

RESOLUTION NO. 21-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA REVISING THE ALLOCATIONS, JOB DESCRIPTIONS, TITLES AND SALARIES FOR THE MEALS ON WHEELS COORDINATOR AND VAN DRIVER

WHEREAS, the job description and new title for the Meals on Wheels Coordinator has been revised and reviewed by staff; and

WHEREAS, the job description and new title for the Van Driver has been revised and reviewed by staff; and

WHEREAS, staff has completed the necessary review to establish the new salary range for the position of Community Services Coordinator at \$5,233 - \$6,230 per month; and

WHEREAS, staff has completed the necessary review to establish the new salary range for the position of Transportation Specialist at \$4,782 - \$5,812 per month.

NOW, THEREFORE, be it resolved by the City Council of the City of Pacifica, California, that the allocations, job descriptions, new titles and salaries listed above are hereby revised and authorized.

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 13th day of April 2020, by the following vote:

AYES, Councilmembers: Martin, Beckmeyer, Vaterlaus, Bier, O'Neill.

NOES, Councilmembers: None.

ABSENT, Councilmembers: None.

ABSTAIN, Councilmembers: None.

Deirdre Martin

Deirdre Martin (Apr 23, 2020)

Deirdre Martin, Mayor

ATTEST:

Sarah Coffey

Sarah Coffey, City Clerk

APPROVED AS TO FORM:

Michelle Marchetta Kenyon

Michelle Marchetta Kenyon, City Attorney



COMMUNITY SERVICES COORDINATOR

DEFINITION

Under general supervision, plans, organizes, publicizes, coordinates and administers the Meals on Wheels program; organizes and conducts special events.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level staff and may oversee part-time staff and/or volunteers.

ESSENTIAL AND IMPORTANT DUTIES

- Plans, coordinates, fundraises, evaluates, organizes, implements or assists with a variety of community service programs including but not limited to: Meals on Wheels, Volunteer Program, Special Events, etc.
- Ensures compliance of standards and regulations for assigned programs, as required by Agency, Contracts, County, State, etc.
- Performs client assessments to determine eligibility for participation in Meals on Wheels program and other programs as required in both office and in environments that may be in substandard condition.
- Plans, organizes and directs meal routes, ensuring smooth delivery of meal services to clients.
- Provides information, referral and/or support services to eligible clients as needed within the organizations guidelines.
- Recommends alternatives for improving services as needed, considering factors such as cost/benefit and marketing analysis, availability of resources, safety of personnel and effects on operations and level of service; recommends or implements improvements as directed.
- Keep accurate records, maintain client databases, maintain program budgets, complete city paperwork and other administrative tasks.
- Communicate with a variety of agencies and customers, including, clients, family members, social workers, vendors, community groups, governmental and members of the public in a courteous and professional manner.
- Responds and resolves inquiries and concerns from the public, and escalates inquiries as needed.



- Schedules, assigns work, trains, and instructs assigned staff and volunteers. Recruits, orients, evaluates, and recognizes contractors, staff, and volunteers.
- Creates, reviews, approves, and generates a variety of materials for marketing, informational, reporting, compliance or educational purposes.
- Serves as a Disaster Service Worker, as required.
- Perform related duties as needed.

EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education and Training

Equivalent to a Bachelor's Degree from an accredited college or university in health care, social work, gerontology, recreation or a related field.

Experience

Two years of experience working with seniors, special groups or in social services.

Licenses

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.

Ability to obtain American Red Cross First Aid certificate and CPR Adult, Child and Infant CPR within six months of appointment.

Knowledge of

- Basic social service programs at the federal, state and local levels of government and within the community.
- Best practices methods related to working with vulnerable populations and individuals with disabilities.
- Program development and evaluation.
- Advanced English usage, spelling, grammar and punctuation.
- Business correspondence writing and report preparation.
- Basic budget and fiscal control procedures and techniques.



- Functions and organization of municipal government.
- Principles and procedures of record keeping.

Skill/Ability

- Visits vulnerable individuals and individuals with disabilities in environments that may be in substandard condition.
- Understand community needs in a variety of recreation areas and successfully implement activities according to those needs.
- Correctly interpret and apply general administrative and department policies and procedures.
- Independently perform a variety of highly responsible duties in support of assigned area(s) in sometimes-high stress/emergency environments.
- Understand the organization and operation of the City and of outside agencies necessary to assume responsibilities.
- Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record.
- Must be able to work flexible hours, including evenings and weekends.
- Ability to maintain facilities and equipment of assigned area(s).
- Operate modern office equipment including computer equipment and specialized software application programs.
- Recognize and appropriately handle materials in a sensitive and confidential manner.
- Understand, interpret and apply pertinent policies, regulations and rules.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Analyze situations carefully and adopt effective course of action handling matters in a sensitive and confidential manner.
- Compile and maintain various records and prepare reports.
- Communicate clearly and concisely, both orally and in writing.



- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work in a safe manner following industry best practices and the City's safety practices and procedures in a variety of environments.
- Work in both an office environment and outdoors, including working in inclement weather

Adopted Date: February 2015

Status: Non-Exempt

Bargaining Unit: Teamsters Local 856 – Miscellaneous

Revised Date: March 2020

Former Titles: Meals on Wheels Transportation Coordinator

Abolished:



TRANSPORTATION SPECIALIST

DEFINITION

Under general supervision, plans, organizes and coordinates senior services transportation needs including transporting clients to and from the Community Center; assists with special events.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level staff and may provide guidance to part-time staff and/or volunteers.

ESSENTIAL AND IMPORTANT DUTIES

- Plans, organizes and coordinates community center/senior services transportation needs, oversees Connect a Ride “CaR” program and assists with special events as needed.
- Prepares transportation service routes and schedules; identifies necessary changes to routes and schedules as needed to ensure limited disruption in services.
- Transports clients to and from the community center and other areas as needed while ensuring passenger's safety including the enforcement of passenger regulations and assisting passengers by providing physical support as needed – carrying articles, opening doors, assisting them on and off the bus, etc.
- Maintains an accurate accounting of daily passenger sheets, vehicle maintenance check forms, and other related records that may be required.
- Maintains bus and van including fueling, cleaning, and performs daily vehicle safety checks before operating the bus, reporting any vehicle malfunctions to supervisor.
- Receives requests for services or requests for information regarding services available for the elderly/medically fragile in the community, referring to other agencies or personnel when need arises for health, educational, social, recreational, or commercial resources.
- Complies with all federal, state, and local transit systems policies and procedures.
- Communicates with a variety of agencies, vendors, community groups, clients, governmental and members of the public in a courteous and professional manner.



- Responds and resolves inquiries and concerns from the public, and escalates inquiries as needed.
- Delivers meals to homebound Meals on Wheels clients as needed.
- Serves as a Disaster Service Worker, as required.
- Perform related duties as needed.

EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education and Training

High School Diploma or equivalent.

Experience

One year experience operating a transit bus.

Experience working with medically fragile populations, individuals with disabilities or seniors is desirable.

LICENSES AND CERTIFICATES

Must possess and maintain a valid California Driver's License, Class B with passenger endorsement and have a satisfactory driving record.

Ability to obtain American Red Cross First Aid certificate and CPR Adult, Child and Infant CPR within three months of appointment.

Knowledge of

- Motor Vehicle laws and requirements governing operation of transit vehicles.
- Operation of transit vehicles and safe work practices.
- Standard safety and maintenance requirements of transit vehicles operated.
- Modern office procedures and equipment including basic Microsoft Office skills (Outlook, Word, Excel).
- Principles and procedures of record keeping.

Skill/Ability



- Skillfully operate a multi-passenger bus or van in a safe and lawful manner while traveling to different sites and locations.
- Comply with all Department of Transportation (DOT) rules and regulations including complying to random drug/alcohol testing as required by the (DOT).
- Must be able to prioritize daily situations based upon emergency needs and requests.
- Effectively deal with medically fragile and disabled clients with various health issues.
- Assist with the loading/and unloading of clients in need from vehicle, exerting moderate physical skills in assisting riders.
- Maintain facilities and equipment of assigned area(s).
- Operate modern office equipment including computer equipment and specialized programs.
- Understand, interpret and apply pertinent policies, regulations and rules.
- Compile and maintain various records and prepare reports.
- Multi task with constant interruptions.
- Analyze situations carefully and adopt effective course of action handling matters in a sensitive and confidential manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work in a safe manner following industry best practices and the City's safety practices and procedures in a variety of environments.
- Work in both an office environment and outdoors, including working in inclement weather, around loud noises and in vehicles used for transportation.

Adopted Date: February 2013

Status: Non-Exempt



Bargaining Unit: Teamsters Local 856 – Miscellaneous

Revised Date: March 2020

Former Titles: Van Driver, Senior Services Bus & Van Driver, Driver (Bus/Van)

Abolished:

2018-19 Salary Schedule

Teamsters Miscellaneous Local 856

Effective the first day of the first full pay period of the calendar month immediately preceding the date of Council approval

