



**CIVIL SERVICE COMMISSION  
(AMENDED)**

**Agenda for Regular Meeting 5:30  
P.M., Wednesday, July 10, 2024  
City Hall, Large Conference Room,  
2nd Floor  
1243 National City Blvd.  
National City, California 91950**

*UPON REQUEST, THIS AGENDA CAN BE PROVIDED IN ALTERNATIVE FORMAT TO ACCOMMODATE ANY INDIVIDUAL NEEDS. PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT (619) 336-4300 OR BY E-MAIL AT [hr@nationalcityca.gov](mailto:hr@nationalcityca.gov) TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.*

**1. CALL TO ORDER AND ROLL CALL**

- Commissioner Courtney     Commissioner Sampsell     Vacant  
 Commissioner Wapnowski     Vacant

**2. SALUTE TO THE FLAG**

**3. PUBLIC COMMUNICATIONS**

**You may provide written comments on agenda items via email at [hr@nationalcityca.gov](mailto:hr@nationalcityca.gov). Comments will be received until 3:30 pm on the day of the Civil Service Commission Meeting.**

**4. APPROVAL OF MINUTES**

A. Special Meeting of March 27, 2024

**5. REPORTS FOR FILE**

- A. Personnel Report  
1) Appointments  
2) Promotions  
3) Separations

**6. UNFINISHED BUSINESS**

A. None

**7. NEW BUSINESS**

- A. Election of Officers
- B. Request to revise the followings classification:

<u>Classification</u>	<u>Department</u>
Building Inspector	Community Development
Housing Assistant	Community Development
Executive Assistant II/III/IV	All Departments
City Engineer	Public Works
Senior Park Caretaker	Public Works

- C. Request to create the following classifications:

<u>Classification</u>	<u>Department</u>
Records Program Specialist	City Clerk
Assistant Director of Community Development	Community Development
Human Resources Technician	Human Resources
Human Resources Analyst II	Human Resources
Risk Management Specialist	Human Resources

- D. Request of Reclassification of Senior Office Assistant (Fire) to Administrative Secretary (Fire).
- E. Request of Reclassification of Senior Office Assistant (Human Resources) to Confidential Risk Management Specialist (Human Resources).

**8. CLOSED SESSION – Consistent with California Government Code 54957**

- A. REVIEW OF PUBLIC EMPLOYEE GRIEVANCE(S)  
Government Code Section 54957

**9. STAFF COMMENTS**

**10. COMMISSIONER COMMENTS**

**11. ADJOURNMENT**

Next Regular Civil Service Commission Meeting on Wednesday, September 11, 2024 at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950



CITY OF NATIONAL CITY  
HUMAN RESOURCES DEPARTMENT

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**MINUTES OF THE SPECIAL BUSINESS MEETING OF THE  
CIVIL SERVICE COMMISSION  
March 27, 2024**

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**CALL TO ORDER**

The Special Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Wednesday, March 27, 2024.

**ROLL CALL**

COMMISSION MEMBERS PRESENT:     *Paul Wapnowski*, Commissioner  
  *Rafael Courtney*, Commissioner  
  *Sean Sampsell*, Commissioner

COMMISSIONERS ABSENT:            *Thomas Luna*, Chairperson  
  *Leslie Coyote*, Vice-Chairperson (*Resigned*)

STAFF PRESENT:                        *Lydia Flores-Hernandez*, Human Resources Director  
  *Lizza Galindo-Rojas*, Executive Assistant  
  *Lieutenant Omar Ramirez*  
  *Sergeant Kenneth Springer*  
  *Fire Chief Sergio Mora*

**SALUTE TO THE FLAG**

Commissioner Courtney led the pledge of allegiance to the flag.

**PUBLIC COMMUNICATIONS**

None

**APPROVAL OF MINUTES**

Regular Meeting of January 10, 2023

**Action:** Motion made by Courtney seconded by Wapnowski, and unanimously carried to approve the regular meeting minutes.

## **REPORTS FOR FILE**

### **Personnel Report**

**Action:** Motion made by Courtney, seconded by Wapnowski, and unanimously carried to accept and file the Personnel Report as presented to the Commission.

## **UNFINISHED BUSINESS**

### **A. None**

## **NEW BUSINESS**

### **A. Introduction of new Human Resources Director**

Human Resources Director Lydia Flores-Hernandez introduced herself and provided her background.

### **B. Request to revise the classification of Community Services Officer (Police)**

Lieutenant Ramirez provided a background of the request, and answered questions from the Commission.

