

PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>



REGULAR MEETING
Thursday, September 22, 2022
5:15 p.m.

ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Mindy Pines

Kyra Worthy

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Regular Meeting of July 28, 2022
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**
 - None
7. **NEW BUSINESS**
 - a. **CONSIDER AND SCHEDULE** a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement ("Employee M")
 - b. **APPROVE** the retitling of Payroll Supervisor to Payroll Manager and **APPROVE** revisions to the associated job specification
 - c. **APPROVE** the revisions to the GIS Administrator job specification
8. **UNFINISHED/OLD BUSINESS**
 - None
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
 - None
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
11. **PUBLIC COMMENT PRIOR TO CLOSED SESSION**

01337.0004/820124.1 **NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.**

COMMUNICATION ACCESS INFORMATION This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Laura Marquez, ADA Coordinator at ADACoordinator@ci.richmond.ca.us or (510) 620-6974 at least three business days before the meeting date.

PERSONNEL BOARD AGENDA

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12. CLOSED SESSION

a. Public Employee Discipline/Grievance (Gov. Code § 54957)

13. REPORT ON CLOSED SESSION ACTIONS, IF APPLICABLE

14. ADJOURNMENT

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both provide updated coronavirus information.

<https://www.coronavirus.cchealth.org>

and

<http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info>

DUE TO THE SHELTER IN PLACE ORDERS, attendance in the Personnel Board meeting will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

How to watch the meeting from home: The meeting may be accessed by using the following Zoom meeting link:

<https://us06web.zoom.us/j/85011892620?pwd=MkV5eDEzRTlOcFdJNFJxOGtaTnZ0Zz09>

Webinar ID: 850 1189 2620 Passcode: ezyKB0

Public comments may be submitted: via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, September 22, 2022 by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to mailto:personnel_board@ci.richmond.ca.us by 12:00 Noon on Thursday, September 22, 2022. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments: All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to personnel_board@ci.richmond.ca.us or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**TELECONFERENCE VIA ZOOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**July 28, 2022
MINUTES**

The regular meeting was called to order by Chair Larry Wirsig at approximately 5:15 p.m. on July 28, 2022.

1. ROLL CALL

Present: Vernetta Buckner, Board Member
Larry Wirsig, Board Member
Kyra Worthy, Board Member

Absent: Mindy Pines, Board Member

Human Resources Manager Teresa Fairbanks served as secretary to the Personnel Board during this meeting.

Senior Assistant City Attorney Bruce Soublet introduced Counsel Pam Lee who is taking the role as advisor to the Personnel Board. Mr. Soublet and/or Deputy City Attorney II Jaclyn Gross will provide legal advice to Human Resources up to the point of the issue arriving go the Personnel Board to avoid a conflict of interest.

Counsel Pam Lee offered her services and assistance to the Personnel Board Members when needed.

2. AGENDA REVIEW

Item under New Business – Approve the revision/retitle of Payroll Supervisor to Payroll Manager has been pulled from the agenda and will be placed for approval on a future agenda.

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of June 23, 2022.

SPEAKERS:

- None

Chair Wirsig made a motion to approve the minutes of June 23, 2022. Board Member Buckner seconded the motion. Minutes were approved by the following vote: YEA: V. Buckner, L.

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

Wirsig, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

5. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: email received and read

Ben Therriault: President of RPOA stated that nothing has been received from the City on actions taken by the Personnel Board. The written action has yet to be received and is needed. Hopefully, it will not be months before receiving. Ben thanked Teresa for her service to the City, RPOA, and the employees. It is unfortunate that Teresa is leaving.

6. **CONSENT AGENDA**

- None

7. **NEW BUSINESS**

- a. **APPROVE** the revision/retitle of Payroll Supervisor to Payroll Manager

PUBLIC COMMENT

SPEAKERS:

8. **UNFINISHED/OLD BUSINESS**

- a. Withdrawal by Richmond Police Officers Association of grievance for Employee P

PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Unable to hear him speak.

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- a. Hearing of September 22, 2022 for Employee T
 - Request from representative for Employee T
 - Request from representative for the City

Senior Assistant City Attorney Bruce Soublet explained the process of issuing the subpoenas for witnesses and introduced the representatives, Zach Lopes representing the employee and Tony C. for the City. The subpoenas will be signed by the Chair of the Board and will be sent to the representatives. It is the responsibility of the representative to serve the subpoenas.

Zach Lopes requested subpoenas for Chief Louie Tirona, City Manager Shasa Curl, and City Clerk

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Pamela Christian.

Grievance hearing is scheduled for September 22. Receipt of evidence is due to Dorothy Mandujano by September 15, 2022. An email will be sent to the representatives confirming the deadline.

Representative Tony Carvalho requested subpoenas for Lt. John Lopez (Richmond Police Dept ("PD")), Keona Jones (Richmond PD), Royal Dues (Richmond PD), Janessa Boling (Richmond PD), Sergeant Gail Hill (Fairfield PD), Officer Chris Adams (Fairfield PD)
Electronic signature is acceptable on the subpoenas.

Board Member Buckner made a motion to issue subpoenas as requested by the representative for employee T and the representative for the City. Chair Wirsig seconded the motion. Issuance of the subpoenas were approved by the following vote: YEA: V. Buckner, L. Wirsig, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Meeting adjourned at approximately 5:34 p.m.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: September 22, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Director of Human Resources

SUBJECT: Consider the scheduling of a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement ("Employee M")

BACKGROUND

An employee filed a grievance alleging that the City of Richmond has violated a provision in the employee's collective bargaining agreement. The employee, dissatisfied with the answer to the grievance and having completed the preceding grievance steps, is continuing the grievance appeal to the Personnel Board.

