is provided by the WPCF Manager, WPCF Maintenance Supervisor or Utilities Operations & Maintenance Supervisor.

SUPERVISION EXERCISED

Assignments frequently require providing assistance and guidance to less experienced WPCF Maintenance or Utilities Operations & Maintenance personnel. The Utilities Maintenance Mechanic will also be called upon to assist other City staff in design and fabrication of various parts, implements and structures.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Installs, adjusts, maintains, repairs and overhauls a variety of mechanical equipment necessary to the operation of water and wastewater facilities, including large industrial pumps, portable gas and diesel-driven pumps, motors, hydraulic controls and regulators, valves and allied piping systems, chemical feed and processing equipment, compressors, heating and ventilating equipment, emergency generators and all other related equipment.

Fabricates parts and fittings and makes assemblies and repairs units based on drawings, specifications, sketches, work orders, verbal instructions, or personal visual inspection.

Uses hand and power tools, gas and arc welding equipment, and precision measuring instruments in the performance of various work assignments.

Inspects and tests equipment on a regular basis to determine operating difficulties and the adequacy of preventive maintenance activities.

ESSENTIAL DUTIES (continued):

Investigates interruptions of service, identifies defects, and resolves complex mechanical repair problems at the request of Utilities Division operations personnel.

Provides guidance and assistance to Treatment Plant Operators and other Division personnel in making minor mechanical repairs to machinery and equipment.

Assists in the development of a preventive maintenance schedule and trains employees in other classifications to accomplish the planned maintenance routines.

Assists in the development and update of the computerized maintenance management system (CMMS) and uses system for preventative, predictive and corrective repair of Utilities assets.

Maintains records, makes sketches and prepares written and oral reports of work performed including the posting of work orders, daily logs, ledgers, parts lists, invoices, and inventories.

Prepares rough estimates of labor and materials needed to accomplish the maintenance and repair of equipment.

Sets up and operates necessary rigging equipment to move or place heavy equipment when performing repair or installation work.

Operation, maintenance and repair of water pump stations, water reservoirs, and stormwater pump stations.

Operation, maintenance and repair of Regional Water Inter-Tie water pump stations and all associated equipment including but not limited to valves, piping systems and pressure reduction and sustaining equipment.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Equipment common to water and wastewater facilities and of the methods, practices, and materials used in inspecting, installing, overhauling, adjusting, lubricating, cleaning, and repairing such equipment.

Safety regulations pertaining to work in water and wastewater operations, including precautions in handling and storing liquid chlorine, acetylene, and oxygen, working at heights or depths of 25', and working in confined spaces while wearing a respirator and other required safety equipment.

Pump operation and basic water distribution principles.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Perform journey level repair work on the full variety of mechanical equipment employed in the water and wastewater systems.

Recognize unsatisfactory operating conditions by observing meters, gauges, and other measuring devices, and to quickly and accurately diagnose the causes of failures and malfunctions.

Use with journey-level skill hand tools, power tools, meters, metal working equipment, electric arc and gas welding equipment, and the materials associated with these tools.

Prepare and maintain the forms and records associated with systems maintenance activities including ordering of parts, reviewing of log books, maintenance of work records, and checking off inventories.

Operate water pump stations, remaining cognizant of the effects the operation of the pump station will have on the associated systems, including reservoirs and piping.

Operate sewer lift stations, remaining cognizant of the effects the operation of the pump station will have on the associated systems, including the sewer collection system, WPCF, and other lift stations that may receive the discharge.

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 the operation, repair and maintenance of pumps, compressors, motors, and related equipment. Previous experience of this type at a water distribution or wastewater collection and treatment facility is desirable.

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

Licenses and Certificates: Possession of or the ability to obtain a valid Class B California Driver's License and Tanker Endorsement within 12 months of hire. Depending upon assignment, a Class A Driver's License may be required.

Possession of or the ability to obtain a Grade 2 Water Distribution Operator certification from the State of California Department of Public Health within 18 months of hire.

