

RESOLUTION NO. 44-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA AUTHORIZING NEW JOB CLASSIFICATIONS, RECLASSIFICATIONS, AND COMPENSATION SCHEDULES

WHEREAS, Article 4, Section 2-4.401 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, like many Bay Area agencies, the City has been experiencing critical recruitment and retention challenges with 26 failed recruitments year-to-date and an increased number of vacancies.

WHEREAS, New Job Classifications and Reclassifications will meet the City's organizational needs to ensure efficient and functional delivery of City services while allowing the City to stay competitive and attract and retain a top talent-qualified pool of candidates to address the recruitment and retention challenges.

WHEREAS, the City completed in good faith the Meet and Confer process and reached agreements with all affected labor groups regarding these classification changes.

NOW, THEREFORE, be it resolved by the City Council of the City of Pacifica, California, that the Classification Plan is hereby amended, and the new and reclassified classification specifications, including the compensation schedule, attached hereto as Exhibits A-H and incorporated herein by this reference are hereby approved, and the City Manager is authorized to take necessary personnel actions that would align with the Classification Plan changes as summarized below:

- 1 New Classifications, including compensation schedule:
 - a) Senior Accountant (Two-Year Limited Term)
 - b) Executive Assistant to City Manager
 - c) Deputy City Clerk.
- 2) Reclassifications, including compensation schedule:
 - a) Senior Civil Engineer to Engineering Manager (WWTP)
 - b) Ranger to Lead Ranger
 - c) Recreation Coordinator to Recreation Supervisor
- 3) Other Classification adjustments
 - d) Management Analyst II (FT-Permanent)
 - e) Deputy Public Works Director for Wastewater (internal compensation alignment)


PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on July 11, 2022, by the following vote:

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

NOES, Councilmembers: n/a.

ABSENT, Councilmembers: n/a.

ABSTAIN, Councilmembers: n/a.


Mary Bier (Jul 19, 2022 15:12 PDT)

Mary Bier, Mayor

ATTEST:



Sarah Coffey, City Clerk

APPROVED AS TO FORM:



Michelle Kenyon, City Attorney



SENIOR ACCOUNTANT

DEFINITION

Under general direction, the Senior Accountant performs and supervises professional accounting and auditing work of staff responsible for providing financial accounting and record-keeping in connection with general ledger, budget preparation, and budgetary control, purchasing activities, payroll; and performs a variety of professional accounting tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Deputy Finance Director. Responsibilities may include direct and indirect supervision of technical and clerical personnel.

ESSENTIAL AND IMPORTANT DUTIES

AN EMPLOYEE IN THIS POSITION MAY BE CALLED UPON TO DO ANY OR ALL OF THE FOLLOWING ESSENTIAL DUTIES:

- Supervises and/or participates in various financial and accounting activities within the Finance Department, including posting, balancing, and reconciliation of General Ledger and subsidiary accounts and City bank accounts.
- Performs complex and difficult accounting work, including the related monitoring of personal deadlines and the deadlines of others to ensure adherence to quality and timely work products.
- Performs as a project manager for complex financial systems implementation and serves as a liaison to Finance staff and other departments in the implementation of all financial modules for the Financial Enterprise Resource Planning (ERP) system
- Participates in fiscal and accounting work in connection with budget preparation, purchasing activities, and payroll analysis.
- Processing and pre-auditing accounting documents and transactions in conformance with established procedures and controls.
- Prepares work papers, financial statements and various reports for internal accounting and for Federal, State and other outside agencies.



EXHIBIT A

- Reviews, reconciles and audits accounting records of receipts, disbursements and encumbrances to ensure fiscal accuracy and control.
- Delegates, plans, directs, and assigns accounting work to lower-level staff. May be required to train, coach, monitor and evaluate staff performance.
- Assists with fiscal year-end closing, prepares bank reconciliation, and prepares quarterly and annual financial reports.
- Makes journal entries and keeps balance sheets on all transactions to ensure the maintenance of accurate accounting records.
- Monitors and reports on the status of State and Federal grants; reviews and audits grant contracts, amendments and other documents to ensure grant compliance.
- Performs fixed assets accounting, monitors and maintains accurate and up-to-date records on City's fixed assets.
- Prepares investment activity summary and quarterly treasurer's reports.
- Analyzes, recommends improvements, develops, and implements fiscal policies, procedures, and internal controls and re-aligns business practices with technology.
- Maintains and researches current knowledge of applicable ordinances, rules, regulations, and policies. Clearly presents and interprets reports to financial and non-financial managers, co-workers, and clients.
- Assists in coordinating, designing, developing and maintaining data extracts, reports and interfaces.
- Maintains effective working relationships with all levels of staff and the public.
- Perform related duties as assigned.



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 with major coursework in accounting or business administration or related field, and

Experience:

Four (4) years of recent, progressively responsible experience in the field of professional accounting and auditing. Supervisory experience is desirable.

Experience in a public agency or governmental accounting experience is highly desirable.