RECOMMENDATION

The Director of Human Resources recommends that the Personnel Board schedule a hearing in the matter of the Employee M alleging that the City of Richmond has violated the collective bargaining agreement between the City and IAFF, Local 188 Article X, Sections B and C – Hours – Duty Shift and Duty Days. The Hearing would be held pursuant to Personnel Rule IX Appeals-Hearings.

Recommended Board action is:

1. Schedule the hearing for a special meeting at 5:15 p.m. or following the conclusion of the Board's regular meeting on whichever date is agreed upon.
2. Affirm the burden of proof obligation and the Board's procedures and protocols.
3. Provide the employee or representative and the City's representative a copy of this Personnel Board staff report.

DISCUSSION

Employee M filed a grievance alleging violation of the collective bargaining agreement

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Staff Report

between the City and IAFF, Local 188. The grievance was heard in accordance with the collective bargaining agreement. The employee, dissatisfied with the grievance replies, is appealing the City Manager's or designee's written response with said appeal to the Personnel Board in accordance with Personnel Rule IX.

Burden of Proof and Order of Presentation

The order of presentation of the appeal shall be as follows:

- a. Where the appeal is based upon an action initiated by the appointing authority (e.g., termination, discipline, suspension), the appointing authority has the burden of proof and presents evidence first.
- b. Where the appeal is based upon an action initiated by the employee (e.g., based on alleged discrimination, rules violation), the employee has the burden of proof and presents evidence first.
- c. The party having the burden of proof is the moving party. The other party is the responding party.

Procedures

- a. Introduction of item by Board
- b. Appellant's opening statement
- c. Respondent's opening statement
- d. *Presentation of evidence by Appellant moving party
- e. *Presentation of evidence by Respondent responding party
- f. Presentation of rebuttal evidence, if applicable
- g. Presentation of surrebuttal evidence, if applicable
- h. Appellant's Moving party's closing statement
- i. Respondent's Responding party's closing statement
- j. Personnel Board discussion and vote

*The following rule was approved by the Personnel Board Members at the March 27, 2014, Personnel Board Meeting: "Any party that wishes to offer any document in evidence at a Personnel Board hearing shall deliver such document or documents to the Secretary of the Board, and to the other side, not less than five business days before the hearing. No documents offered at the hearing that were not submitted within such time shall be considered by the Board, absent a showing of good cause why such document or documents were not submitted in a timely manner consistent with this rule."

Eight (8) copies are to be furnished to the Secretary of the Board (Director of Human Resources).

Public Hearings

- a. General Rule – All hearings shall conform to the requirements of Government

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Code Section 54950 *et seq.*, as those sections now exist or as they may be amended, supplemented, or renumbered.

Whenever a disciplinary action hearing is to be held, the Secretary to the Board shall notify the employee requesting the hearing and the appointing authority or officer from whose action the appeal is being taken of the time and place of the hearing. The Secretary to the Board shall also notify the employee of their right to have the complaints or charges brought against the employee heard in an open session rather than a closed session pursuant to the requirements of Government Code Section 54957.

- b. Closed Session – Disciplinary action hearings conducted by the Board shall be closed, subject to the employee's right to have the hearing conducted in an open session. Where the hearing or any part thereof has been closed, no person other than the employee, the appointing authority, and their respective representative and such individuals as specifically authorized by the Board shall be present. (Members of the Board, the Board's counsel, Secretary to the Board, recording secretary, and if applicable transcriptionist or court reporter shall remain present.)
- c. Employee's Request for Closed Session – Where the hearing or any part thereof has been held in an open session, an employee shall have the right to request, at any stage of the proceedings, that the Board conduct the proceedings in a closed session. When such a request has been made, the Board shall consider it and determine the issue by a motion and vote.

Findings and Decision

When submitted, the Board shall retire to a closed session to weigh the evidence and discuss the merits and make its decision (by motion). No persons other than Board members and the Board's counsel shall be present. Upon completion of such deliberations, the Board shall return to public or closed meeting, whichever is applicable, and the Board's vote shall be announced.

CONCLUSION:

The Director of Human Resources recommends that the Personnel Board schedules a grievance appeal hearing and that notice of the hearing date and procedural matters are provided to the employee and the City.



STAFF REPORT

HUMAN DEPARTMENT

DATE: September 22, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: APPROVE THE REVISION/RETITLE OF PAYROLL SUPERVISOR TO
PAYROLL MANAGER

BACKGROUND

The Finance Department, in collaboration with the City Manager and the Human Resources Department, assessed its organizational structure and departmental needs. Staff believes it is more appropriate to have a managerial position with responsibility for the overall management of the City's payroll system and staff within the unit, rather than a supervisory position.

RECOMMENDATION

The Human Resources Department recommends approval of retitle of the classification of Payroll Supervisor to Payroll Manager and the associated edits to the job specification.

ANALYSIS

Due to the sizable magnitude of the City's payroll, it was determined that a managerial position is better than a supervisory position. Staff recommends retitling and revising the classification of Payroll Supervisor to Payroll Manager. The duties are the same but are expanded to include a wider scope of oversight and management-level duties. The Payroll Manager position will direct and manage payroll operations for the City, including the management of staff. The Payroll Manager will have oversight over all payroll practices, reporting requirements, implementation of changes and system updates, policy and procedure, and participate in costing, financial modeling related to negotiations as assigned by the Finance Director.