**Action:** Motion made by Courtney, seconded by Sampsell, and unanimously carried to approve the request to revise the classification of Community Services Officer.

### **C. Request to create a new classification titled Emergency Manager (Fire)**

Fire Chief Mora provided a background of the request, and answered questions from the Commission.

**Action:** Motion made by Courtney, seconded by Wapnowski, and unanimously carried to approve the request to create a new classification titled of Emergency Manager.

### **D. Request to create a new classification titled Fire Division Chief (Fire)**

Fire Chief Mora provided a background of the request, and answered questions from the Commission.

**Action:** Motion made by Courtney, seconded by Wapnowski, and unanimously carried to approve the request to create a new classification titled Fire Division Chief.

## **STAFF COMMENTS**

Human Resources Director Flores-Hernandez informed the Commission of a possible upcoming special meeting, date to be determined depending on availability of Commissioners. HR Director Flores-Hernandez also reminded the Commission to complete the 700 form before the upcoming deadline.

**COMMISSIONER COMMENTS**

Commission excused Chairperson Luna's absent. Motion made by Wapnowski, and second by Courtney, and unanimously carried to approve the excused absent for Chairperson Luna.

**ADJOURNMENT**

**Action:** Motion made by Courtney, seconded by Wapnowski, and unanimously carried to adjourn the regular meeting at 6:30 p.m., Wednesday, March 27, 2024 to the next regular meeting of the Civil Service Commission on Wednesday, May 8, 2024 at 5:30 p.m.

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CHAIRPERSON

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DATE APPROVED

*Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.*

<b>BUILDING INSPECTOR</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: <del>October 29, 1999</del></b>

### **DEFINITION**

Under direction, to inspect residential building and structures at various stages of construction; review building plans and specifications; enforce building, plumbing, mechanical, and electrical codes and related state and local regulation; investigate citizens' complaints; and perform related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the Building Inspection series with emphasis on residential inspection. The position reports to the Building ~~Official & Safety Director~~.

### **EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Makes field inspections of residential structures during all phases of the construction; inspects the foundation, framing, lath, drywall, and electrical, plumbing, and mechanical installations; compares the construction with the approved plans and notes discrepancies; checks for material quality and proper installation; checks stud, joist, rafter spacing, and other structural member factors; examines grade quality and treatment of lumber, concrete, lath, wire, and other materials; ascertains conformance with the state building codes and other pertinent state and local regulations; reviews plans and specifications; confers with contractors, architects, engineers, and the general public in the field and in the office; explains and interprets the requirements and restrictions; refers special problems to the supervisor; investigates citizens' complaints concerning illegal construction; issues permits and collects fees; keeps records and prepares reports.

### **MINIMUM QUALIFICATIONS**

**Training and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: graduation from high school or G.E.D. equivalent; and ~~three (3) years of building inspection or construction experience or a certificate in construction inspection technology from an accredited college~~ two (2) years of experience in varied building inspection or construction work involving the application and interpretation of building construction codes and building regulations is required.-

**Knowledge and Skills in:** The provisions of building, plumbing, electrical, and mechanical and related health and safety codes and ordinances enforceable by the City; mechanical, structural, electrical, and plumbing installation; building materials; accepted safety standards and methods of building construction.

**Ability to:** Apply knowledge and follow proper inspection techniques to examine construction and materials and detect deviations from plans, regulations, and standard construction practices; read and interpret building plans, specifications, and codes; advise on standard construction methods and requirements; enforce necessary regulations with firmness and tact; keep records and prepare oral and written reports; understand and carry out oral and written directions; establish and maintain cooperative working relations with those contacted in the course of work.

#### **LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

Possession of a valid California Class C driver's license, acceptable driving record, and evidence of insurance are required at the time of appointment. ~~is required at the time of appointment. Certification as a combination dwelling inspector or in all four (4) major categories by the International Conference of Building Officials is required within one (1) year of employment.~~ International Code Council (ICC) certification as a Building Inspector in one or more areas of specialization such as building, mechanical, plumbing, and electrical inspection within one year of assignment to the job classification.

<b>HOUSING ASSISTANT</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: <del>May 8, 2008</del></b>

**DEFINITION**

Under general supervision, to perform specialized clerical and technical duties in the processing of the Section 8 Rental Assistance Program applications; determination of eligibility and maintenance of computerized recordkeeping systems; and to provide clerical assistance in other affordable housing programs; and to perform other related duties as assigned.

**EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform ~~all of~~ these duties and/or may perform similar related tasks not listed here.