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 when needed in various weather conditions; frequently stand and walk throughout the day; regularly crouch, reach, twist, turn, kneel, bend, squat, and safely reach, lift and move equipment and materials weighing up to 75 pounds; withstand exposure to loud noises, moving objects, dust, chemicals, hazardous waste, mechanical and electrical hazards; ability to read fine print on labels, manuals, and diagrams; ability to converse by telephone, by email, and in person; 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: Twelve (12) months

325CS94

July 1982

Revised: March 1994

Revised: February 2012

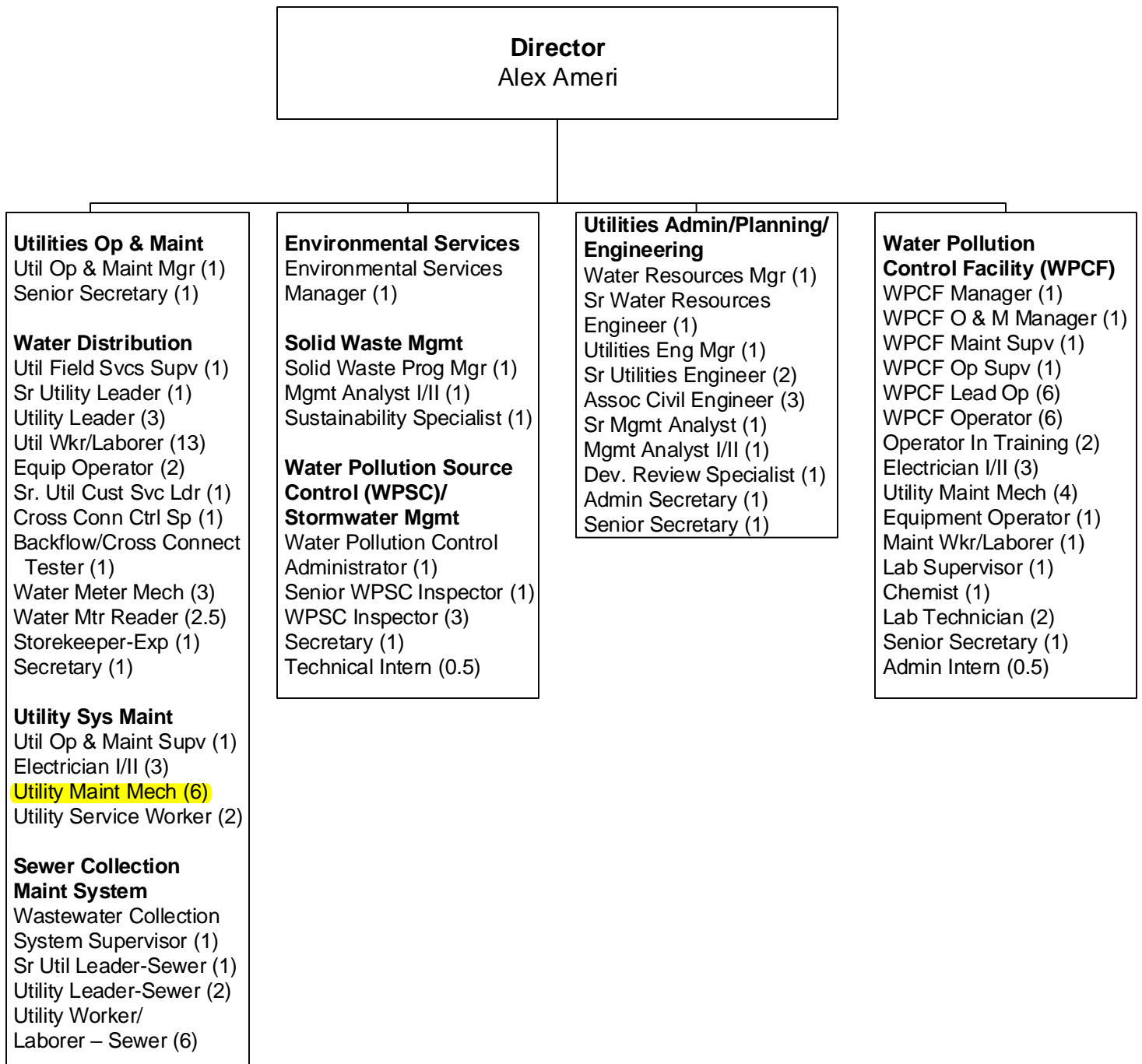
AAP GROUP: 17

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt

FY 2019 STAFFING 111.5 FTE

Utilities & Environmental Services Department





CITY OF HAYWARD

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

File #: ACT 18-090

DATE: January 10, 2019
TO: Personnel Commission
FROM: Director of Human Resources
SUBJECT

Revised Job Description for Counseling Supervisor

RECOMMENDATION

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

SUMMARY

The Police Department obtained grant funding for a Counseling Supervisor position to support ongoing efforts related to the Youth and Family Services Bureau ("YSFB") programs. In an effort to support the Police Department's hiring needs, Human Resources has updated the Counseling Supervisor job description to reflect current duties performed, job related and essential qualifications, and experience and education.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Counseling Supervisor Job Description
Attachment III	Police Department Org Chart



DATE: January 10, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Counseling Supervisor

RECOMMENDATION

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BACKGROUND/DISCUSSION

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

The Counseling Supervisor is a mid-management journey level classification in the professional counseling series and provides professional level support in the monitoring of contract deliverables, coordination of counseling services with department law enforcement activities, and provides direct counseling services as needed. This position reports to the Youth and Family Services Bureau Administrator and provides direct supervision to subordinate counselors.