CONCLUSION

On July 13, 2022, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and invited the union to meet and confer regarding the drafted

Personnel Board September 22, 2022

Payroll Manager Staff Report

description. Staff met with representatives of IFPTE Local 21 regarding the changes, and the union representatives are in support of these changes. HR staff recommends approval of the retitling of the classification of Payroll Supervisor to Payroll Manager and the associated edits to the job specification.

ANALYST: Catherine Selkirk, Principal Personnel Analyst

Attachments: Proposed Payroll Manager Job Specification Clean
Proposed Payroll Manager Job Specification Redline
Original Payroll Supervisor Job Specification

PROPOSED
PAYROLL MANAGER

DEFINITION

Under general direction, manages the work of the payroll unit of the Finance Department and represents the City's interests in all payroll, benefit, and pension matters. This consists of implementing and monitoring payroll processes and procedures; managing and directing the work of subordinate staff; serving as the functional lead for the City's computerized payroll system; and performing related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for managing the City's payroll processing, distribution, and reporting. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, State and Federal, and local laws, rules, and regulations. The incumbent is expected to be knowledgeable on payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day operations of the payroll unit.

EXAMPLES OF DUTIES (Illustrative Only)

1. Direct, supervise, coordinate, and participate in all activities related to the City's payroll function, including the administration of the City-wide time-and-attendance system, preparation and review of tax and other reports related to payroll activities, implementation of periodic City-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing them to the auditors, and ensuring compliance with applicable City, State, Federal, and local laws, rules, and regulations.
2. Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff; interprets City policies and procedures to employees; and is responsible for morale, productivity, and discipline of unit staff.
3. Direct the processing and review and/or approval of payroll batching reports, error reports, payroll registers, payroll warrants, and wire requests, tax deposits, tax tables, periodic tax returns, and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's and 1099's, rate schedules, pay period tables.

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PAYROLL MANAGER
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4. Manage compliance with: State, Federal, and local tax laws, and quarterly and annual payroll reporting, tax deposit reporting, involuntary deductions (IRS, EDD, FTB), union benefit trusts payment and reporting, pension requirements, and other post-employment employee benefit obligations.
5. Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. Research discrepancies between the general ledger and payroll system(s).
6. Perform short-and long-range planning and goal setting; participate in the development and implementation of policies, procedures, goals, and objectives.
7. Stay current on City, State, Federal legislation, and local laws affecting payroll and interpret, implement, make recommendations to management and train staff on appropriate ordinances, rules, regulations, and Memoranda of Understanding (MOU).
8. Oversee the maintenance of the payroll system; provide expertise and take lead role in providing technical assistance in testing payroll system updates and other payroll changes.
9. Identify payroll requirements when new pay policies, pay systems, and/or benefits are implemented; determine the most effective implementation strategy related to a variety of changes in pay and benefits resulting from labor negotiations or classification and compensation studies; ensure legal and financial compliance with Memoranda of Understanding.
10. Communicate policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
11. Ensure proper management of employee deductions system (benefits premiums, retirement contributions, defined contribution plans, flexible spending accounts), including accurate and timely reporting and remittance of employee deductions.
12. Review and approve all vouchers for payment of payroll liabilities.
13. Respond to audits and internal and external inquiries regarding payroll and benefit transactions.
14. Provide support to City departments in matters pertaining to payroll.
15. Research, verify, calculate, and approve payroll data for processing.
16. Supervise the maintenance of payroll records.
17. Interface with outside agencies, insurance companies and auditors on pay-related matters.

18. Research and analyze data regarding salaries and benefits for cost studies; participate in financial modeling; may participate in labor negotiations by providing cost analyses and making recommendations about policy language and implementation
19. Review and approve all manual payroll checks.
20. Analyze payroll input data, reports and systems for accuracy and effectiveness.
21. Ensure that wage and tax reports are done accurately and on time.
22. Participate in the preparation and administration of the payroll section budget.
23. Prepare and coordinate the City's budget projections with the Budget Division.
24. Coordinate the data necessary for all payroll related updates.
25. Collaborate with staff from the Human Resources Department (HR) and Information Technology Department to develop payroll applications that uphold internal controls, ensure accurate employee data (compensation, benefits, deduction, etc.), and facilitate the implementation and maintenance of payroll and HR master files; test and implement systems changes to resolve problems, improve processes and/or meet new requirements.
26. Perform related payroll and other related assignments as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: operations, services, and activities of a comprehensive in-house payroll system; principles and practices of municipal payroll preparation, audit and distribution; principles and methods of accounting records management; principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents; State, Federal, and local rules and regulations governing payroll processing and distribution, including tax laws; public retirement system regulations; practices and techniques of automated accounting and financial recordkeeping and report preparation; City policies and labor agreement provisions; computer systems and software applications such as word processing, spreadsheets, and automated payroll systems; financial modeling principles; supervisory principles and practices.

Skill in: organizing, assigning, directing, reviewing and evaluating the work of assigned staff; training staff in work procedures; interpreting, explaining and applying a variety of laws and regulations governing payroll administration; developing forms, records, systems and procedures for achieving internal control

of payroll operations; extensive computer skills with an emphasis in advanced Excel functions; reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required; preparing clear, concise and complete payroll reports and other written correspondence; performing accurate arithmetic calculations and making accurate financial reconciliations; recommending improved payroll processing and reporting methods and procedures; exercising sound independent judgment within established guidelines; establishing and maintaining effective working relationships with those contacted in the course of work; and excellent written and oral communication skills

Ability to: supervise, organize, and review the work of assigned staff involved in payroll activities; coordinate, direct, and manage processes of a complex payroll system; recommend and implement goals, objectives, policies, and procedures for providing payroll services; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable Federal, State, and local policies, laws, regulations, and Memoranda of Understanding; plan and manage projects independently; conduct effective research; establish and maintain successful relationship with staff and customers.