Assists in the processing of Section 8 Rental Assistance Program applications and participants' continuing eligibility, including but not limited to assessing eligibility requirements, detecting and reconciling discrepancies, providing information to applicants, verifying information on applications, scheduling interviews, and preparing related correspondence; answers public inquiries and provides information related to the housing programs, both orally and in writing; maintains computerized records and database on client and housing information; maintains applicant and program participant files; contacts and notifies applicants/participants on eligibility status; schedules and assists professional housing staff with presentations to prospective tenants and landlords; types correspondence, reports, requisition forms, and other related materials from rough draft; maintains calendars and schedules and coordinates meetings; performs routine administrative duties such as filing, copying, and answering telephones; performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Training and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. ~~A typical way to obtain the required knowledge, skills, and abilities would be: two (2) years of progressively responsible clerical experience in the social/public service; and two (2) years of experience in the subsidized housing field working with rental assistance programs. High school graduation or G.E.D. equivalent is required AND two (2) years of increasingly responsible experience providing technical support or customer services to assisted housing, social services programs, or retail financial/legal services.~~

**Knowledge and Skills in:** Pertinent federal, state, and local housing laws, codes, and regulations related to Section 8 Rental Assistance; general office methods and procedures; computer systems and word processing, spreadsheet, and database applications.

**Ability to:** Apply and explain federal, state, and local laws, regulations, policies, and procedures; prepare statistical reports and maintain complex recordkeeping systems; work independently; understand and carry out oral and written directions; effectively communicate, both orally and in



writing; establish and maintain effective working relationships; ~~ability to type at a net rate of 40 words per minute.~~ The ability to speak, read, and write in Spanish is highly desirable.

**LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

Possession of a valid California Class C driver's license or other means that would allow for the ability to commute to meetings, conduct site visits, and attend other special events throughout the county.

~~Possession of an approved typing certificate, less than one (1) year old, indicating the ability to type at a net rate of 40 words per minute is required at the time of application.~~  
Type accurately at a speed necessary to meet the requirements of the position.

<b>EXECUTIVE ASSISTANT II (CONFIDENTIAL POSITION)</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: <del>October 29, 1999</del></b>

**DEFINITION**

Under direction, to perform a variety of specialized and difficult clerical and administrative duties for department head or high-level manager and official requiring knowledge of specialized subject matter and confidentiality; and perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class perform a wide variety of secretarial and administrative duties to assist the department head or high-level manager. A great deal of independent judgment and initiative are required in making decisions in accordance with the policies and practices of the City. ~~(The position assigned to the Mayor's office will report to and receive direction from the Mayor.)~~

**EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Provides a wide variety of secretarial and administrative support duties requiring the use of independent judgment and discretion; prepares correspondence, forms, reports, agendas, requisitions, and other related materials; compiles, tabulates, and summarizes data and prepares management information reports; operates computer to create forms, bulletins, charts, tables, and spreadsheets involving data manipulation; editing, revising, and reviewing documents for utility and clerical accuracy, completeness, and quality; may take and transcribe minutes of conferences and meetings; arranges, schedules, and coordinates meetings, interviews, or examinations; coordinates assigned programs and projects with department and outside agencies; performs administrative duties such as researching/coordinating special projects; maintains, reviews, and controls personnel and budgetary records; provides clerical and technical support to a board or commission, including preparing agendas and compiling background materials, following up action items, and maintaining files; maintains confidential files, records, and logs and ensures compliance with both federal and state laws; screens visitors and telephone calls by furnishing information requested or by referring to appropriate source; interprets, explains, and provides information regarding policies, procedures, and rules to the public, department heads, and employees; acts as intermediary on assigned matters with the staff of City departments and board or commission members; may conduct surveys and studies, as assigned, for the purpose of employer-employee relations or other management information uses; supervises, trains, and evaluates subordinate personnel; performs related duties as required. ~~(Duties in the Mayor's office may be broadened to include protocol responsibility, representing the Mayor when necessary, and assisting the City Council when authorized by the Mayor.)~~

**MINIMUM QUALIFICATIONS**

**Training and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. ~~A typical way to obtain the required knowledge, skills, and abilities would be: 30 units of college level courses, including business, public administration, or closely related field, including or supplemented by courses in office practices, typing, and stenography; and High School graduation or G.E.D. equivalent is required, supplemented by education, training and certification in office management, supervision, communications, and the use of a variety of general and specialized software products AND three (3) years of progressively responsible office administrative experience involving frequent public contact.~~

**Knowledge and Skills in:** Modern office practices, procedures, and terminology; letter and report writing; statistical and recordkeeping methods; correct English usage, spelling, and punctuation; operations of assigned departments; basic functions and organization of municipal government.