Certification:

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

Knowledge of:

- Generally accepted accounting principles (GAAP) and basic principles, practices, and procedures of Accounting as applied to Governmental Accounting Standards (GASB).
- Principles, practices, methods, procedures, and techniques used in governmental accounting, financial administration, and budgeting.
- Application of data processing to accounting and financial management. Budget preparation and administration, auditing, preparation of financial statements, basic billing and collection procedures, grant and fund accounting, and record-keeping.
- Modern office practices, procedures, methods, and equipment, including computer systems and applicable software.
- Principles of supervision, training, and performance evaluation.
- Federal and State grant regulations and guidelines.



EXHIBIT A

Skills:

- Operate standard office equipment, including a computer and a variety of word processing and software applications, including financial and accounting programs.
- Prepare, examine and verify financial documents, reports, and transactions
- Prepare a variety of financial statements, reports and analyses

Abilities:

- Plan, assign, supervise and coordinate the work of accounting staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Read, interpret and record data accurately
- Analyze complex issues and prepare clear and comprehensive financial reports and statements.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Communicate clearly both orally and in writing and follow written and oral directions
- Work independently and as part of a team, making sound decisions within established guidelines.

Physical Demands:

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of duties.

Status: Exempt, limited two-year term

Approved: July 11, 2022

Bargaining Unit: Unrepresented Management "At Will" status **Compensation:**

\$8,925 - \$11,131



EXECUTIVE ASSISTANT

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

The Executive Assistant to City Manager, performs a variety of confidential and complex administrative responsibilities for the City Manager and in support of the office of the City Manager and directly for the City Manager and Assistant City Manager, including administering assigned programs, supporting City goals and objectives, as assigned. This class is distinguished from other office administrative classes in the nature, scope and diversity of responsibilities that require a broader understanding of City functions and the competence to perform duties that require the exercise of discretion and independence with respect to matters of significance. The incumbent performs a variety of confidential and complex administrative responsibilities in support of the City Manager's Office and the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the City Manager and direction from the City Manager and Assistant City Manager. May exercise direct and indirect supervision of support staff as necessary.

ESSENTIAL AND IMPORTANT DUTIES

AN EMPLOYEE IN THIS POSITION MAY BE CALLED UPON TO DO ANY OR ALL OF THE FOLLOWING ESSENTIAL DUTIES:

- Perform a wide variety of complex, responsible, and confidential duties for the City Manager's Office.
- Serve as the first point of contact for the City Manager.
Greet/acknowledge customers who contact the City Manager's Office while assessing the nature and urgency of issues with appropriate responses.
- Respond to sensitive requests for information and assistance including but not limited to Public Records Requests; resolve citizen concerns and complaints.
- Review and summarize miscellaneous reports and documents; research and compile background information; assist in the preparation of



EXHIBIT B

presentations, responses to Council questions, Council weekly updates, and other documents.

- Attends weekly meetings to review Council agendas and discuss executive management issues with City Clerk and Department Heads.
- Develop proposed City policies and procedures, interprets laws and regulations in response to inquiries and complaints.
- Coordinates, refers, and/or assumes responsibility for investigating and responding to various inquiries and complaints from citizens and officials; prepares draft letters for signature in response to the inquiries/complaints.
- Respond to inquiries and provide information to employees, City Council, and other government agencies.
- Maintains the City Manager's calendar, exercising discretion in committing his/her time, keeps the City manager well informed of time commitments, and tactfully referring callers and visitors to other sources of information or services as appropriate.
- Make travel arrangements and prepares travel reports and receipts for the City Manager and Assistant City Manager.
- Maintain appointment schedules and arrange meetings, conferences and civic functions for the City Manager and Assistant City Manager. Organize scheduling rooms, notifying participants, preparing meeting agenda and materials, arrange for food and beverages as appropriate, take action minutes and schedule follow up as needed
- Initiate and maintain a variety of files and records of information including but not limited to legal claims against the City, litigation files, certificates of insurance, etc.
- Provide general liability claim administration services, including opening and managing the claim files, compiling documentation, issuing claim-related communication and timely coordinating with the City's claim administrator, claim adjustors, insurance carriers, claimants, and other stakeholders.



EXHIBIT B

- Provide general administrative support including purchasing and procurement, including preparation of bids, approval of annual invoices to ensure they are coded to the correct line-item budget, prepare, and transmit a variety of financial documents, including payroll, purchase orders, expense statements and other fiscal transactions.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- May perform some confidential personnel activities and employee relations tasks, including confidential duties, and provide special project support.
- Research, compile and analyze data and prepares correspondence, reports and other written documents, assists in the design and production of technical information, hand-outs, newsletters and other communication materials.
- Plan and coordinate the City's involvement in special events and meetings, including but not limited to coordinating resources, information and set-up for promoting the City at the annual Fog Fest, Eco-Fest and Rockaway Tree Lighting events; City Council Goal Setting special meetings; etc. for the City Manager Office.
- Assist the City Manager in the role of Public Information Officer, functioning as a liaison between media and the City Manager's Office.
- Manage social media content and inquiries for general City government / City Hall / City Manager's Office. Create, assemble, and publish content for the City Manager's Office weekly e-newsletter. Manage additional forms of public outreach and messaging as guided by the City's Communications Plan.
- Perform related duties as assigned.

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 four-year college or university.