MINIMUM QUALIFICATIONS

Education/Experience: Possession of a Bachelor's Degree from an accredited college or university with major coursework in finance, accounting, or public administration, or a closely related field; AND five (5) years of responsible payroll experience, of which two (2) years were in a supervisory capacity. Experience in a public agency or governmental setting is highly desirable. Certification as a Certified Payroll Professional is also desirable.

PAYROLL SUPERVISOR MANAGER

DEFINITION

Under general direction, ~~oversees-manages~~ the work of the payroll ~~section-unit~~ of the Finance Department ~~and represents the City's interests in all payroll, benefit, and & pension matters~~. This consists of implementing and monitoring payroll processes and procedures; ~~supervising, evaluating and training~~ ~~managing and directing the work of~~ subordinate staff; serving as the functional lead ~~in-for~~ the City's computerized payroll system; and performing related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for managing the City's payroll processing, distribution, and reporting ~~requirement~~. ~~Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, Sstate and Ffederal, and local laws, rules, and regulations. The incumbent is expected to be knowledgeable onf payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. -Incumbents exercise considerable judgment in decision-making in the day-to-day supervision of payroll operations~~ operations of the payroll unit.

EXAMPLES OF DUTIES (Illustrative Only)

1. Direct, supervise, coordinate, and participate in all activities related to the City's payroll function, including the administration of the City-wide time-and-attendance system, preparation and review of tax and other reports related to payroll activities, implementation of periodic City-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing them to the auditors, and ensuring compliance with applicable City, State, Federal, Federal, State, and local laws, rules, and regulations.
- 4.2. Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff; interprets City policies and procedures to employees; and is responsible for morale, productivity, and discipline of unit staff. Supervise, train, and evaluate assigned staff, including making recommendations, training assigning work, performance management, counseling, and maintain staff related records.

3. Direct the processing and review and/or approval of payroll batching reports, error reports, payroll registers, payroll warrants, and wire requests, tax deposits, tax tables, periodic tax returns, and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's and 1099's, rate schedules, pay period tables.
4. Manage compliance with: ~~State, Federal, federal, state~~ and local tax laws, and quarterly and annual payroll reporting, tax deposit reporting, involuntary deductions (IRS, EDD, FTB), union benefit trusts payment and reporting, pension requirements, and other post-employment employee benefit obligations.
- 2.5. Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. -Research discrepancies between the general ledger and payroll system(s).
- 3.6. ~~Develop and make recommendations for procedural, policy and systems changes.~~Perform short-and long-range planning and goal setting; participate in the development and implementation of policies, procedures, goals, and objectives.
- 4.7. Stay current on City, ~~S~~state-and, ~~F~~federal legislation, and local laws affecting payroll and interpret, implement, make recommendations to management and train staff on appropriate ordinances, rules, ~~regulations~~regulations, and ~~M~~emoranda of ~~U~~nderstanding (MOU).
5. Oversee the maintenance of the payroll system; provide expertise, and take lead role in providing technical assistance in testing payroll system
~~Take lead role in testing, system~~ updates and other payroll changes.
8. _____
6. Identify payroll requirements when new pay policies, pay systems, and/or benefits are implemented; determine the most effective implementation strategy related to a variety of changes in pay and benefits resulting from labor negotiations or classification and compensation studies; ensure legal and financial compliance with Memoranda of Understanding.
~~Review new MOU provisions and provides guidance for implementation.~~
9. _____
- 7.10. -Communicate policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.

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PAYROLL SUPERVISOR
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- ~~8-11.~~ 11. Ensure proper management of employee deductions system (benefits premiums, retirement contributions, defined contribution plans, flexible spending accounts), including accurate and timely reporting and remittance of employee deductions.
- ~~9-12.~~ 12. Review and approve all vouchers for payment of payroll liabilities.
- ~~10-13.~~ 13. Respond to audits and internal and external inquiries regarding payroll and benefit transactions.
- ~~11-14.~~ 14. Provide support to City departments in matters pertaining to payroll.
- ~~12-15.~~ 15. Research, verify, calculate, and approve payroll data for processing.
- ~~13-16.~~ 16. Supervise the maintenance of payroll records.
- ~~14-17.~~ 17. Interface with outside agencies, insurance companies and auditors on pay-related matters.
- ~~15-18.~~ 18. Research and analyze data regarding salaries and benefits for cost studies; participate in financial modeling; may participate in labor negotiations by providing cost analyses and making recommendations about policy language and implementation.
- ~~16-19.~~ 19. Review and approve all manual payroll checks.
- ~~17-20.~~ 20. Analyze payroll input data, reports and systems for accuracy and effectiveness.
- ~~18-21.~~ 21. Ensure that wage and tax reports are done accurately and on time.
- ~~19.~~ 22. Prepare a variety of periodic and special reports related to payroll activities.
- ~~20-22.~~ 23. Participate in the preparation and administration of the payroll section budget.
- ~~21-23.~~ 24. Prepare and coordinate the City's budget projections with the Budget Division.
- ~~22-24.~~ 25. Coordinate the data necessary for all payroll related updates.
- ~~23.~~ 26. Provide expertise and technical assistance in testing the computerized payroll system.
- ~~24.~~ 27. Oversee the maintenance of payroll functions of the payroll system.