**Ability to:** Communicate effectively; utilize word processing equipment efficiently; ~~operate transcribing machines or take dictation;~~ type at a net rate of 55 words per minute from clear, legible copy; employ independent judgment and make sound decisions in accordance with established procedures; understand and interpret departmental policies and procedures; work independently; ~~take and review minutes and provide administrative support to City Council, department director, and/or assigned commissions or committees;~~ supervise and train clerical personnel; establish and maintain effective working relations with all levels of staff, elected officials, board or commission members, and the general public.

**LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

~~Possession of an approved certificate, less than one (1) year old, indicating an ability to type at a net rate of 55 words per minute and take dictation at a rate of 80 words per minute may be required.~~

<b>EXECUTIVE ASSISTANT III (CONFIDENTIAL POSITION)</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: <del>September 12, 2002</del></b>

**DEFINITION**

Under general direction, to performs responsible, confidential, and administrative support duties for an executive-level official involving office management and department-specific technical duties with significant autonomy; serve as primary contact and liaison with City staff, general public, and outside agencies and/or organizations; and perform related duties as required; may exercise direct supervision over assigned administrative support staff.

**EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Types, proofreads, and edits a wide variety of comprehensive, complex, and confidential reports, letters, memoranda, correspondence, and a wide range of forms and documents from rough draft or oral instructions, takes and transcribes ~~dietation from shorthand~~ notes ~~or dictating machine~~; maintains appointment calendars; schedules, coordinates, and oversees meetings and special events for the department; processes papers and documents in accordance with established procedures and formats; performs administrative support duties as assigned; initiates and maintains a variety of files and records for information such as payroll and attendance and confidential files and records, including personnel files, labor relations activities, police personnel files, discipline files, and medical and background files, reports, and logs.

Assists department head with administrative work, including investigating and answering complaints and providing assistance in resolving administrative and operational problems; represents the department to public and private groups, organizations, and other City groups; answers questions and provides information to City staff and public regarding department procedures and policies; follows up on sensitive customer complaints and inquiries; responds to sensitive requests for information and assistance; researches information related to department or City regulations, procedures, and policies; screens visitors and telephone calls by furnishing information requested or by referring to appropriate source; operates word processing equipment to store and retrieve information and prepare correspondence and reports; assists as necessary with department's payroll duties; and performs related work as required. May supervise and review the work of support staff and provide training as necessary. May take minutes of regular commission, board, or staff meetings.

May serve as an interpreter/translator in Spanish, Tagalog, or other language for an executive official during public or private meetings with citizens, the media, and other situations.

## **MINIMUM QUALIFICATIONS**

**Training and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: ~~45 units of college-level courses in business and public administration or related field; High School graduation or G.E.D. equivalent is required, supplemented by education, training and certification in office management, supervision, communications, and the use of a variety of general and specialized software products~~ AND five (5) years of progressively responsible ~~clerical and secretarial experience,~~ administrative, clerical, and customer support ~~experience is required.~~

~~including~~ †Three (3) years of experience working in a governmental function is highly desirable. ~~Additional qualifying experience may substitute for required education on a year for 30-unit basis.~~

**Knowledge and Skills in:** Operations, services, and activities of a municipality; office management principles and practices; principles of supervision and training; modern office procedures, methods, and equipment, including computers and supporting applications; techniques of business letter writing and report preparation; methods and techniques of public relations; correct English usage, spelling, grammar, and punctuation; pertinent federal, state, and local codes, laws, regulations.

**Ability to:** Perform responsible and difficult secretarial and administrative support service involving the use of independent judgment and personal initiative; understand the organization and operation of the department, the City, and outside agencies as necessary to assume assigned responsibilities; effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the unit; interpret and apply administrative and departmental policies and procedures; supervise and train assigned clerical staff; independently prepare correspondence and memoranda; research, compile, analyze, interpret, and prepare a variety of reports; work independently in the absence of supervision; develop, implement, and maintain standard filing systems; maintain confidential data and information; work cooperatively with other departments, City officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility; operate and use modern office equipment, including computer and supporting applications; type and/or enter data on a computer; ~~and take and transcribe dictation at a speed necessary for successful job performance;~~ understand and carry out oral and written instructions.