Experience:

Five (5) years of increasingly responsible office administrative support work experience preferably providing support to an executive level officer and working with management-level staff and the public.

Experience in a public agency is highly desirable.

Certification:

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

Knowledge of:

- The organization and function of a City government, including the role of an elected officials and committees and commissions, information regarding ordinances, rules, policies, procedures, and operating practices applicable to providing effective customer service.
- Principles and practices of effective customer service and customer-oriented telephone etiquette.
- Advanced English usage, including spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment, technology (Microsoft Office: Word, Excel, Power Point).
- Social Media platforms such as Nextdoor, Facebook, Twitter, etc.
- City administrative policies and procedures applicable to areas of assigned responsibility, including the requisitioning and purchasing of equipment and supplies and maintenance of public records.
- Business correspondence writing and report preparation, graphics, spreadsheet, database, and other software to create documents and materials requiring the interpretation and manipulation of data.
- Office administrative practices and procedures, including file and document management procedures and practices of recordkeeping.



EXHIBIT B

- Budget and fiscal control procedures and techniques.
- Principles of supervision, training, and employee development.

Skills:

- Acquire, retain and use knowledge of the functions, procedures and policies of the City.
- Effectively prioritize work and meet deadlines.
- Handle stress effectively without it interfering with performance.
- Organize, set priorities, accurately follow brief instructions, and exercise sound independent judgment within areas of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing with the public, satisfy inquiries and effectively resolve complaints

Abilities:

- Independently perform a variety of highly responsible duties and maintain strict confidentiality of privileged information in support of the City Manager's Office.
- Use high degree of tact, diplomacy, and discretion in dealing with sensitive, controversial and confidential information in situations concerning internal and external parties.
- Establish and maintain highly effective working relationships with the elected and appointed officials, committee members, department directors and managers, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of work.
- Understand the organization and operation of the City and of outside agencies necessary to assume responsibilities.



EXHIBIT B

- Maintain records neatly and accurately, recognize and appropriately handle materials in a sensitive and confidential manner.
- Understand, interpret and apply, explain and reach sound decisions in accordance with regulations, pertinent policies and procedures, laws and rules.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
- Represent the City and the City Manager's Office effectively in contacts with representatives of other agencies, City departments, and the public.
- Analyze situations carefully and adopt effective course of action.
- Compile and maintain complex and extensive records and prepare reports and make process improvements to streamline procedures.
- Receive and prioritize requests for information.

Physical Demands:

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of duties.

Status: Exempt

Revised: July 11, 2022

Bargaining Unit: Unrepresented Confidential "At Will" status

Compensation: \$6,800 - \$8,430



DEPUTY CITY CLERK

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

To manage a variety of administrative and technical complex projects and tasks in the City Clerk's Office;

JOB SUMMARY

With direction and supervision from the City Clerk, this role assists the City Clerk in performing day-to-day operations of the City Clerk's Office and will take the lead in administering certain programs and/or complex administrative functions of the City Clerk's Office.

In the absence of the City Clerk, this position serves as acting City Clerk, including validating official documents, maintaining official City Records management systems, maintaining agenda management systems, acting as the Elections Official in general elections, and performing the day-to-day operations of the City Clerk's Office and in support of City Council. Reports directly to the City Clerk and is expected to work independently with minimal direct supervision.

DISTINGUISHING CHARACTERISTICS

This single-position class performs a wide-range of duties specific to the Office of the City Clerk. The position assists City Clerk with variety of functions including the City's records management program, election administration, conflict of interest statements, public records requests, City Council agenda, processing of a variety of legal documents and related analytical work as assigned. Furthermore, this class is distinguished from the Administrative Assistant by the required specific and comprehensive knowledge of the City Clerk function, which is only obtained through a combination of on-the-job experience and professional training through a City Clerks' Association.

ESSENTIAL FUNCTIONS – The Deputy City Clerk:

- In conjunction with the City Clerk, maintain the official records and documents of the City Council in good order, including resolutions, ordinances, contracts, deeds, and minutes.
- Perform various duties required for the publication, filing, indexing, and safeguarding of all City Council proceedings.
- Attend City Council meetings in support of the City Clerk.