25. Collaborate with staff from the Human Resources Department (HR) and Information Technology Department to develop payroll applications that uphold internal controls, ensure accurate employee data (compensation, benefits, deduction, etc.), and facilitate the implementation and maintenance of payroll and HR master files; test and implement systems changes to resolve problems, improve processes and/or meet new requirements to ensure accurate employee data (compensation, benefits, deduction, etc.).
26. Perform related payroll and other related assignments as needed.

MINIMUM QUALIFICATIONS KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: specialized knowledge of payroll accounting, automated system and in-house payroll operations, services, and activities of a comprehensive in-house payroll system; Extensive computer skills with emphasis in advanced Excel functions. principles and practices of municipal payroll preparation, audit and distribution; principles and methods of accounting records management; principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents; local, state and federal State, Federal, and local rules and regulations governing payroll processing and distribution, including tax laws; public retirement system regulations; practices and techniques of automated accounting and financial record-keeping and report preparation; City policies and labor agreement provisions; computer systems and software applications such as word processing, spreadsheets, and automated payroll systems; and ability to plan and manage projects independently; financial modeling principles; ability to establish and maintain successful relationship with staff and customers; excellent written and oral communication skills; basic supervisory principles and practices.

Skill in: organizing, assigning, directing, reviewing and evaluating the work of assigned staff; training staff in work procedures; interpreting, explaining and applying a variety of laws and regulations governing payroll administration; developing forms, records, systems and procedures for achieving internal control of payroll operations; extensive computer skills with an emphasis in advanced Excel functions; reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required; preparing clear, concise and complete payroll reports and other written correspondence; performing accurate arithmetic calculations and making accurate financial reconciliations; recommending improved payroll processing and reporting methods and procedures; exercising sound independent judgment within established guidelines; and establishing and maintaining effective working

relationships with those contacted in the course of work; and excellent written and oral communication skills-

Ability to: supervise, organize, and review the work of assigned staff involved in payroll activities; coordinate, direct, and manage processes of a complex payroll system; recommend and implement goals, objectives, policies, and procedures for providing payroll services; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable Federal, State, and local policies, laws, regulations, and Memoranda of Understanding; plan and manage projects independently; conduct effective research; establish and maintain successful relationship with staff and customers.

EDUCATION AND EXPERIENCE **MINIMUM QUALIFICATIONS**

~~Any combination of education and/or experience 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: Five (5) years of responsible payroll experience. At least two (2) years of the required experience must have been in a lead or supervisory capacity.~~

~~Education: B.A. degree or the equivalent from an accredited college or university with major coursework in Accounting, Finance, Public Administration, or a closely related field.~~

Education/Experience: Possession of a Bachelor's Degree from an accredited college or university with major coursework in finance, accounting, or public administration, or a closely related field; AND five (5) years of responsible payroll experience, of which two (2) years were in a supervisory capacity. Experience in a public agency or governmental setting is highly desirable. Certification as a Certified Payroll Professional is also desirable.

PAYROLL SUPERVISOR

DEFINITION

Under general direction, oversees the work of the payroll section of the Finance Department. This consists of implementing and monitoring payroll processes and procedures; supervising, evaluating and training subordinate staff; serving as the functional lead in the City's computerized payroll system; and performing related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for managing the City's payroll processing, distribution and reporting requirement. Responsibilities include records maintenance and the preparation of payroll reports in accordance with union agreements and City, state and federal rules and regulations. The incumbent is expected to be knowledgeable of payroll, general accounting procedures, and ordinances, rules and regulations governing the processing of a municipal payroll. Incumbents exercise considerable judgment in decision-making in the day-to-day supervision of payroll operations.

EXAMPLES OF DUTIES

1. Supervise, train, and evaluate assigned staff, including making recommendations, training assigning work, performance management, counseling, and maintain staff related records.
2. Establish and maintain sound internal controls in accordance with financial policies/regulations/procedures, ensuring fiscal records are reconciled monthly. Research discrepancies between the general ledger and payroll system(s).
3. Develop and make recommendations for procedural, policy and systems changes.
4. Stay current on City, state and federal legislation affecting payroll and interpret, implement, make recommendations to management and train staff on appropriate ordinances, rules, regulations and memoranda of understanding.
5. Take lead role in testing, system updates and other payroll changes.

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PAYROLL SUPERVISOR
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6. Review new MOU provisions and provides guidance for implementation.
7. Communicate policy and procedure interpretations with staff to ensure that work is efficiently coordinated and understood.
8. Ensure accurate and timely reporting and remittance of employee deductions.
9. Review and approve all vouchers for payment of payroll liabilities.
10. Respond to audits and internal and external inquiries regarding payroll and benefit transactions.
11. Provide support to City departments in matters pertaining to payroll.
12. Research, verify, calculate and approve payroll data for processing.
13. Supervise the maintenance of payroll records.
14. Interface with outside agencies, insurance companies and auditors on pay-related matters.
15. Research and analyze data regarding salaries and benefits for cost studies.
16. Review and approve all manual payroll checks.
17. Analyze payroll input data, reports and systems for accuracy and effectiveness.
18. Ensure that wage and tax reports are done accurately and on time.
19. Prepare a variety of periodic and special reports related to payroll activities.
20. Participate in the preparation and administration of the payroll section budget.
21. Prepare and coordinate the City's budget projections with the Budget Division.
22. Coordinate the data necessary for all payroll related updates.
23. Provide expertise and technical assistance in testing the computerized payroll system.

24. Oversee the maintenance of payroll functions of the payroll system.
25. Collaborate with Human Resources to ensure accurate employee data (compensation, benefits, deduction, etc.).
26. Perform related payroll and other related assignments as needed.