Increase 2%

	Monthly Salary Range		Hours/Week
	Minimum	Maximum	
Account Technician I	\$ 5,058	\$ 5,473	37.5
Account Technician II	\$ 5,610	\$ 6,042	37.5
Account Technician III	\$ 6,194	\$ 6,672	37.5
Accountant	\$ 6,931	\$ 8,415	40
Administrative Assistant	\$ 4,731	\$ 5,619	37.5
Administrative Clerk	\$ 3,921	\$ 4,652	37.5
Administrative Clerk II	\$ 4,261	\$ 5,143	37.5
Administrative Clerk II (30 hours per week)	\$ 3,411	\$ 4,114	30
Assistant Civil Engineer	\$ 6,527	\$ 8,878	40
Assistant Planner	\$ 6,801	\$ 8,223	40
Building Maintenance Specialist	\$ 5,657	\$ 6,719	40
Child Care Assistant Supervisor	\$ 5,638	\$ 6,696	40
Child Care Teacher I	\$ 2,906	\$ 3,471	40
Child Care Teacher II	\$ 3,487	\$ 4,048	40
Child Care Teacher III (Lead)	\$ 3,893	\$ 4,712	40
Child Care Site Coordinator	\$ 5,243	\$ 6,228	40
Child Care Technician	\$ 4,187	\$ 4,997	37.5
Code Enforcement Officer	\$ 5,950	\$ 7,763	40
Community Service Officer	\$ 5,042	\$ 6,000	40
Equipment Operator	\$ 5,330	\$ 6,293	40
Evidence Technician I	\$ 5,917	\$ 7,022	40
Evidence Technician II	\$ 6,213	\$ 7,374	40
Evidence Technician III	\$ 6,522	\$ 7,741	40
Food Services Coordinator	\$ 4,684	\$ 5,970	35
Maintenance Worker I	\$ 4,833	\$ 5,833	40
Maintenance Worker II	\$ 5,150	\$ 6,133	40
Maintenance Worker III	\$ 5,556	\$ 6,595	40
Meals on Wheels/Transportation Coordinator	\$ 2,782	\$ 7,934	40
Mechanic	\$ 5,918	\$ 7,058	40
Permit Technician	\$ 4,718	\$ 5,747	40
Police Records Clerk	\$ 4,519	\$ 5,480	37.5
Police Records Supervisor	\$ 7,073	\$ 8,574	37.5
Project Coordinator	\$ 5,688	\$ 6,552	40
Property Clerk	\$ 2,164	\$ 2,584	20
Public Works Supervisor (Streets, Parks or Motor Pool)	\$ 6,980	\$ 8,872	40
Ranger	\$ 5,028	\$ 5,996	40
Recreation Coordinator	\$ 5,131	\$ 6,108	40
Recreation Specialist	\$ 4,234	\$ 5,037	40
Senior Building Maintenance Specialist	\$ 5,910	\$ 9,337	40
Senior Equipment Mechanic	\$ 6,831	\$ 8,151	40
Senior Services Program Coordinator	\$ 5,307	\$ 6,342	40
Systems Specialist	\$ 7,609	\$ 9,071	40
Van Driver	\$ 4,466	\$ 5,698	40

2019-20 Salary Schedule
Teamsters Miscellaneous Local 856
Effective at the beginning of the first pay period in July 2019
Increase 2%

	Salary Range		Hours/Week
	Minimum	Maximum	
Account Technician I	\$ 5,159	\$ 5,583	37.5
Account Technician II	\$ 5,722	\$ 6,163	37.5
Account Technician III	\$ 6,318	\$ 6,805	37.5
Accountant	\$ 7,070	\$ 8,583	40
Administrative Assistant	\$ 4,825	\$ 5,732	37.5
Administrative Clerk	\$ 3,999	\$ 4,745	37.5
Administrative Clerk II	\$ 4,346	\$ 5,246	37.5
Administrative Clerk II (30 hours per week)	\$ 3,479	\$ 4,196	30
Assistant Civil Engineer	\$ 6,658	\$ 9,056	40
Assistant Planner	\$ 6,937	\$ 8,388	40
Building Maintenance Specialist	\$ 5,770	\$ 6,853	40
Child Care Assistant Supervisor	\$ 5,750	\$ 6,830	40
Child Care Teacher I	\$ 2,964	\$ 3,540	40
Child Care Teacher II	\$ 3,557	\$ 4,129	40
Child Care Teacher III (Lead)	\$ 3,971	\$ 4,807	40
Child Care Site Coordinator	\$ 5,348	\$ 6,353	40
Child Care Technician	\$ 4,271	\$ 5,097	37.5
Code Enforcement Officer	\$ 6,069	\$ 7,918	40
Community Services Coordinator	\$ 5,233	\$ 6,230	40
Community Service Officer	\$ 5,143	\$ 6,120	40
Equipment Operator	\$ 5,436	\$ 6,419	40
Evidence Technician I	\$ 6,035	\$ 7,162	40
Evidence Technician II	\$ 6,337	\$ 7,521	40
Evidence Technician III	\$ 6,652	\$ 7,896	40
Food Services Coordinator	\$ 4,778	\$ 6,089	35
Maintenance Worker I	\$ 4,929	\$ 5,950	40
Maintenance Worker II	\$ 5,253	\$ 6,256	40
Maintenance Worker III	\$ 5,667	\$ 6,727	40
Mechanic	\$ 6,036	\$ 7,200	40
Permit Technician	\$ 4,812	\$ 5,862	40
Police Records Clerk	\$ 4,609	\$ 5,590	37.5
Police Records Supervisor	\$ 7,214	\$ 8,746	37.5
Project Coordinator	\$ 5,801	\$ 6,684	40
Property Clerk	\$ 2,208	\$ 2,635	20
Public Works Supervisor (Streets, Parks or Motor Pool)	\$ 7,119	\$ 9,049	40
Ranger	\$ 5,128	\$ 6,115	40
Recreation Coordinator	\$ 5,233	\$ 6,230	40
Recreation Specialist	\$ 4,319	\$ 5,137	40
Senior Building Maintenance Specialist	\$ 6,028	\$ 9,524	40
Senior Equipment Mechanic	\$ 6,968	\$ 8,314	40
Senior Services Program Coordinator	\$ 5,413	\$ 6,469	40
Systems Specialist	\$ 7,761	\$ 9,252	40
Transportation Specialist	\$ 4,782	\$ 5,812	

