



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Associate Landscape Architect & Revised Job Description for Landscape Architect

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Associate Landscape Architect as well as the revised job description for Landscape Architect to ensure that the employment standards for both are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Associate Landscape Architect is a new, journey-level, classification created in the Fiscal Year 2020 (FY20) adopted Operating Budget to provide the full range professional-level landscape architectural functions. Given the scope of work and number of Capital Improvement Projects (CIPs) in the Development Services Department, the journey-level classification will ensure technical adequacy and compliance with overall landscape goals and City regulations. The Landscape Architect is the advanced-journey level classification in the Landscape Architect classification series and oversees the City's more complex landscape architecture projects and functions. Revisions to the Landscape Architect classification were also made to reflect the advanced journey scope of work and lead direction provided to the Associate Landscape Architect.

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 job requirements to ensure that the needs of the department will be met.

Based on a request made by the Development Services Department, the Associate Landscape Architect is a new classification added to the FY20 adopted budget to provide the full range

professional level landscape architectural functions. This classification was created to better support the City's landscape architectural goals, and ensure compliance with City landscape regulations and ordinances, as outlined in the City's General Plan. The Associate Landscape Architect will report to the Planning Manager and examples of responsibilities to be assigned include:

- Ensure compliance with the City's landscape goals and regulations.
- Perform field inspections on City and private development projects.
- Provide information to the public regarding City Ordinances, policies and landscape requirements.
- Review cost estimates for landscape architectural projects.
- Assist in the administration of the City's tree preservation, park dedication, and street tree planning, and recommending and drafting amendments to align with the relative ordinances.

In consideration of the classifications professional and technical community of interest, this classification shall be represented by the International Federation of Professional and Technical Engineers (IFPTE) – Local 21. The job description for the Associate Landscape Architect (attached) was shared with representatives of IFPTE – Local 21, who have expressed no objections to the creation or representation of this job classification.

The existing Landscape Architect classification will continue to perform project management activities and will be responsible for addressing the more complex CIPs as the advanced journey-level classification in the Landscape Architect series. Additionally, the changes to the Landscape Architect classification were shared with, and accepted by, representatives of Hayward Association of Management Employees (HAME).

The changes to the Landscape Architect Job description are as follows:

DEFINITION

Added: "...perform professional landscape architectural work and project management..."

DISTINGUISHING CHARACTERISTICS

Added:

- "...advanced..."
- "Under general direction performs the more complex and difficult landscape architectural work."
- "This class is distinguished from the Associate Landscape Architect in that the latter performs the journey-level landscape architectural functions."

SUPERVISION EXERCISED

Added: "...functional and technical direction to the Associate Landscape Architect; may also provide..."

ESSENTIAL DUTIES

Added:

- “Using prescribed methods and procedures...”
- “...and code enforcement...”
- “Applies sustainable and holistic site planning and landscape architecture design principles reviewing...”
- “Recommend approval of finished construction for private development projects prior to City issuing Certificate of Occupancy.”
- “Prepare cost estimates, analyze cost estimates by outside consultants, and analyze bid results.”
- “Performs related work as necessary.”

Removed: “...projects...”

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Added:

- “Computer applications related to the work.”
- “English usage, spelling, punctuation and grammar.”

Ability to:

Added: “Communicate clearly and concisely, both orally and in writing.”

Replaced: “Knowledge of computer applications.” with “Operate modern office equipment including computer equipment and specialized software applications programs.”

EXPERIENCE AND EDUCATION

Experience:

Replaced: “Three years of responsible and varied...” with “Five (5) years of recent, diversified...”

Added:

- “...municipal experience is preferred.”
- “...or a closely related field.”

SPECIAL REQUIREMENTS

Replaced: “Essential duties require the ability to work in a standard office environment subject to travel to various locations and participation in meetings to conduct City business during day and evening hours.” with “Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; make presentations to various groups; 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; subject to travel to various locations and

participation in meetings to conduct City business during day and evening hours. Essential functions must be performed with or without reasonable accommodation.”

FISCAL IMPACT

The FY 2020 budget includes funding for the new Associate Landscape Architect classification. Funding for this position is largely offset by the elimination of the Deputy Director of Development Services position.

Prepared by: Lisette Del Pino, Acting Senior Human Resources Analyst and
Valeria Cazares, Human Resources Technician

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

Approved by:



Kelly McAdoo, City Manager