EXHIBIT C

- Assist City Clerk in the preparation of official City Council meeting Minutes.
- Assist City Clerk in the preparation of City Council Agendas; assist in coordinating with other departments in preparing the agenda for City Council meetings, coordinate the collation and distribution of agenda packets.
- Assist in the maintenance and administration of a records retention schedule covering all City records based on legal requirements of the State and other codes.
- Assist in coordinating receipt from departments, review and submission for City Attorney approval of requests for periodic destruction of appropriate records pursuant to the City's records retention policy and schedule.
- Compose and prepare correspondence advising various individuals of City Council actions.
- Assist in the maintenance of an archives area for permanent City records, maintain an index of records located in the archives; retrieve records for staff and public when needed.
- Notice, advertise and calendar public hearings; prepare a variety of other notices in accordance with City, State, and Federal law.
- Respond to public records requests from the public by online platform, letter, telephone and in person regarding City Council action and records; research information for public or City staff when necessary.
- Certify ordinances, resolutions, agreements and other official documents and administer oaths of office.
- Manage development of policies and procedures related to management of records and information.
- Conduct or assist in conducting bid openings pursuant to the formal bid process; notify public works office upon receipt of all documents related to bids.
- Assist in planning and conducting periodic City elections and other legal requirements of the City Clerk's Office; process election candidate filing materials.
- Act as Notary Public for City business needs.
- Receive and file the general liability claims against the City and provide claim forms and basic claim process information upon request.
- Perform secretarial support for City Clerk's Office and City Council; compose correspondence and letters, process claims for payment, prepare purchase and work orders, and prepare travel arrangements and event registrations for City Council.
- Prepare proclamations for the Mayor and City Manager review and approval and prepare final Proclamations for presentation; maintain records of official documents in accordance with records retention policy.
- Make travel arrangements, maintain appointment schedules and arrange meetings, conferences and civic functions for the Mayor, Mayor Pro Temp and Councilmembers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- City ordinances/resolutions and other pertinent official documents.
- State and municipal administration and recording regulations, practices, policies and procedures
- English usage, spelling, grammar and punctuation.
- Modern office methods, practices and procedures and equipment.
- Business letter writing and basic report preparation.
- Operation and use of office equipment, including computer equipment and programs.
- Organizational procedures and operations of City government.
- Procedures and practices of records management.

Skills in:

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- Conducting an official elections process
- Preparing agendas and meeting packets
- Taking and transcribing accurate minutes
- Interpreting codes and laws related to City records
- Maintaining City records, including filing, storage and retrieval and disposal
- Communicating clearly and effectively, both orally and in writing.
- Speak, read and write Spanish (desirable)

Ability to:

- Learn and apply related federal, state and municipal laws and procedures.
- Implement procedures and practices of records management.
- Learn and implement election laws and political reform requirements.
- Provide information and organize materials in conformance with policies and regulations.
- Respond to requests and inquiries for public record documents.
- Maintain complex records, summarize written material, and interpret a variety of documents, including contracts and ordinances.
- Answer user questions and assist in training City personnel in records management.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Transcribe minutes and proofread at a speed necessary for successful job performance.

- Deal effectively with the public, including special groups such as the elderly and disabled.
- Understand and follow oral and written directions.
- Is flexible and can handle stressful situations.
- Use tact, discretion, initiative, and independent judgment within established guidelines.
- Recognize and appropriately handle materials in a sensitive and confidential manner.
- Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Ability to read, communicate to others the policies, procedure, statutes, local rules, codes and regulations pertaining to assigned programs and functions.
- Operate a variety of office equipment.
- Exercise sound judgement

MINIMUM QUALIFICATIONS REQUIRED

Education:

An Associate's Degree in public or business administration or related field; and

Experience:

Four (4) years of increasingly responsible Office Administrative and/or Office Management experience. Experience in a City Clerk's Office or other public agency is highly desirable. Supervisory experience is desirable.

Licenses and/or Certifications:

- Valid California Class C Driver's License and a good driving record, at the time of appointment.
- Notary Public License issued by the California Secretary of State (within twelve-months of appointment)

DESIRED QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration or closely related field is desirable.
- Possession of and/or interest in obtaining a Municipal Clerk Certificate is desirable.

MATERIAL AND EQUIPMENT USED

Modern office equipment, personal computer and applications, (i.e. Word, Excel, Publisher, Power Point, Adobe Acrobat, Zoom Virtual Conferencing, Microsoft Teams, social media platforms such as Nextdoor, Facebook, Twitter, etc.)

PHYSICAL REQUIREMENTS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of duties.

WORKING CONDITIONS

While performing the essential functions of this classification the employee will primarily work in an office environment. The employee must be able to complete specific administrative tasks while maintaining availability to public for inquires and adequate response to stressful situations.

Status: Exempt

Approved: July 11, 2022

Bargaining Unit: *Unrepresented, Confidential "At Will" status*

Compensation: \$6,879 - \$8,529



ENGINEERING MANAGER - WASTEWATER

DEFINITION

Under general direction of the Deputy Director of Public Works - Wastewater, plan, manage, organize, and direct activities associated with delivery of the Wastewater Capital Improvement Program (CIP) for the Calera Creek Water Recycling Plant (CCWRP), the Collection System, and the storm water pump stations; provide professional and technical assistance to other Public Work Divisions and City Departments as needed; supervise engineering staff working directly for Engineering Manager - Wastewater; and carry out administrative responsibilities as needed.

DISTINGUISHING CHARACTERISTICS

This is a full-time, management position that requires significant independence, initiative, and discretion within established guidelines. This position assists in the strategic planning, organization, and management across multiple operational units.