MINIMUM QUALIFICATIONS

Thorough knowledge of: specialized knowledge of payroll accounting, automated system and in-house payroll. Extensive computer skills with emphasis in advanced Excel functions. principles and practices of municipal payroll preparation, audit and distribution; principles and methods of accounting records management; principles and practices of business data processing particularly related to the processing of payroll information and the interpretation of input/output documents; local, state and federal rules and regulations governing payroll processing and distribution; and ability to plan and manage projects independently; ability to establish and maintain successful relationship with staff and customers; excellent written and oral communication skills; basic supervisory principles and practices.

Skill in: organizing, assigning, directing, reviewing and evaluating the work of assigned staff; training staff in work procedures; interpreting, explaining and applying a variety of laws and regulations governing payroll administration; developing forms, records, systems and procedures for achieving internal control of payroll operations; reviewing and verifying the accuracy of financial data and information and ensuring appropriate authorizations as required; preparing clear, concise and complete payroll reports and other written correspondence; performing accurate arithmetic calculations and making accurate financial reconciliations; recommending improved payroll processing and reporting methods and procedures; exercising sound independent judgment within established guidelines; and establishing and maintaining effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of education and/or experience 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: Five (5) years of responsible payroll experience. At least two (2) years of the required experience must have been in a lead or supervisory capacity.

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Education: B.A. degree or the equivalent from an accredited college or university with major coursework in Accounting, Finance, Public Administration, or a closely related field.



STAFF REPORT

HUMAN RESOURCES DEPARTMENT

DATE: September 22, 2022

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: APPROVE THE REVISIONS TO GIS ADMINISTRATOR

BACKGROUND

The City's GIS (Geographical Information Systems) Administrator recently retired and the City needs to conduct a recruitment for this position. The Information Technology Department, in collaboration with the City Manager and the Human Resources Department, assessed the job specification and determined that a few revisions were necessary.

ANALYSIS

Due to the changes within the Information Technology Department, there was no longer a dedicated administrator assigned to manage the City's website. Multiple staff participate with some role in the assistance of the website, but there is no dedicated administrator to be the focal point of contact responsible for it. It was determined that the GIS Administrator should serve as that focal person, to direct and manage the City's website. On September 13, 2022, the City sent the draft revisions to the specification to IFPTE Local 21 Mid-Management Unit and invited the union to meet and confer regarding the drafted description. Representatives of IFPTE Local 21 are in support of these changes.

RECOMMENDATION

The Human Resources Department recommends approval of the revisions to the job specification.

ANALYST: Catherine Selkirk, Principal Personnel Analyst

Attachments: Proposed GIS Administrator Job Specification Clean
Proposed GIS Administrator Job Specification Redline
Original GIS Administrator Job Specification

PROPOSED

GIS (GEOGRAPHICAL INFORMATION SYSTEM) ADMINISTRATOR

DEFINITION

Under general direction, provides day-to-day management of the City's Geographical Information System (GIS) and websites, including all hardware, software, databases, applications, telecommunications, peripherals, and associated supplies. This includes management of, or support for, City-wide GIS-related activities including requirements gathering, database design and development, application development, hardware/software acquisition and installation, staffing and training, public presentations, GIS committee coordination, contractor management, and inter-agency coordination.

CLASS CHARACTERISTICS

This position is the City's focal point of contact for all GIS-related and website-related inquiries and activities, both internally and externally. Work in this classification is distinguished by the complexity of assignments, independent judgment and discretion in problem analysis and development of solutions.

EXAMPLES OF DUTIES (Not all inclusive)

1. Direct and manage the GIS-related activities of staff including development, integration and maintenance of the City's GIS, and identifying GIS staffing and training requirements and needs.
2. Facilitate the City's GIS Coordination and Technical Committees including communication of GIS-related activities, development of policies and procedures and promoting cross-organizational sharing of GIS-related activities and responsibility coordinating/direction GIS activities of GIS Technical Committee members.
3. Participate as a member of City's GIS Steering Committee and as required participate as a non-voting member of the City's Information Technology Steering Committee.
4. Supervise and execute database development projects including database design, automation/conversion planning, pilot automation/conversion, full-scale automation/conversion, and deployment.
5. Supervise and execute application development projects including functional requirements, system design, prototyping, testing, full-scale development, and deployment.
6. Supervise and perform quality control for all GIS data and applications.

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GIS (GEOGRAPHICAL INFORMATION SYSTEM) ADMINISTRATOR
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7. Supervise installation and operation of GIS hardware and software including servers, RDBMS, internet-related software, and GIS software.
8. Supervise and perform the posting of data to the City's enterprise-wide GIS storage and delivery environment (SDE).
9. Supervise the day-to-day delivery of the City's GIS data, over dedicated networks (LAN/WAN) or internet/intranet.
10. Maintain and update the GIS portion of the City's internal/external website.
11. Support formulation of project objectives and system development requirements for GIS-related activities including preparing specific project plans of scoping, budgeting, and scheduling.
12. Manage contractor activities including contract specifications, budgeting, progress tracking, and deliverables.
13. Supervise and prepare technical documents and instructional materials, including status reports and requests for continuing GIS projects and funding.
14. Prepare budgets for GIS departmental activities.
15. Make presentations to public forums on City's GIS activities and accomplishments.
16. Provide on-going GIS functional and technical support to City departments including coordinating with internal departments regarding new and continuing GIS data and functional requirements and coordinating with the IT department regarding new and continuing GIS infrastructure requirements.
17. Direct and manage the City's website (including City's social media accounts) and the citywide open data and performance reporting system.

