



DATE: March 12, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT: Review the Revised Job Descriptions for Groundskeeper II & Groundskeeper III

RECOMMENDATION

That the Personnel Commission reviews and comments on the job descriptions for the positions of Groundskeeper II and Groundskeeper III to ensure that the 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 job descriptions for Groundskeeper II and Groundskeeper III have been revised to update the License and Certification requirements of the positions to align with current state requirements and division operational needs.

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 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 are met.

The Maintenance Services Department has requested revisions to the Groundskeeper II and Groundskeeper III job descriptions to align with industry standards and current state requirements. The Groundskeeper II is the journey-level classification while Groundskeeper III is the advanced journey-level classification in the Groundskeeper series and reports to the Landscape Maintenance Manager. The Groundskeeper II journey-level classification was last revised in 2017 and the Groundskeeper III advanced journey-level classification in 2016. Prior to the current revision, candidates were required to obtain an

Agricultural Pest Control Applicator's License within one year of hire. Under state pesticide regulations, the Agricultural Pest Control Applicator's License is only required for individuals who supervise others and lead the operation of restrictive use pesticides. Currently, the Landscape Maintenance Manager oversees this operation.

In order to align with state requirements and to reflect existing conditions within the Landscape division, the job description for Groundskeeper II was revised to eliminate the Agricultural Pest Control Applicator's License requirement and replace it with the Agricultural Pest Control Applicator's Certificate. Considering incumbents in the Groundskeeper III classification may act in the absence of the Landscape Maintenance Manager, the job description for Groundskeeper III was revised to require the Agricultural Pest Control Applicator's Certificate and lists the Agricultural Pest Control Applicator's License as desirable. There were other minor clean up edits to the job descriptions that are identified in redline in the attachments.

Revisions to the Groundskeeper II and Groundskeeper III job description were shared with and accepted by representatives of Service Employees International, Local 1021 Maintenance Unit.

FISCAL IMPACT

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

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the six priorities outlined in the Council's Strategic Roadmap.

Prepared by: Valeria Cazares, Human Resources Technician

Recommended by: Robin Young, Deputy Director of Human Resources
Maria A. Hurtado, Assistant City Manager/Interim Director of Human Resources

Approved by:



Kelly McAdoo, City Manager