



TO: Mayor and Councilmembers

FROM: Daniel Singer, City Manager

CONTACT: Michelle Greene, Administrative Services Director

SUBJECT: Resolution Amending the City of Goleta Salary Schedule and Classification Plan

RECOMMENDATION:

- A. Adopt resolution No. 08-__ entitled "a Resolution of the City Council of the City of Goleta, California Amending the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09;
- B. Adopt the Classification Specification for the new Capital Improvement Program Manager position.

BACKGROUND:

On June 3, 2008, the City Council adopted amendments to the City of Goleta budget for FY 2008-09, as well as the Redevelopment Agency budget for FY 2008-09. Four adjustments were approved at that time which affect the current Salary Schedule and Classification Plan, therefore an amendment to the schedule and plan is needed at this time. The adjustments are as follows:

- The creation of a new Capital Improvement Program Division Manager position in the Community Services Department;
- An appropriation for the existing Sr. Engineering Technician position in the Community Services Department;
- Reclassification of the RDA Management Analyst to a Sr. Management Analyst;
- A range adjustment for the Executive Assistant position.

DISCUSSION:

Since the above adjustments were not incorporated in the Salary Schedule and Classification Plan adopted with the two year budget last year, they must now be added by resolution (Attachment 1). Adoption of the attached resolution will formally include these amendments to the Salary Schedule and Classification Plan for FY 2008-09, and will make them effective for the first full pay period of the new fiscal year.

Furthermore, whenever a new position is created, the City Council must approve the Classification Specification for that position so that it may be added to the Salary Schedule and Classification Plan. Attachment 2 contains the Classification Specification for the Capital Improvement Program Division Manager position for your review and adoption. An updated organizational chart for the Community Services Department is also attached for your information which illustrates how this new position and the new Capital Programs Division fit in the department structure (Attachment 3).

GOLETA STRATEGIC PLAN:

Adoption of the proposed resolution and Classification Specification is consistent with the goal in the Goleta Strategic Plan entitled “**Build, Retain and Support Highly Qualified Staff,**” and is a further step in achieving this goal.

ALTERNATIVES:

Since the City Council already approved the budget appropriations for the personnel changes listed above, there is no viable alternative to adopting the resolution which formally incorporates these changes into the Salary Schedule and Classification Plan. Adoption of the resolution is a ministerial step which is required to complete Council’s previous action.

FISCAL IMPACTS:

The amended City of Goleta budget for FY 2008-09 and the amended RDA budget for FY 2008-09 include sufficient funds for the approved salary and classification changes. The adjustments will be effective the first full pay period in July 2008.

Submitted By:

Approved By:

Michelle A. Greene
Administrative Services Director

Daniel Singer
City Manager

ATTACHMENTS:

1. Resolution Amending the City of Goleta Salary Schedule and Classification Plan.
2. Classification Specification for the Capital Improvement Program Manager position.
3. Updated Community Services Department Organizational Chart.

ATTACHMENT 1

**Resolution Amending the City of Goleta Salary Schedule and
Classification Plan.**

RESOLUTION NO. 08-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA,
CALIFORNIA AMENDING THE CITY OF GOLETA SALARY SCHEDULE
AND CLASSIFICATION PLAN FOR FISCAL YEAR 2008-09**

WHEREAS, Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

WHEREAS, the City Manager/RDA Executive Director submitted recommended amendments to both the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09 and the Redevelopment Agency Operating Budget for Fiscal Year 2008-09 which included changes to personnel classifications and compensation ranges; and

WHEREAS, on June 3, 2008, the City Council adopted said recommended amendments to the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09; and

WHEREAS, on June 3, 2008, the Redevelopment Agency adopted said recommended amendments to the Redevelopment Operating Budget for Fiscal Year 2008-09; and

WHEREAS, the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 must be amended by resolution to reflect the adjustments in the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09 and the Redevelopment Operating Budget for Fiscal Year 2008-09.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF GOLETA AS FOLLOWS:**

SECTION 1.

The City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 included herein as Exhibit A is hereby approved and adopted.

SECTION 2.

The Classification Specification for the Capital Improvement Program Manager included herein as Exhibit B is hereby approved and adopted.