MINIMUM QUALIFICATIONS

Knowledge of: computerized GIS technology and concepts within the local government or urban fields including GIS theory, operations and applications; GIS database design techniques and principles including spatial/tabular elements, geographic metadata definition, normalization, primary/foreign key identifiers; GIS data automation/conversion techniques and principles including data preparation, digitizing, scanning, projection, georeferencing, transformation, and post-processing; GIS application development processes including requirements gathering, system designing, prototyping, testing, QA/QC and full-scale development and deployment; GIS software and tools (ARC/INFO, ArcView); web authoring tools; project management software tools and applications; geodatabase data structure; quality control principles as applied to GIS.

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GIS (GEOGRAPHICAL INFORMATION SYSTEM) ADMINISTRATOR
PAGE 3

Ability to: update organizational websites; model geodatabases using CASE tools; prepare technical documentation such as user guides or help files; manage contractor activities including contract specifications, budgeting, progress tracking and deliverable reviewing; to develop and make presentations, making the best use of available GIS applications and design; communicate orally and in writing; and to establish and maintain cooperative and effective relationships with staff at all levels and others contacted in the course of work.

EDUCATION/EXPERIENCE

Education:

Bachelor's degree from an accredited college or university in GIS, Computer Science, Geography or City Planning, or related fields. Master's Degree is preferred.

Experience:

Six (6) years of experience in GIS, database design or development and applications/system development. Experience should include managing GIS-related projects, GIS application development projects, both desktop and internet/intranet websites, and managing staff on GIS-related projects. At least two (2) years of the six (6) years of experience should be GIS experience in the local government or urban fields.

LICENSE/CERTIFICATION

California Driver's License is an on-going requirement.

PHYSICAL DEMANDS

Vision sufficient to read computer screens and operating manuals, must be able to communicate effectively both orally and in writing with co-workers and internal/external customers; must be able to have flexibility to work standing for long periods of time. This position emphasizes speech, hearing, and vision.

GIS (GEOGRAPHICAL INFORMATION SYSTEM) ADMINISTRATOR (DRAFT)

DEFINITION

Under general direction, provides day-to-day management of the City's Geographical Information System (GIS) and websites, including all hardware, software, databases, applications, telecommunications, peripherals, and associated supplies. This includes management of, or support for, City-wide GIS-related activities including requirements gathering, database design and development, application development, hardware/software acquisition and installation, staffing and training, public presentations, GIS committee coordination, contractor management, and inter-agency coordination.

CLASS CHARACTERISTICS

This position is the City's focal point of contact for all GIS-related and website-related inquiries and activities, both internally and external agencies. Work in this classification is distinguished by the complexity of assignments, independent judgment and discretion in problem analysis and development of solutions.

EXAMPLES OF DUTIES (Not all inclusive)

1. Direct and manage the GIS-related activities of staff including development, integration and maintenance of the City's GIS, and identifying GIS staffing and training requirements and needs.
2. Facilitate the City's GIS Coordination and Technical Committees including communication of GIS-related activities, development of policies and procedures and promoting cross-organizational sharing of GIS-related activities and responsibility coordinating/direction GIS activities of GIS Technical Committee members.
3. Participate as a member of City's GIS Steering Committee and as required participate as a non-voting member of the City's Information Technology Steering Committee.
4. Supervise and execute database development projects including database design, automation/conversion planning, pilot automation/conversion, full-scale automation/conversion, and deployment.
5. Supervise and execute application development projects including functional requirements, system design, prototyping, testing, full-scale development, and deployment.
6. Supervise and perform quality control for all GIS data and applications.

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7. Supervise installation and operation of GIS hardware and software including servers, RDBMS, internet-related software, and GIS software.
8. Supervise and perform the posting of data to the City's enterprise-wide GIS storage and delivery environment (SDE).
9. Supervise the day-to-day delivery of the City's GIS data, over dedicated networks (LAN/WAN) or internet/intranet.
10. Maintain and update the GIS portion of the City's internal/external website.
11. Support formulation of project objectives and system development requirements for GIS-related activities including preparing specific project plans of scoping, budgeting, and scheduling.
12. Manage contractor activities including contract specifications, budgeting, progress tracking, and deliverables.
13. Supervise and prepare technical documents and instructional materials, including status reports and requests for continuing GIS projects and funding.
14. Prepare budgets for GIS departmental activities.
15. Make presentations to public forums on City's GIS activities and accomplishments.
- ~~16.~~ Provide on-going GIS functional and technical support to City departments including coordinating with internal departments regarding new and continuing GIS data and functional requirements and coordinating with the IT department regarding new and continuing GIS infrastructure requirements.
- ~~16.~~
- ~~17.~~ Direct and manage the City's website (including City's social media accounts) and the citywide open data and performance reporting system.
- ~~17.~~

MINIMUM QUALIFICATIONS

Knowledge of: computerized GIS technology and concepts within the local government or urban fields including GIS theory, operations and applications; GIS database design techniques and principles including spatial/tabular elements, geographic metadata definition, normalization, primary/foreign key identifiers; GIS data automation/conversion techniques and principles including data preparation, digitizing, scanning, projection, georeferencing, transformation, and post-processing; GIS application development processes including requirements gathering, system designing, prototyping, testing,

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QA/QC and full-scale development and deployment; GIS software and tools (ARC/INFO, ArcView); web authoring tools; project management software tools and applications; geodatabase data structure; quality control principles as applied to GIS.