2020-21 Salary Schedule
Teamsters Miscellaneous Local 856
Effective at the beginning of the first pay period in July 2020
Increase 2%

	Salary Range		Hours/Week
	Minimum	Maximum	
Account Technician I	\$ 5,263	\$ 5,694	37.5
Account Technician II	\$ 5,837	\$ 6,287	37.5
Account Technician III	\$ 6,445	\$ 6,941	37.5
Accountant	\$ 7,211	\$ 8,755	40
Administrative Assistant	\$ 4,922	\$ 5,846	37.5
Administrative Clerk	\$ 4,079	\$ 4,840	37.5
Administrative Clerk II	\$ 4,433	\$ 5,351	37.5
Administrative Clerk II (30 hours per week)	\$ 3,549	\$ 4,280	30
Assistant Civil Engineer	\$ 6,791	\$ 9,237	40
Assistant Planner	\$ 7,076	\$ 8,555	40
Building Maintenance Specialist	\$ 5,885	\$ 6,990	40
Child Care Assistant Supervisor	\$ 5,865	\$ 6,967	40
Child Care Teacher I	\$ 3,023	\$ 3,611	40
Child Care Teacher II	\$ 3,628	\$ 4,212	40
Child Care Teacher III (Lead)	\$ 4,051	\$ 4,903	40
Child Care Site Coordinator	\$ 5,455	\$ 6,480	40
Child Care Technician	\$ 4,356	\$ 5,199	37.5
Code Enforcement Officer	\$ 6,190	\$ 8,077	40
Community Services Coordinator	\$ 5,338	\$ 6,355	40
Community Service Officer	\$ 5,246	\$ 6,242	40
Equipment Operator	\$ 5,545	\$ 6,548	40
Evidence Technician I	\$ 6,156	\$ 7,305	40
Evidence Technician II	\$ 6,464	\$ 7,671	40
Evidence Technician III	\$ 6,785	\$ 8,054	40
Food Services Coordinator	\$ 4,873	\$ 6,211	35
Maintenance Worker I	\$ 5,028	\$ 6,069	40
Maintenance Worker II	\$ 5,358	\$ 6,381	40
Maintenance Worker III	\$ 5,780	\$ 6,862	40
Meals on Wheels/Transportation Coordinator	\$ 2,894	\$ 8,254	40
Mechanic	\$ 6,157	\$ 7,344	40
Permit Technician	\$ 4,908	\$ 5,979	40
Police Records Clerk	\$ 4,701	\$ 5,702	37.5
Police Records Supervisor	\$ 7,358	\$ 8,921	37.5
Project Coordinator	\$ 5,917	\$ 6,817	40
Property Clerk	\$ 2,252	\$ 2,688	20
Public Works Supervisor (Streets, Parks or Motor Pool)	\$ 7,262	\$ 9,230	40
Ranger	\$ 5,231	\$ 6,238	40
Recreation Coordinator	\$ 5,338	\$ 6,355	40
Recreation Specialist	\$ 4,405	\$ 5,240	40
Senior Building Maintenance Specialist	\$ 6,149	\$ 9,714	40
Senior Equipment Mechanic	\$ 7,107	\$ 8,480	40
Senior Services Program Coordinator	\$ 5,521	\$ 6,599	40
Systems Specialist	\$ 7,917	\$ 9,437	40
Transportation Specialist	\$ 4,878	\$ 5,928	40









ResolutionNo21-2020_ApprovingUpdatedCommunitySvcsCoord_TransportationSpc

Final Audit Report

2020-04-23

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