SUPERVISION RECEIVED/EXERCISED

Receive administrative direction from the Deputy Director of Public Works – Wastewater or designee. Exercise general and direct supervision over supervisory, professional, technical and administrative support staff through subordinate levels of supervision.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include but are not limited to the following:

- Manage and update progress on the Wastewater CIP.
- Coordinate with CCWRP Manager and Collection System Manager to clarify and confirm engineering priorities and address engineering needs.
- Develop cooperative working relationships with CCWRP, Collection System, Field Services and other Engineering staff members and City Departments, outside agencies; consultants and contractors; and the public at large.
- Provide professional and technical assistance on CCWRP, Collection System and Pump Station projects, and provide professional and technical assistance to other Public Work Divisions and City Departments as needed.
- Manage and review products from consultants, consultant project managers, and third-party construction managers to ensure delivery of CCWRP, Collection System, and wastewater/storm water pump station projects.
- Direct, mentor, and review the Assistant/Associate Engineer – Wastewater in implementation of projects and support activities.
- Perform challenging wastewater engineering analyses for CCWRP, Collection System, and Pump Stations, respectively.
- Communicate clearly and concisely, both written and oral, including report preparation and public speaking.
- Perform administrative duties to support procurement of, and payment for, consulting and construction services.

EMPLOYMENT STANDARDS**Education and Experience**

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

Education:

Equivalent to a Bachelor's Degree in civil engineering from an accredited college or university with major course work in civil engineering, chemistry or related field is required.

Experience:

Minimum of four (4) years of experience in the managing development of reports, bid documents (plans and specifications), and construction management of sanitary sewer, pump station, and wastewater treatment facilities. Experience in developing reports and bid documents (plans and specs) for sanitary sewer, pump station, and wastewater treatment facilities.

License

Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors; possession of, or ability to obtain a valid Class C California Driver's License.

Advanced Knowledge of

- State and Federal regulations relating to sanitary sewer, pump station, and wastewater treatment facilities operations.
- Principles and practices of civil engineering design and construction as they pertain to sanitary sewer, pump station, and wastewater treatment facilities.
- Techniques of management and supervision including planning, organizing and developing goals and objectives.
- Principles and practices of design administration including computer-aided design (CAD).
- Theories, techniques, materials and equipment used in construction and maintenance of sanitary sewers, pump stations, and wastewater treatment facilities.
- Legal issues relating to municipal construction and civil engineering; funding issues relating to municipal wastewater projects.
- Long- term and strategic planning.

Skill/Ability to

- Develop and implement goals, objectives, policies and procedures.
- Effectively supervise, train, motivate and evaluate assigned personnel.
- Administer contracts and prepare clear, concise, and accurate reports, correspondences and oral presentations.
- Analyze problems, evaluate alternatives, and recommend methods, procedures and techniques for resolution of issues.
- Assess and prioritizing multiple tasks, projects and demands.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

- Manage and advance multiple priorities, including large and complex projects, concurrently, on-time, and within budget.
- Operate modern office equipment, including computer equipment and software programs relevant to the work performed and have good knowledge of facility maintenance software programs.
- Plan, organize, direct, and review the work of professional, sub-professional, and contract personnel.
- Work independently and in a team setting.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.
- Direct and conduct work in a safe manner following industry best practices and the City's safety practices and procedures.
- Work evenings and weekends, and respond off-hours to various emergency situations, if needed.
- Serve as a Disaster Service Worker.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Physical Skills

Must possess the mobility to work in a standard office setting, to inspect various City infrastructure sites, including climbing ladders and stairs, attending meetings; strength, stamina and mobility to perform heavy physical work, drive a motor vehicle and heavy construction equipment and to lift and move materials and equipment weighing up to 30 pounds and heavier with the use of proper equipment, as necessary and in emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Work Environment

Mobility to work in a typical office setting or plant environment; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, odors, mechanical hazards, electrical hazards, explosive hazards, and bio-hazards.

Work schedule may include occasional irregular hours. The work schedule will include the need for irregular after hours work as part of the normal job duties, including 24x7 availability for response to emergencies.

Revised: July 11, 2022

Status: Exempt

Bargaining Unit: Teamster's Management 350

Compensation: \$11,078 - \$12,996



LEAD RANGER

Definition

Under general supervision, directs and assists subordinate personnel in performing skilled maintenance, patrol, and professional/technical municipal fishing pier, recreation facilities, parks, playgrounds, trails and beaches, in accordance with City policies and procedures; encourages the safe and effective promotion, protection, and utilization of park resources and open space preserves; ensures that daily workload and preventive maintenance of recreational properties maintained by the City are carried out. Plans and implements various training programs. Under direction, ensures enforcement of all parking regulations set by the California Vehicle Code and City Municipal Ordinances within assigned areas. Also performs work within the City's rights of way.

With general supervision of the Park Superintendent, ensures the steady flow of traffic by enforcing all parking regulations set for by the California Vehicle Code and City Municipal ordinances; provides clear communications with the public regarding parking regulations; beach regulations; and performs other duties as required within the scope of the classification.

Distinguishing Characteristics

The Lead Ranger is distinguished from the lower-level classification of Ranger by the responsibility for coordinating and directing the ranger program, to include scheduling and planning both new and ongoing projects. This position is also ultimately responsible for the compilation, and submission of citations and associated reports for the municipal fishing pier, recreation facilities, parks, playgrounds, trails, and beaches.

This is a field position that requires driving a marked City vehicle and issuing citations for parking ordinance violations. Lead Ranger will also be dressed in City uniform with embroidered badge.

Examples of Duties (Illustrative Only)

Assists in planning and assigning maintenance and repair work in consultation with the Parks Superintendent; communicates status of projects to appropriate personnel, working cooperatively to schedule projects; instructs staff in work procedures.