## **LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

~~Possession of an approved certificate, less than one (1) year old, indicating ability to type at a net rate of 55 words per minute may be required. Ability to speak, understand, and write in Spanish is highly desirable but not required.~~

<b>EXECUTIVE ASSISTANT IV (CONFIDENTIAL POSITION)</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: October 29, 1999</b> <b>Revised: <del>November 10, 2016</del></b> <b><u>July 10, 2024</u></b>

**DEFINITION**

Under direction, to perform difficult, responsible, and confidential duties; provide secretarial, administrative, and technical assistance to relieve the executive or elected of a wide variety of office and administrative details; and perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Executive Assistant IV is distinguished from other classifications within the Executive Assistant series by its responsibility for providing secretarial, administrative, and technical assistance to an elected official or political appointee. Reporting to an elected official or a political appointee alone is not sufficient cause for classification at this level. Such placement is contingent on the scope, breadth, and sensitivity of the duties performed. The incumbent in this class requires considerable initiative, independent judgment, and interpersonal skill in working with elected officials, employees at all levels, and the general public.

**EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Provides a wide variety of secretarial, administrative, and technical support, which require the use of independent judgment and discretion; maintains calendars and schedules and coordinates meetings; prepares report drafts by researching, analyzing, assembling, and summarizing information and data; may attend meetings, take notes, and prepare summaries; keeps inventory of supplies on hand and prepares requisitions for supplies and services when necessary; performs difficult clerical work of a varied nature; maintains confidential files, records, and logs; ~~transcribes dictation that requires a substantial amount of technical terminology~~; answers correspondence independently; types orders, reports, memoranda, and statistical data as assigned; may be assigned special projects requiring research and analysis; screen visitors and telephone calls by furnishing information requested or by referring to the appropriate source; acts as intermediary on assigned matters with the staff of City departments and outside parties; reviews material submitted to determine that all relevant data, signatures, and other related details are included; receives complaints and initiates steps to see that they are resolved; assists in compiling budget information; exercises independent judgment in interviewing visitors and giving information; supervises, trains, and evaluates subordinate clerical personnel; and perform related work as required.

## **MINIMUM QUALIFICATIONS**

**Training and Experience:** High School graduation or G.E.D. equivalent is required, supplemented by education, training and certification in office management, supervision, communications, and the use of a variety of general and specialized software products AND 60 units of college level courses, including business, finance, or public administration; and five (5) years of progressively responsible secretarial, and office administration and customer service experience is required, including one (1) year of experience as a confidential secretary to an administrative official, preferably in a municipal agency.

Experience in a municipal government supporting executive or management level positions is highly desirable. Prior lead or supervisory experience is desirable.

**Knowledge and Skills in:** Modern office practices, procedures, and equipment; letter and report writing; statistical and recordkeeping methods; correct English usage, spelling, and punctuation; basic functions and organization of municipal government; City organization, functions, and programs.

**Ability to:** Communicate effectively; utilize word processing equipment efficiently; ~~operate transcribing machines or take dictation;~~ type at a net rate of 55 words per minute from clear, legible copy; employ independent judgment and make sound decisions in accordance with established procedures; work independently; supervise and train clerical personnel; establish and maintain effective working relations with all levels of staff, elected officials, and the general public.

## **LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

~~Possession of an approved certificate, less than one (1) year old, indicating an ability to type at a net rate of 55 words per minute.~~

<b>CITY ENGINEER</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: February 7,</b>

### **DEFINITION**

Under administrative direction, to plan, organize, and direct the ~~City Engineering department~~ Engineering & Capital Projects Division of the Engineering & Public Works Department; perform professional engineering duties; and perform related duties as required.

### **EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Plans, organizes, directs, and supervises the engineering activities of the City; coordinates engineering activities with other City departments and other engineering agencies; acts as advisor to the City Manager and the City Council on engineering matters; reviews and approves or disapproves engineering plans; ~~coordinates Improvement Act proceedings~~; confers with other ~~public works engineering~~ officials on such matters as joint City or City-county projects, highways, and public utility projects; investigates citizen complaints; does related public relations and personnel work; assists in developing engineering standards for the Department; performs independent professional studies of a technical nature leading to recommendations for action needed to solve specific engineering problems; prepares ~~department engineering~~ budget and controls budget expenditures; participates in the development, management and implementation of the City's five-year Capital Improvement Program (CIP); supervises preparation of grant applications and performs grants administration for the City's CIP; manages engineering staff and processes for review and permitting of land development and public utility projects; coordinates with various regional and State regulatory agencies for environmental compliance. ~~serves as the point of contact for, supervises, and coordinates City compliance with requirements of regulating agencies such as U.S. Fish and Wildlife Service, California Department of Fish and Game, California Coastal Commission, Regional Water Quality Control Board, Air Pollution Control District, County Hazardous Materials Management Division, and County Department of Environmental Health.~~

### **MINIMUM QUALIFICATIONS**

**Training and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: a bachelor's degree in civil engineering or closely related field from an accredited college or university; five (5) years of increasingly responsible civil engineering experience in municipal or county government, including experience with environmental compliance issues and knowledge of current environments regulations, including two (2) years in a supervisory capacity over engineering personnel.