SECTION 3.

The City Clerk shall certify to the adoption of the resolution.

PASSED, APPROVED, AND ADOPTED this 15th day of July, 2008.

MICHAEL T. BENNETT, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH CONSTANTINO
CITY CLERK

JULIE HAYWARD BIGGS
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)
CITY OF GOLETA) ss.

I, DEBORAH CONSTANTINNO, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 08-__ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 15th day of July, 2008, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH CONSTANTINO
CITY CLERK

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT		STEP A	STEP B	STEP C	STEP D	STEP E
			CATGY./FLSA						
110	Office Specialist	61	M - NE	HOURLY	17.49	18.36	19.28	20.24	21.25
111	City Hall Receptionist	61	M - NE	BI-WEEKLY	1,399	1,469	1,542	1,619	1,700
				MONTHLY	3,031	3,182	3,341	3,509	3,684
				ANNUAL	36,370	38,188	40,098	42,103	44,208
120	Senior Office Specialist	66	M - NE	HOURLY	18.38	19.30	20.26	21.27	22.34
				BI-WEEKLY	1,470	1,544	1,621	1,702	1,787
				MONTHLY	3,185	3,345	3,512	3,688	3,872
				ANNUAL	38,225	40,136	42,143	44,250	46,463
115	Maintenance Worker II	69	M - NE	HOURLY	18.93	19.88	20.88	21.92	23.01
				BI-WEEKLY	1,515	1,590	1,670	1,754	1,841
				MONTHLY	3,282	3,446	3,618	3,799	3,989
				ANNUAL	39,383	41,353	43,420	45,591	47,871
125	Lead Maintenance Worker	79	M - NE	HOURLY	20.92	21.96	23.06	24.21	25.42
				BI-WEEKLY	1,673	1,757	1,845	1,937	2,034
				MONTHLY	3,625	3,807	3,997	4,197	4,407
				ANNUAL	43,504	45,679	47,963	50,361	52,879
133	Accounting Specialist	87	C - NE	HOURLY	22.65	23.78	24.97	26.22	27.53
				BI-WEEKLY	1,812	1,902	1,998	2,097	2,202
				MONTHLY	3,926	4,122	4,328	4,544	4,772
				ANNUAL	47,108	49,464	51,937	54,534	57,260
139	Public Works Supervisor	93	M - NE	HOURLY	24.04	25.24	26.51	27.83	29.22
				BI-WEEKLY	1,923	2,019	2,120	2,226	2,338
				MONTHLY	4,167	4,376	4,594	4,824	5,065
				ANNUAL	50,006	52,507	55,132	57,889	60,783
145	Senior Accounting Specialist	99	C - NE	HOURLY	25.52	26.80	28.14	29.54	31.02
				BI-WEEKLY	2,042	2,144	2,251	2,363	2,482
				MONTHLY	4,424	4,645	4,877	5,121	5,377
				ANNUAL	53,083	55,737	58,524	61,450	64,522
157	Administrative Assistant	101	M - NE	HOURLY	26.03	27.34	28.70	30.14	31.64
				BI-WEEKLY	2,083	2,187	2,296	2,411	2,532
				MONTHLY	4,512	4,738	4,975	5,224	5,485
				ANNUAL	54,150	56,857	59,700	62,685	65,819
158	Senior Engineering Technician	103	M - NE	HOURLY	26.56	27.88	29.28	30.74	32.28
				BI-WEEKLY	2,125	2,231	2,342	2,459	2,582
				MONTHLY	4,603	4,833	5,075	5,329	5,595
				ANNUAL	55,238	58,000	60,900	63,945	67,142
160	Accountant	104	C - NE	HOURLY	26.82	28.16	29.57	31.05	32.60
161	Code Compliance Officer	104	M - NE	BI-WEEKLY	2,146	2,253	2,366	2,484	2,608
				MONTHLY	4,649	4,882	5,126	5,382	5,651
				ANNUAL	55,791	58,580	61,509	64,585	67,814
166	Assistant Planner	111	M - NE	HOURLY	28.76	30.20	31.70	33.29	34.95
167	Building Inspector	111	M - NE	BI-WEEKLY	2,301	2,416	2,536	2,663	2,796
168	Public Works Inspector	111	M - NE	MONTHLY	4,985	5,234	5,496	5,770	6,059
169	Permit Technician	111	M - NE	ANNUAL	59,815	62,806	65,946	69,243	72,706
170	Planning Technician	111	M - NE						
171	Deputy City Clerk	115	C - E	HOURLY	29.92	31.42	32.99	34.64	36.37
172	Executive Assistant	115		BI-WEEKLY	2,394	2,514	2,639	2,771	2,910
				MONTHLY	5,187	5,446	5,719	6,005	6,305
				ANNUAL	62,244	65,356	68,624	72,055	75,658