The Counseling Supervisor's minimum qualifications have been revised to limit the amount of education that can be substituted for practical work experience. Candidates who possess a

doctorate degree in Counseling, Clinical Psychology, or Clinical Social Work will be allowed to substitute their higher education for one year of the required work experience. The change to the minimum qualifications places a higher value on practical work experience due to the importance of future incumbents having enough clinical experience to be able to provide services to the City of Hayward residents.

The changes to the Counseling Supervisor job description were shared with representatives of the Hayward Association of Management Employees (HAME) and its representatives are in agreement with this change. The Counseling Supervisor job description was revised to update the essential duties, job related and essential qualifications, and experience and education sections.

The changes to the job description are as follows:

DEFINITION

Added: "...functions,..." and "...monitoring contract deliverables;..."

DISTINGUISHING CHARACTERISTICS

Replaced: "...Manager..." with "...Administrator..."

SUPERVISION RECEIVED

Replaced: "...Manager." with "...Administrator."

ESSENTIAL DUTIES

Replaced:

- All references of "...Manager..." to "...Administrator..."
- "...the Bureau's "Counseling Standards of Practice and Procedures Manual." with "...legal and ethical standards for counseling best practices."

Added:

- "...the schools, the Probation Department, and other relevant stakeholders."
- "...evaluates and maintains Bureau services and standards;..."
- "...writes employee evaluations and..."

Removed:

- "Assists Bureau Manager in assessing training needs of counseling staff and coordinates in-service training."
- "Writes employee evaluations and assists Bureau Manager in evaluating work performance of counseling staff."
- "Assists YFSB Manager in evaluating and maintaining Bureau services and standards."
- "Maintains the Bureau "Counseling Standards of Practice and Procedures Manual.""
- "Assists in and advises YFSB Manager on selection of counselors, interns, clerical staff and special assignment police officers."

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Added:

- "..., family dynamics, and indicators of social emotional learning and wellness."

- “...culturally responsive...”
- “... including trauma informed practice and working in a family systems framework.”
- “Function and organization of juvenile justice system, public school system, social service system, public assistance, and other organizations and systems.”
- “Theory, principles and current practices of school based behavioral health service delivery.”
- “...and services...”
- “...including financial, social, recreational, cultural, housing and legal advocacy services.”
- “Laws and regulations governing the provision of mental health services, including Health Insurance Portability and Accountability Act (HIPAA) and mandated reporting laws.”

Replaced: “...IV...” with “...V...”

Ability to:

Added:

- “...culturally responsive...”
- “Foster a positive work culture and encourage team cohesiveness.”
- “Build collaborative relationships with community providers and stakeholders.”

EXPERIENCE AND EDUCATION

Education:

Added: “...or...” and “Candidates may substitute one year of experience with a doctorate degree in Counseling, Clinical Psychology, or Clinical Social Work.”

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed change to this job description.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the City Council’s Strategic Initiatives.

Prepared by: Lisette Del Pino, Human Resources Analyst II

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

Approved By:



Kelly McAdoo, City Manager

COUNSELING SUPERVISOR

DEFINITION

Under general direction, the Counseling Supervisor plans, organizes, supervises and participates in the activities of the Youth and Family Services Bureau (YFSB) functions, such as: supervising YFSB counseling staff, and student interns; monitoring contract deliverables; coordinating counseling services with department law enforcement activities; and providing direct counseling services as needed.

DISTINGUISHING CHARACTERISTICS

This is a mid-management journey-level class in the professional counseling series that recognizes full first-line supervisory responsibilities including planning, assigning, and evaluating the work of assigned, lower level professional staff activities in various sections of the Youth and Family Services Bureau. The working supervisor will be expected to provide resources, advice and counsel, and serve as a supervisor providing oversight to YFSB employees. In addition, Counseling Supervisor is often the chief point of contact for outside Bureau managers and supervisors with whom YFSB collaborates in providing services. This position is distinguished from the Family Counselor I position by its responsibility for the supervision of professional and clerical staff. This position is distinguished from the Youth and Family Services Bureau Administrator position by the latter's responsibility for the management and administration of all YFSB programs.

SUPERVISION RECEIVED

Receives general direction from the Youth and Family Services Bureau Administrator.