**Knowledge and Skills in:** Municipal engineering; technical environmental regulations programs; planning; design; administration; public works; construction; operations; maintenance; also, technical, legal, financial, and public relations programs involved in municipal public works program.

**Ability to:** Control through subordinates the work of engineering, operating, inspection, and other department operations; understand and carry out oral and written directions; prepare comprehensive and complex technical reports; research environmental requirements and gather site data to assess the degree of conformance with applicable requirements.

**LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

Possession of a valid certificate of registration as a civil engineer issued by the State Board of Registration for Civil and Professional Engineers.

<b>SENIOR PARK CARETAKER</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: <del>January 8, 2004</del></b>

**DEFINITION**

Under general supervision, to perform a variety of skilled and semi-skilled duties in gardening and general grounds maintenance work; and perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the skilled journey-level class in the Parks Maintenance division. Incumbents report to the Park Supervisor or Chief Park Caretaker and may supervise the work of a Park Caretaker on a regular and ongoing basis.

**EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

Plants, transplants, removes, fertilizes, cultivates, waters, and sprays flowers, shrubs, grass, and shade trees; spades, rakes, hoes, and otherwise prepares grounds for planting; operates power mowers, edgers, and other equipment; makes minor adjustments and repairs on equipment; repairs and maintains irrigation systems; assists in trimming trees and shrubs, removing dead or diseased limbs or branches using hand saws and other basic trimming devices; rakes leaves, cleans walks, courts, and other park structures and performs general grounds maintenance work; installs irrigation systems; assists in the construction, maintenance, and repair of park structures, performing semi-skilled trade work; supervises assigned permanent and temporary staff; reports illegal activities and/or safety hazards to City law enforcement officers; and performs related work as required.

**MINIMUM QUALIFICATIONS**

**Training and Experience:** Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: one (1) year of skilled, journey-level park maintenance and gardening experience.

**Knowledge and Skills in:** Methods, tools, equipment, and materials used in gardening and plant propagation work; basic methods, tools, and materials used in building construction, maintenance, and report work; basic characteristics and control techniques of plant pests and diseases; methods and practices of irrigation system maintenance and repair.

**Ability to:** Perform heavy and physically demanding work for lengthy and continuous periods of time; establish and maintain effective working relations with others; deal effectively with the public; supervise and train subordinate park maintenance personnel; plan and schedule work; keep simple records; install, maintain, and repair irrigation systems; operate light-duty motorized equipment.

**LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

Possession of a valid California Class C driver's license is required at the time of appointment. Certain assignments may require a Class B driver's license within one year of appointment. Possession of a valid California Class B driver's license is required at the time of appointment.

<b>RECORDS MANAGEMENT OFFICER PROGRAM SPECIALIST</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved: <u>Proposed</u> JulyMay 2024</b>

### **DEFINITION**

Under general direction of the City Clerk, to plan, organize, and direct the Citywide Records Management Program within the City Clerk's Office; perform a variety of complex duties in the administration of the Citywide Records Management Program, including the maintenance and preservation of Citywide records, develop, implement, and maintain records-related policies and procedures, develop and deliver records management program education and training to staff.

### **DISTINGUISHING CHARACTERISTICS**

Leading the day-to-day activities of the Records Division of the department to include transfers of records, scan, file and prepare for final disposition; to coordinate with other City Departments and the public and assist the City Clerk with the administration and operation of activities and functions associated with the Office of the City Clerk; and provide varied, complex and administrative assistance to the City Clerk and the Deputy City Clerk.