Categories of Employment
C = Confidential
M = Miscellaneous
T/P = Technical/Professional
MM = Mid-Management
EM = Executive Management

Fair Labor Standards Act Classification
NE = Non Exempt from overtime
E = Exempt from overtime

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT		STEP A	STEP B	STEP C	STEP D	STEP E
			CATGY./FLSA						
174	Senior Accountant	118	C - NE	HOURLY	30.83	32.37	33.99	35.69	37.48
175	Assistant Engineer	118	T/P -NE	BI-WEEKLY	2,467	2,590	2,719	2,855	2,998
				MONTHLY	5,344	5,611	5,892	6,187	6,496
				ANNUAL	64,130	67,336	70,703	74,238	77,950
176	Associate Planner	121	T/P -NE	HOURLY	31.77	33.35	35.02	36.77	38.61
177	Management Analyst	121	C - E	BI-WEEKLY	2,541	2,668	2,802	2,942	3,089
178	Senior Building Inspector	121	T/P -NE	MONTHLY	5,506	5,781	6,070	6,374	6,693
				ANNUAL	66,073	69,377	72,845	76,488	80,312
180	Public Works Superintendent	123	M/M - E	HOURLY	32.40	34.02	35.73	37.51	39.39
				BI-WEEKLY	2,592	2,722	2,858	3,001	3,151
				MONTHLY	5,617	5,898	6,192	6,502	6,827
				ANNUAL	67,401	70,771	74,310	78,025	81,926
187	Senior Management Analyst	131	C - E	HOURLY	35.09	36.84	38.69	40.62	42.65
				BI-WEEKLY	2,807	2,947	3,095	3,250	3,412
				MONTHLY	6,082	6,386	6,706	7,041	7,393
				ANNUAL	72,986	76,635	80,467	84,490	88,715
193	Associate Civil Engineer	134	T/P -NE	HOURLY	36.15	37.96	39.86	41.85	43.94
194	Project Manager	134	T/P - E	BI-WEEKLY	2,892	3,037	3,189	3,348	3,515
				MONTHLY	6,266	6,580	6,909	7,254	7,617
				ANNUAL	75,197	78,957	82,905	87,050	91,403
205	Senior Planner	136	M/M - E	HOURLY	36.88	38.72	40.66	42.69	44.83
206	Accounting Manager	136	M/M - E	BI-WEEKLY	2,950	3,098	3,253	3,415	3,586
207	Redevelopment Project Manager	136	M/M - E	MONTHLY	6,392	6,712	7,048	7,400	7,770
				ANNUAL	76,709	80,544	84,571	88,800	93,240
211	Senior Project Manager	139	M/M - E	HOURLY	38.00	39.90	41.89	43.99	46.19
				BI-WEEKLY	3,040	3,192	3,351	3,519	3,695
				MONTHLY	6,586	6,915	7,261	7,624	8,005
				ANNUAL	79,033	82,985	87,134	91,491	96,065
218	Public Works Manager	151	M/M - E	HOURLY	42.82	44.96	47.20	49.56	52.04
219	Building and Safety Manager	151	M/M - E	BI-WEEKLY	3,425	3,597	3,776	3,965	4,163
				MONTHLY	7,421	7,792	8,182	8,591	9,021
				ANNUAL	89,056	93,509	98,185	103,094	108,249
224	Finance Manager	157	M/M - E	HOURLY	45.45	47.72	50.11	52.61	55.24
				BI-WEEKLY	3,636	3,818	4,009	4,209	4,420
				MONTHLY	7,878	8,272	8,685	9,120	9,576
				ANNUAL	94,535	99,262	104,225	109,436	114,908
227	Planning Manager	158	M/M - E	HOURLY	48.09	50.50	52.92	55.57	58.45
228	Building & Neigh. Services Mgr	158	M/M - E	BI-WEEKLY	3,847	4,040	4,234	4,445	4,676
				MONTHLY	8,336	8,753	9,173	9,631	10,132
				ANNUAL	100,029	105,030	110,074	115,577	121,585
229	Principal Civil Engineer	159	M/M - E	HOURLY	48.57	51.00	53.55	56.23	59.04
230	CIP Manager	159	M/M - E	BI-WEEKLY	3,886	4,080	4,284	4,498	4,723
				MONTHLY	8,419	8,840	9,282	9,746	10,233
				ANNUAL	101,029	106,080	111,384	116,954	122,801
240	General Plan Manager	172	M/M - E	HOURLY	55.27	58.04	60.94	63.99	67.19
				BI-WEEKLY	4,422	4,643	4,875	5,119	5,375
				MONTHLY	9,581	10,060	10,563	11,091	11,646
				ANNUAL	114,970	120,718	126,754	133,092	139,746