SUPERVISION EXERCISED

Provides direct supervision to subordinate counselors and interns.

ESSENTIAL DUTIES

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

Supervises counseling staff and student interns in conformity with legal and ethical standards for counseling best practices.

Assigns and monitors staff caseloads including coordination of staff schedules.

Recommends operational improvements and modifications; prepares various reports on operations and activities; collects and compiles counseling program statistics for use in reports and evaluations.

Attends meetings related to YFSB programs and community mental health concerns, and coordinates with other social services and mental health agencies, the schools, the Probation Department, and other relevant stakeholders.

Works in team relationship with the Youth and Family Services Bureau Sergeant to provide an integrated and comprehensive model of service delivery.

ESSENTIAL DUTIES (continued):

Assists the YFSB Administrator in the development and implementation of Bureau goals and objectives; establishes schedules and methods for operational activities; evaluates and maintains Bureau services and standards; and implements policies and procedures.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for projects, equipment, and staff; assists YFSB Administrator in monitoring and controlling expenditures.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in Bureau operations; participates in the selection of staff; coordinates and provides staff training; writes employee evaluations and works with employees to correct performance deficiencies; implements discipline procedures.

Provides clinical consultation to counselors, interns and police officers.

Develops and coordinates mental health and related training for other departmental personnel.

Consults with the Bureau Administrator in interpreting Bureau, Police Department and City of Hayward policies and procedures.

Provides direct services to youth, families, and individuals as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Theory and principles of human development, particularly child development.

Theory, and principles of social aspects of mental and emotional adjustment, including normal and abnormal behavior, family dynamics, and indicators of social emotional learning and wellness.

Principals, methods and current practices of culturally responsive crisis intervention and counseling, which includes interviewing techniques, assessment and treatment modalities.

Principles, methods and current practices of social casework including trauma informed practice and working in a family systems framework

Function and organization of juvenile justice system, public school system, social service system, public assistance, and other organizations and systems.

Theory, principles and current practices of school based behavioral health service delivery.

Theory and principles of child abuse, elder abuse and domestic violence.

Theory, principles and current practices of gang prevention and intervention.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Community resources and services in the mental health and human services areas including financial, social, recreational, cultural, housing and legal advocacy services.

Laws and regulations governing the provision of mental health services, including Health Insurance Portability and Accountability Act (HIPAA) and mandated reporting laws.

Diagnostic and Statistical Manual of Mental Disorders (DSM V) system of diagnosis.

Use of computer skills, including multiple software formats, email and storage of digital files.

Principals, techniques and current practices of supervision and clinical consultation.

Ability to:

Provide effective clinical supervision and clinical consultation, and monitor standards of culturally responsive clinical practice.

Perform crisis intervention and counseling services.

Assess training needs and to develop, provide and coordinate appropriate staff training.

Plan, prioritize, assign, supervise and review the work of staff involved in assigned operations.

Foster a positive work culture and encourage team cohesiveness.

Participate in the selection of staff; work with employees to correct performance deficiencies; and implement discipline procedures.

Build collaborative relationships with community providers and stakeholders.

Establish effective and productive casework relationships with youth, families, and individuals in conflict.

Establish cooperative working relationships with police officers in the handling of crisis calls.

Work independently, make sound decisions and set priorities under stressful conditions.

Work collaboratively in the highly structured environment of a police department while maintaining accepted professional standards of clinical practice.

Communicate effectively, both verbally and in writing.

Maintain records, including statistics, and to prepare reports.

Effectively manage time, meet deadlines and prioritize workload.

EXPERIENCE AND EDUCATION

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

Experience: Four (4) years providing counseling or psychotherapy to families, youth, groups and individuals, including one (1) year in a supervisory or lead capacity.

Education: Equivalent to a Master's Degree from an accredited college or university in Counseling, Clinical Psychology, or Clinical Social Work or a closely related field. Candidates may substitute one year of experience with a doctorate degree in Counseling, Clinical Psychology, or Clinical Social Work.

License: Must possess and maintain a valid license in Marriage, Family and Child Counseling (M.F.C.C.), Marriage and Family Therapist (M.F.T.), Licensed Clinical Social Work (L.C.S.W.), or in Clinical Psychology. Must meet the State Board of Behavioral Sciences criteria for supervising licensing hours of unlicensed employees and interns.

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 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. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

H440 Counseling Supervisor
May 1991
Revised June 2011
Revised November 2018
AAP Group: 4
FPPC Status: Non-Designated
FLSA Status: Exempt

Police Department

FY 2019 STAFFING

322.5 FTE