### **EXAMPLES OF TYPICAL DUTIES**

*The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.*

- Administer, maintain, and preserve the Citywide Records Management Program;
- Develop, implement and maintain policies and procedures that govern the retention, management, disclosure, and disposition of Citywide Public Records, in conjunction with legislation, State Government Codes, and other legal requirements pertaining to Document Management and Records Programs;
- Oversee and coordinate the fulfillment of Public Records Requests and ensure that the California Public Records Act (CPRA) requests are processed in compliance with applicable regulations and the City Council and City Administrative Policies;
- Maintain the Citywide Records Retention Schedule, in consultation with City departments, and in accordance with State Law and other applicable regulation;
- Under general direction of the City Clerk, develop a plan to execute a plan for scanning the city's paper records, develop and provide Records Management and Document Management System Training Programs for City staff;
- Develop manuals and training for city staff on process, procedures and standard best practices in local government;
- Coordinate index and transfer of all inactive records from departments to long-term storage if applicable;

- Maintain contracts, agreements, bonds, insurance certificates etc. for projects within the City;
- Ensure that distribution or dissemination of proprietary and confidential City information are in compliance with the City's policies and procedures;
- Manages all in-coming and out-going mail for City Hall;
- Provides staff assistance to the Deputy City Clerk; and stays abreast of new trends and innovations in the field of records management.
- Ensures timely and accurate processing of passport applications and all passport services.
- Greets customers and instructs/guides them on completing a passport application both in person and by phone.
- Certifies that the customer has provided true legal documentation; administers an oath; witness applicant signature; verifies photos on ID and application match with the actual person, executes forms.
- Ensures that the documents are handled and stored securely and the personal information is protected; Mails items to the State department and tracks applications.
- Daily handling of cash and credit cards and reconciling of payments. Accepts fees for passport services.
- Takes passport photos that meet the standards of the State Department.
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### **MINIMUM QUALIFICATIONS**

**Education and Experience:** *Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: an associate's degree in public or business administration, information technology, records management, or closely related field from an accredited college or university; OR successful completion of 60 college units with course work in public or business administration, information technology, records management, or a closely related field from an accredited college or university; AND at least three (3) years of office and records management experience. Additional experience may be substituted for the educational requirements on a year for year basis.*

### **Special Requirements:**

- Must be able to successfully complete U.S. Department of State Passport Services Web-Based Training to meet Passport processing requirements within one month of employment.
- Must be a U.S. Citizen or Naturalized Citizen.

**Highly Desirable:**

- Comprehensive records management programs for a municipality involving the development of systems for maintenance, retention, and disposition of a wide variety of records;
- Certified Records Manager credentials.

**Knowledge and Skills in:** City, state, and federal laws and processes as they relate to the California Public Records Act, State and local laws and regulations related to the retention, maintenance and disclosure of records; document management systems; electronic records technology; municipal functions and processes; principles and practices of project management; methods and techniques of records management to include indexing, filing, storage, retrieval, and disposal of records; document management software,; public records keeping practices and legal requirements including retention and legal destruction procedures; English usage, spelling, grammar, and punctuation; modern office equipment and software applications. Principles and practices of sound customer service and constructive problem solving in a politically sensitive environment.

**Ability to:** Safely drive a City vehicle under California licensing. Coordinate and facilitate a Citywide Records Management Program; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendation in support of departmental goals; effectively handle multiple priorities, to be detailed-oriented, organize workload and meet strict deadlines, communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work. Exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs of the office.

**Physical Demands & Working Conditions:**

Must be able to frequently lift objects weighing up to 20 pounds, and occasionally lifting up to 35 pounds. Standard Office Setting. Continuous working indoors, dust from paper. Work in storage areas that may be extremely dusty; protective equipment will be provided such as gloves, and face mask at a minimum.

**LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

Certification as a Notary Public by the State of California is required within six months from hire. Possession of a valid California Class C driver's license is required at the time of appointment.

<b>ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved:</b>

### **DEFINITION**

Under general administrative direction of the Director of Community Development, to plan, direct, manage, and oversee the functions, programs, and operations of the Community Development Department including planning, building, code compliance, and administrative staff; to supervise the work of department and contracted staff in the performance of complex and advanced professional duties and responsibilities supporting the City's current and advanced planning functions; to supervise long-term and complex assignments with responsibility for project development, setting of priorities, developing time lines, evaluating work assigned to staff, and assuring quality and accuracy of Departmental output; to serve as liaison and provide assistance and information to applicants, developers, consultants, the general public, other City departments, and outside organizations and agencies regarding City codes, policies, standards, and processes; to provide highly responsible and complex administrative support to the Community Development Director; and to serve as the acting Director as needed in the absence of the Director.