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**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE EMPLOYMENT			STEP A	STEP B	STEP C	STEP D	STEP E
		NO.	CATGY./FLSA						
320	City Clerk	317	EM - E	HOURLY	48.57	51.00	53.55	56.22	59.03
				BI-WEEKLY	3,885	4,080	4,284	4,498	4,723
				MONTHLY	8,418	8,839	9,281	9,745	10,232
				ANNUAL	101,020	106,071	111,374	116,943	122,790
340	RDA and Neigh. Ser. Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Finance Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Administrative Services Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Community Services Director	340	EM - E	HOURLY	61.06747	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
360	Planning & Environ Services Dir.	340	EM - E	HOURLY	61.06747	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
380	Asst City Manager/Admin Serv Dir.	343	EM - E	HOURLY	62.91	66.05	69.35	72.82	76.46
				BI-WEEKLY	5,033	5,284	5,548	5,826	6,117
				MONTHLY	10,904	11,449	12,021	12,623	13,254
				ANNUAL	130,846	137,389	144,258	151,471	159,044

Categories of Employment

C = Confidential
M = Miscellaneous
T/P = Technical/Professional
MM = Mid-Management
EM = Executive Management

Fair Labor Standards Act Classification

NE = Non Exempt from overtime
E = Exempt from overtime

ATTACHMENT 2

**Classification Specification for the Capital Improvement
Program Manager position.**

**CITY OF GOLETA, CALIFORNIA
CAPITAL IMPROVEMENT PROGRAM MANAGER**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the general direction of the Community Services Director, this position is responsible for, but not limited to, the following tasks and activities: plans, organizes, integrates and directs the activities of the Capital Projects Division within the Community Services Department; supervises employees assigned to the Division; represents the Department in matters relating to divisional responsibilities; oversees the performance of complex, advanced level engineering and project management for a variety of complex transportation and public works projects; manages consultant contracts; interacts with other City departments, outside agencies, businesses, contractors and the public; administers outside funding sources; prepares technical reports; reviews project plans and specifications; assists with reports on engineering matters; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the supervisory level class in the professional project management series. Positions assigned to this class can be distinguished from lower level project management classes by performance of the most complex project management and engineering tasks requiring a high degree of knowledge related to all areas of engineering design, plan review and contract administration. Positions assigned to this class can be further distinguished by responsibility for managing and supervising projects, and for the performance of supervisory activities such as assigning work, preparing performance evaluations, assisting in personnel actions, and providing technical assistance and training to other professional, technical, and field staff. Incumbents assigned to this class are also expected to supervise the work of consulting staff on large and/or complex projects.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Responsible for all activities of the division while planning, directing, and supervising divisional resources;
2. Provides staff support to the Community Services Director;
3. Develops plans, policies, standards, and procedures;
4. Coordinates activities with other divisions, departments, state, federal and local agencies, property owners, developers, or private consultants and engineers;
5. Directs the preparation and administration of annual budgets; identifies needs and makes or approves purchases for necessary supplies, materials, and rentals to accomplish division assignments;