- Participates in performing maintenance, restoration, and resource management work to ensure safe and efficient access for the public and staff.

EXHIBIT E

- Provides technical and functional supervision to the ranger program; reviews and controls quality of work; provides timely and ongoing feedback.
- Works directly with Field Services superintendents on subjects such as project management and execution
- Directs safety trainings and briefings, including less formal Tailgate meetings to discuss safety procedures for specific tasks and projects
- Conducts outreach programs in partnership with relevant agencies and schools
- Disseminates relevant information to other ranger(s) and departments as needed
- Conducts, monitors, and reports required information to management related to weekends
- Provides first aid for minor accidents
- Becomes familiar with water rescue operations
- Writes and issues citations in the parks, beaches, and recreation
- Answers public inquiries and assists the public in the use of Pacifica parks, recreation facilities, and resources
- Advises on ordinance infractions
- Collaborates with the Pacifica Police Department when presence of Police is required
- Lifts, carries, and places traffic safety cones and traffic signs in appropriate areas when assigned to assist in traffic control incidents
- Assists the public in its use of recreational facilities, including but not limited to parks, playgrounds, beaches, and the municipal pier
- Enforces established City of Pacifica ordinances and Municipal Code, including Title 4, Ch. 9 (Fishing Piers Owned and Operated by the City: Regulations); Title 4, Ch. 10 (Parks, Beaches and Recreation Facilities: Regulations); and Title 5, Ch. 18 (Use of Vehicles Off the Public Highways)
- Enforces any section of the Municipal Code where the parking of motor vehicles is limited to public use of beaches and parks
- Performs maintenance and custodial duties
- Provides information to the public regarding the use of fishing piers, beaches, and parks with the City of Pacifica Maintains multi-purpose trails with City limits
- Responsible for Sheriff Work Furlough program on weekends

EXHIBIT E

- Enforces parking control ordinances with regards to meter parking and restricted parking zones for a defined region of the City on a rotational basis
- Must be willing to work on a shift basis, weekends and holidays
- Must be willing to appear in court as necessary as a result of citations issued for Municipal Code violations
- Performs other related duties as required.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Completion of the twelfth (12th) grade supplemented by college-level coursework in park maintenance, resource management, law enforcement, or a related field and a minimum of three (3) years of experience in park operations, public contact, law enforcement, emergency response, interpretation, maintenance, and resource management.

Desired education equivalent; college work towards Administrative of Justice, Park Management, or Recreation Administration.

Ability to (essential function requirements):

- Read, understand, and interpret laws, regulations, ordinances, resolutions and other documents associated with enforcement duties
- Communicate effectively, both verbally and in writing
- Prepare and make verbal presentations to small and large groups
- Prepare factually clear, concise, and complete written reports and correspondence

Special Requirements:

- Possession of a valid California Penal Code 832 Certificate
- Possession of, and the ability to maintain current certification in CPR/AED.

Experience: Background dealing with the public is a necessity.

Certification: Must possess a valid standard First Aid card and a CPR certificate or obtain within three months of date of hire. Ability to drive and possess a valid California driver's license. May qualify for and obtain a Class "B" driver's license.

Physical Demands

- Position requires sitting, standing, walking on uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties.
- The need to lift, carry and push tools, equipment and supplies weighing 50 pounds and carry items over 50 pounds with assistance is also required.
- Additionally, the incumbent in this outdoor position works in all weather conditions, including or inclement weather.
- Incumbents may frequently deal with irate members of the public.
- The nature of the work also requires the incumbent to drive motorized vehicles, and work in heavy vehicle traffic conditions.
- The incumbent is required and often works with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Revised: July 11, 2022

Bargaining Unit: *Miscellaneous, Teamsters 856*

Title: Lead Ranger

Compensation: \$5,822 - \$6,942



RECREATION SUPERVISOR

DEFINITION

Under direction of the Director of Parks, Beaches and Recreation or designee performs responsible professional work at a supervisory level by planning, supervising, training, and coordinating staff and activities for one or a combination of the following assignments: Playgrounds and Facilities, Athletics and Aquatics, Special Events, Youth, Teen, Classes, Special Groups and Programs and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level supervisory class. General supervision is provided by the Parks Beaches and Recreation Director or designee. Responsibilities include general supervision of staff, volunteers, and Recreation Coordinators.

ESSENTIAL FUNCTIONS - *Essential responsibilities and duties may include, but are not limited to, the following:*

Plan, supervise, and coordinate a variety of programs and activities within a designated supervisory assignment.

Select, train, motivate and supervise staff and volunteers; work with employees to correct deficiencies and implement discipline.

Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.

Inspect, evaluate, and recommend changes in operations and activities of assigned programs and personnel to maintain quality and quantity; assess community needs and maintaining good community relations; review with appropriate management staff; and implement improvements.

Direct, coordinate and review the work plan for assigned recreation services and activities; assign work activities and projects; monitor workflow; review and reevaluate work products, methods and procedures; conduct staff meetings to plan and evaluate program content, techniques, and problem areas and resolve problems.

Work cooperatively with other program supervisors and outside agencies and organizations to plan and implement special events.

Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary; handle funds in accordance with

City policies and procedures.

Contract for services with instructors and vendors; process payments.

Prepare news releases, social media posts, reports, and studies; manage website content.

Manage the community recreation centers and sports facilities.

QUALIFICATIONS

Knowledge of:

- The objectives, basic psychology, methods and techniques of organizing groups in a recreational setting.
- Special areas of recreation programming, playground safety and first-aid methods
- Operational characteristics, services, and activities of a comprehensive recreation program.
- Methods and techniques of recreation program planning.
- Various community education programs.
- Principles of municipal budget preparation and control.
- Modern office procedures, methods and equipment.
- Modern computers and work-related software applications including e-mail, word processing, spreadsheet, online recreation registration and other recreation-based programs.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, direct, supervise, evaluate, and coordinate the work of recreation staff.
- Interpret and explain City recreation program policies and procedures.
- Supervise and coordinate assigned recreation program activities and operations.
- Ensure program compliance with applicable laws, rules and regulations.
- Elicit community and organizational support for assigned recreation programs.
- Prepare and administer assigned recreation program budgets.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use volunteers effectively.
- Effectively explore innovative methods of making programs self-supporting.
- Attend work: and perform duties on a regular and consistent basis.

EDUCATION AND EXPERIENCE

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

Experience

Three years of increasingly responsible, professional recreation and/or human services experience, or a related field.

Education

Equivalent to graduation from an accredited four-year college or university with major course work in recreation, or a related field.

License and/or Certificate:

Possession of a valid California driver's license and a satisfactory driving record.
Possession of, or ability to obtain, first aid and CPR certificates prior to completion of probation.

PHYSICAL DEMANDS

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Revised: July 11, 2022

Bargaining Unit: *Teamsters Miscellaneous Local 856*

Title: Recreation Supervisor

Compensation: \$7,747 - \$8,910



MANAGEMENT ANALYST I / II

GENERAL PURPOSE

Under general direction of a Department Head or designee, to perform responsible professional technical administrative duties in the provision of staff assistance to departments; to conduct financial and special studies, surveys and research assignments in a variety of administrative and operational procedures; may be responsible for oversight of programs, projects and/or financial and administrative sub-functions of the department; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Management Analyst I – (Limited Term) This is the entry level position in the professional management series which can be assigned to various City operating departments. This class is distinguished from the Management Analyst II position by the performance of the more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are tasks assigned to the Management Analyst II level. As this is an entry level or training class, employees may only have limited or no directly related work experience. Employees work under close supervision while learning tasks. This is a Fair Labor Standards Act (FLSA) exempt position.

Management Analyst II – (Permanent FT) This is the full journey level class within the professional management series. This class is distinguished from the Management Analyst I by the assignment of the full range of professional duties in the assigned departmental functional area. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the functional work area. Positions in this class are flexibly staffed and are normally filled by advancement from the Management Analyst I level. When filled from a competitive recruitment, the applicant should possess three (3) years of previous professional experience. Attainment of Master's Degree in Public Administration, a related field or other relevant professional certification or designation is desirable. This is a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED

Works under the general supervision of an assigned Department Head or other management staff member as designated by the Department Head.

SUPERVISION EXERCISED

Management Analyst I

None generally. May exercise supervision over clerical support staff, temporary, seasonal, part-time or other staff, as assigned.

Management Analyst II

May exercise supervision over technical and clerical support staff, temporary, seasonal, part-time or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other city departments and outside agencies as needed.

Conducts surveys and performs research and statistical analyses; compile and analyze data; prepare summary reports; make recommendations based on information gathered. Designs financial forms, spreadsheets, and worksheets.

Analyzes City or departmental financial systems, practices, procedures, and ordinances; recommends, develops and implements improvements.

Provides professional advice to supervisor concerning management direction and oversight in assigned departmental area.

Participate in administering contracts including those related to capital improvement projects; monitor programs for compliance with applicable regulations.

Makes public presentations to supervisors, boards, commissions, civic groups and the general public as assigned; represents city and department at external activities.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.

Assist in the development, coordination and monitoring of the city and/or department budget; analyze costs; prepare a variety of fiscal, administrative and management reports. Corrects discrepancies in revenue and expenditure estimates.

Plans study of work problems and procedures such as organizational change, communications, information flow, integrated production methods, fixed assets, inventory control, or cost analysis.

Reviews and evaluates programs and services to determine how well they meet the legislative intent of the governing body.

Researches grant programs; prepares grant applications. Conducts operational effectiveness reviews and/or management audits to ensure functional or project systems are applied and functioning as designed and/or in compliance with established procedures.

Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

Investigates and follows-up on citizen requests for service, complaints, and requests for information.

PERIPHERAL DUTIES

Reports for work at any time in event of disaster or other emergency situation; Interviews individuals to obtain data or draft correspondence to answer inquiries.

May review purchase requisitions to ensure accuracy and compliance with the budget, policies, and procedures. Establishes purchase orders, agreements, and other contracts meeting the best interests of the City.

Reviews and keeps current on new laws and regulations affecting the organization.

Assists in the development of notices, flyers: brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Attend seminars and workshops related to administrative duties and responsibilities.