Ability to: update organizational websites; model geodatabases using CASE tools; prepare technical documentation such as user guides or help files; manage contractor activities including contract specifications, budgeting, progress tracking and deliverable reviewing; to develop and make presentations, making the best use of available GIS applications and design; communicate orally and in writing; and to establish and maintain cooperative and effective relationships with staff at all levels and others contacted in the course of work.

EDUCATION/EXPERIENCE

Education:

Bachelor's degree from an accredited college or university in GIS, Computer Science, Geography or City Planning, or related fields. Master's Degree is preferred.

Experience:

Six (6) years of experience in GIS, database design or development and applications/system development. Experience should include managing GIS-related projects, GIS application development projects, both desktop and internet/intranet websites, and managing staff on GIS-related projects. At least two (2) years of the six (6) years of experience should be GIS experience in the local government or urban fields.

LICENSE/CERTIFICATION

California Driver's s-License is an on-going requirement.

PHYSICAL DEMANDS

Vision sufficient to read computer screens and operating manuals, must be able to communicate effectively both orally and in writing with co-workers and internal/external customers; must be able to have flexibility to work standing for long periods of time. This position emphasizes speech, hearing, and vision.

CURRENT

GIS (GEOGRAPHICAL INFORMATION SYSTEM) ADMINISTRATOR

DEFINITION

Under general direction, provides day-to-day management of the City's Geographical Information System (GIS), including all hardware, software, databases, applications, telecommunications, peripherals, and associated supplies. This includes management of, or support for, City-wide GIS-related activities including requirements gathering, database design and development, application development, hardware/software acquisition and installation, staffing and training, public presentations, GIS committee coordination, contractor management, and inter-agency coordination.

CLASS CHARACTERISTICS

This position is the City's focal point of contact for all GIS-related inquiries and activities, both internally and external agencies. Work in this classification is distinguished by the complexity of assignments, independent judgment and discretion in problem analysis and development of solutions.

EXAMPLES OF DUTIES (Not all inclusive)

1. Direct and manage the GIS-related activities of staff including development, integration and maintenance of the City's GIS and identifying GIS staffing and training requirements and needs.
2. Facilitate the City's GIS Coordination and Technical Committees including communication of GIS-related activities, development of policies and procedures and promoting cross-organizational sharing of GIS-related activities and responsibility coordinating/direction GIS activities of GIS Technical Committee members.
3. Participate as a member of City's GIS Steering Committee and as required participate as a non-voting member of the City's Information Technology Steering Committee.
4. Supervise and execute database development projects including database design, automation/conversion planning, pilot automation/conversion, full-scale automation/conversion and deployment.
5. Supervise and execute application development projects including functional requirements, system design, prototyping, testing, full-scale development and deployment.
6. Supervise and perform quality control for all GIS data and applications.

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7. Supervise installation and operation of GIS hardware and software including servers, RDBMS, internet-related software and GIS software.
8. Supervise and perform the posting of data to the City's enterprise-wide GIS storage and delivery environment (SDE).
9. Supervise the day-to-day delivery of the City's GIS data, over dedicated networks (LAN/WAN) or internet/intranet.
10. Maintain and update the GIS portion of the City's internal/external website.
11. Support formulation of project objectives and system development requirements for GIS-related activities including preparing specific project plans of scoping, budgeting and scheduling.
12. Manage contractor activities including contract specifications, budgeting, progress tracking and deliverables.
13. Supervise and prepare technical documents and instructional materials, including status reports and requests for continuing GIS projects and funding.
14. Prepare budgets for GIS departmental activities.
15. Make presentations to public forums on City's GIS activities and accomplishments.
16. Provide on-going GIS functional and technical support to City departments including coordinating with internal departments regarding new and continuing GIS data and functional requirements and coordinating with the IT department regarding new and continuing GIS infrastructure requirements.

MINIMUM QUALIFICATIONS

Knowledge of: computerized GIS technology and concepts within the local government or urban fields including GIS theory, operations and applications; GIS database design techniques and principles including spatial/tabular elements, geographic metadata definition, normalization, primary/foreign key identifiers; GIS data automation/conversion techniques and principles including data preparation, digitizing, scanning, projection, georeferencing, transformation, and post-processing; GIS application development processes including requirements gathering, system designing, prototyping, testing, QA/QC and full-scale development and deployment; GIS software and tools (ARC/INFO, ArcView); web authoring tools; project management software tools and applications; geodatabase data structure; quality control principles as applied to GIS.

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Ability to: update organizational websites; model geodatabases using CASE tools; prepare technical documentation such as user guides or help files; manage contractor activities including contract specifications, budgeting, progress tracking and deliverable reviewing; to develop and make presentations, making the best use of available GIS applications and design; communicate orally and in writing; and to establish and maintain cooperative and effective relationships with staff at all levels and others contacted in the course of work.

EDUCATION/EXPERIENCE

Education:

Bachelor's degree from an accredited college or university in GIS, Computer Science, Geography or City Planning, or related fields. Master's Degree is preferred.

Experience:

Six (6) years experience in GIS, database design or development and applications/system development. Experience should include managing GIS-related projects, GIS application development projects, both desktop and internet/intranet, and managing staff on GIS-related projects. At least two (2) years of the six (6) years experience should be GIS experience in the local government or urban fields.

LICENSE/CERTIFICATION

California Driver License is an on-going requirement.

PHYSICAL DEMANDS

Vision sufficient to read computer screens and operating manuals, must be able to communicate effectively both orally and in writing with co-workers and internal/external customers; must be able to have flexibility to work standing for long periods of time. This position emphasizes speech, hearing and vision.