6. Oversees the progress of multiple active projects from initial conception to completion, including preparing standards and budget, determining feasibility, assessing environmental impact, negotiating with consultants, administering contracts, ensuring federal, state, and county standards and requirements are met;
7. Oversees the maintenance and updates of the Goleta Transportation Improvement Program, including AB1600 issues;
8. Supervises the preparation of grant applications, securing revenue from all available resources, ensures compliance with regulations related to the expenditure of state and federal funds.;
9. May assume the responsibility of the Department Director in his/her absence;
10. Supervises, hires, trains, counsels, and recommends disciplinary action, and evaluates professional and technical staff; supervises subordinate staff in the assigned work unit including preparing major disciplinary actions;
11. Directs the review of work performed by private engineering firms under contract;
12. Evaluates existing or proposed legislation as to its operational or financial effects on departmental activities;
13. Represents the City in negotiations with resource agencies (Army Corps of Engineers, California Department of Fish and Game, etc.) for environmental or other permitting. Signs permits and agreements with resource agencies;
14. Researches, compiles, and analyzes data and written materials, and prepares technical and administrative reports;
15. Oversees the preparation of requests for proposals and contracts for professional engineering, construction and services;
16. Administers professional services contracts for the design and construction of public improvements;
17. Reviews project plans, maps, specifications, estimates and contract documents;
18. Confers with developers, contractors and engineers on matters related to public works project design and construction;
19. Monitors and updates project schedules;
20. Coordinates, monitors and administers outside funding sources, including but not limited to Federal, State and local funding for transportation projects;
21. May represent the Department before the City Council, Planning Commission, Board of Supervisors, Regional Water Quality Control Board, or other governing or advisory bodies;
22. May schedule and conduct citizen advisory committee meetings;
23. May oversee enforcement of City ordinances, permits, etc.;

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

Experience:

- A minimum of five years experience in public works engineering and construction management, including contract administration, plan review, coordination of funding sources experience, with at least two years of lead supervisory and project management responsibility.

Knowledge and Abilities

Comprehensive Knowledge of:

- Principles and practices of Civil Engineering;
- Pertinent Federal, State and Local laws, codes, and regulations;
- Advanced principles and practices of project management;
- Modern methods, materials and techniques used in the design and construction of a wide variety of public works and capital improvements projects;
- Principles of budget preparation and administration and capital project financing, particularly in a public agency;
- Preparation of grant reimbursement requests, particularly state and regional transportation funding procedures;
- CEQA and NEPA regulatory permitting processes associated with the design and construction of public works projects;
- Principles and practices of effective management and supervision, safe working conditions, and training;
- Computer use, including word processing, data base management, spreadsheets, graphics, GIS and computer aided drafting;
- Principles of cost estimating and contract administration.

Ability to:

- Manage and provide leadership for the Capital Projects Division;
- Effectively plan and direct the work of a professional and technical level staff and/or private contractors;
- Conduct comprehensive engineering studies, prepare complex reports and make recommendations on major projects;
- Analyze complex engineering problems and use sound engineering judgment in their resolution;
- Confer extensively and effectively with various governmental agencies, private consultants, land developers, other firms and the general public;
- Render decisions under controversial conditions and those involving considerable public interest based upon established policy, legal or engineering standards;
- Prepare presentations and speak to the governing or advisory bodies and the general public;
- Negotiate agreements effectively and persuasively;
- Understand and interpret engineering construction plans, specifications and other contract documents;
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations;
- Ensure project compliance with Federal, State and local rules, laws and regulations;
- Prepare and monitor project budgets;
- Communicate effectively both verbally and in writing; understand and carry out verbal and written instructions;
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics, computer aided drafting and GIS applications;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain effective relationships with City officials, employees, regulatory agencies, businesses, contractors and the public.

Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record;
- Registration as a Civil Engineer in the State of California preferred, but not required.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein 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 these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate computers, and various types of office equipment. Incumbents may be required to perform light lifting and carrying.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: July15, 2008

Date Revised:

ATTACHMENT 3

Updated Community Services Department Organizational Chart.

Community Services Department