Serves as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

Management Analyst I

- (A) Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field,
- (B) No job experience required, however, one (1) year of related volunteer or internship experience is highly desirable.
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Management Analyst II

- (A) Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field, and
- (B) Three (3) years of full-time administrative and analytical experience similar to Management Analyst I in the City of Pacifica;
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge Skills and Abilities:

- (A) Working knowledge of: principles and practices of modern public administration, office practices, procedures, methods and equipment; research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation; principles and practices of government finance and enterprise fund finance, budgeting and accounting; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of budget preparation, analysis, monitoring and expenditure control; principles of modern personnel management, supervision and labor relations; working knowledge of functions in area of actual assignment (i.e., public works, human resources, finance)

- (B) Skill in operation of listed tools and equipment;
- (C) Ability to: accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; communicate in English effectively verbally and in writing; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and data base software; 10-key calculator; phone; copy machine; fax machine; and vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties which may include sitting for long periods of time and operating assigned office equipment and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES AND GENERAL INFORMATION

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised Date: July 11, 2022

Bargaining Unit: Teamster's Management 350

Title: Management Analyst II

Compensation: \$8,275 - \$10,431



DEPUTY DIRECTOR OF PUBLIC WORKS – WASTEWATER

DEFINITION

Under general direction of the Director of Public Works, the Deputy Director of Public Works - Wastewater plans, organizes and directs the activities of the Calera Creek Water Recycling Plant (Plant), the Collection System, and the storm water pump stations; works effectively in a team-based environment, carrying out management, technical, coaching, supervisory, project management, and administrative responsibilities.

ESSENTIAL FUNCTION REQUIREMENTS

- Plans, organizes and directs the activities necessary to ensure that the Plant, collection system and pump stations are working efficiently.
- Directs the Plant Manager and Collection System Superintendent in implementation of department objectives.
- Schedules, supervises and reviews the work of Wastewater Division staff. Prepares and monitors Division budget.

EXAMPLE OF DUTIES

- Ensures that the City's safety program requirements are implemented and carried out to maintain a safe work environment.
- Develops Capital Improvement Program for Wastewater facilities in coordination with Plant Manager, Collection System Superintendent, and Engineering Section of Public Works
- Works with the Project Engineer to develop and manage capital projects related to the Plant, collection system and storm water pump stations.
- Ensures the regular review and updating of standard operating procedures for all Division work
- Ensures the appropriate training of Division employees in the various aspects of their work.
- Ensures that an active preventative maintenance (PM) program is carried out for all wastewater assets and stormwater pumping facilities, including the use of a CMMS system to track PM.
- Oversees the preparation of reports required on monitoring of the Plant and collection system and the receiving waters as indicated in the Plant's National Pollutant Discharge Elimination System permit.
- Ensures all required permits from regulatory agencies, such as the Bay Area Air Quality Management District, State Water Resources Control Board, US Environmental Protection Agency and San Mateo Health Department, for Plant, collection system and pump stations are maintained current at all times.
- Ensures that near-misses and accidents or injuries are investigated and all necessary reports are completed.
- Prepares and presents reports to the City Council and members of the public, as required.
- Other duties as required.

EMPLOYMENT STANDARDS

Knowledge of: State and Federal regulations relating to wastewater collection and treatment facility operations; principles and practices of sanitary sewer and wastewater treatment facility operations, general principles of laboratory operation and industrial waste management, long-term and strategic planning, municipal finance and budget systems, principles of economics, finance and civil engineering as applied to wastewater collection and treatment, principles of effective management and supervision, negotiating principles, contract administration, municipal/public administration; and coordination of staff and resources.

Skill in: Developing and implementing goals, objectives, policies, procedures; training, developing, evaluating staff; analyzing operating problems, evaluating alternative proposals and making sound conclusions; administering contracts, preparing clear, concise, and accurate reports, correspondences and oral presentations.

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

Experience:

Six years of experience in wastewater treatment and utility operations, including five years of management level experience. Experience in construction management of wastewater facilities highly desirable.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering, chemistry or related field is desired.

LICENSES

Must possess a valid California Class C driver's license and have a satisfactory driving record. Possession of a current Grade IV Wastewater Treatment Plant Operators Certificate as issued by the California State Water Resources Control Board.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Essential duties entail the following representative physical demands and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Must possess the mobility to work in a standard office setting, to inspect various City infrastructure sites, including climbing ladders and stairs, attending meetings; strength, stamina and mobility to perform heavy physical work, drive a motor vehicle and heavy construction equipment and to lift and move materials and equipment as necessary and in emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Will be required to work in both an office environment and outdoors, including working in inclement weather and emergency situations. Must be willing to work evenings and weekends, and respond off-hours to various emergency situations. May work in an environment where exposed to machinery, chemicals, uneven surfaces, noise, vibration, and confined spaces.

The employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

Status: At Will

Approved: July 11, 2022

Bargaining Unit: Unrepresented Management "At Will" status

Compensation: \$13,476 - \$15,809








For Signature: ResolutionNo44-2022_NewAndAmendedJobClassifications

Final Audit Report

2022-07-19

Created:	2022-07-19
By:	Sarah Coffey (scoffey@pacifica.gov)
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