### **EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Oversee the provision of Community Development Department service and activities including managing permit processing and development review procedures, staff representation for advisory Boards and Commissions and City Council, preparing and presenting high-level reports and other necessary correspondence; review and recommend changes to procedures to reflect local policies and changes in State regulations.
- Oversee staff involved in the Community Development Department; plan and organize multiple tasks and assignments; select, train, assign, evaluate, and discipline subordinate staff.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Assist in the preparation and monitoring of the Community Development Department budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies.

- Direct, coordinate and review the work plan for assigned professional planning services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate services and staffing levels; meet with staff to identify and resolve problems.
- Administer local zoning, subdivision, code enforcement and land use and development regulations for the City, including interpretation and application of local ordinances and development of implementation policies and procedures.
- Coordinate development review and permit processing procedures with other City departments and governmental agencies in accordance with local, State and Federal requirements.
- Communicate effectively and serve as the liaison with other staff, departments, the public, outside agencies, the business and development communities, Boards, Commissions, and City Council; with other divisions, departments and outside agencies; promote and maintain effective business relationships with the housing and development community; negotiate and resolve sensitive and controversial issues.
- May direct and oversee the development and implementation of public outreach activities; oversee and participate in a variety of public relations, outreach, and educational work related to the Community Development Department and its services and activities.
- May participate and/or manage negotiations and agreements for property development.
- May participate in contract administration, oversight, direct, and accountability for the use of professional services needed to support staff and projects including project scoping, selection, contract development, and implementation in accordance with City policies and procedures.
- Read and understand complex federal, state, and county laws, rules, regulations, and guidelines; analyze complex policy related to economic development and analyses, redevelopment, financial analyses, and/or housing issues; prepare and implement related studies and plans.
- Perform complex advanced planning work and manage long-term special project assignments in the Department.
- Prepare and administer revisions to planning and zoning regulations; analyze and recommend action on all types of development entitlement and other applications, including but not limited to subdivisions, zone changes, zoning and general plan amendments, specific plans, planned developments, variances, and conditional use permits; administer and enforce zoning and planning regulations.
- Prepare and review environmental impact reports or initial studies; manage contracts for preparation of environmental studies by consultants; supervise long-term environmental planning functions.
- Prepare official population estimates and projections, housing statistics and economic studies; maintain basic information and statistical data bases for the City; report such data on housing and population to State and Federal agencies as required for the City.
- May represent the City on regional advisory boards and committees involving multi-agency issues such as regional growth and environmental management.



- Attend and participate in professional group meetings; stay abreast of new trends and innovations in current and advanced planning, economic development, redevelopment.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as assigned.

### **Supervision Received and Exercised**

This single position class reports to the Director of Community Development, assisting that position with a wide variety of complex administrative and professional assignments. The Assistant Director of Community Development exercises direct supervision over supervisory, professional, technical, and clerical staff and is assigned to act on the Director's behalf in their absence.

### **MINIMUM QUALIFICATIONS**

#### **Training and Experience:**

Equivalent to a Bachelor's degree from an accredited college or university with major work in urban or regional planning, architecture, public administration, or a related field considered useful in urban planning, redevelopment, and building codes administration. A Master's degree in a related field, and American Institute of Certified Planners Certification (AICP) are strongly desired. Five (5) years of progressive, increasingly responsible experience in municipal planning, building, architecture, engineering or construction technology, including two (2) years of administrative and supervisory responsibility at the local government level. California Environmental Quality Act (CEQA) experience is strongly desired.

#### **Knowledge and Skills in:**

Operations, services and activities of a comprehensive municipal community development program.

Advanced principles and practices of comprehensive land use planning, zoning, development, redevelopment, building construction, and urban design.

Urban and regional planning, zoning, and development theory, principles, and practices and their application to a wide variety of municipal planning services.

Principles and practice of project management.

Principles and practices of program development and administration.

Methods and techniques of effective technical report preparation and presentation.

Methods and techniques of eliciting community participation in planning and development issues.

Principles of supervision, training and performance evaluation.

Methods and techniques of contract administration for professional services.

Basic elements of land valuation, real estate economics, and development agreement negotiations.

Principles and practices of municipal budget preparation and administration.

Relevant federal and state laws, court cases, regulations and procedures concerning land use, development and environmental review.

Statutes related to general plans, environmental matters, zoning, and land division, and safety and construction standards of the building construction industry.

City development review procedures and requirements.

Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, building construction, and development.

Productive development review procedures and multi-level project coordination.

Modern office procedures, methods, and equipment including computers and supporting software applications.

**Ability to:**

Participate in development and administration of departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and recommend appropriate adjustments or changes based on City standards, California land use, planning and environmental law, and sound planning principles.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Plan, organize, direct and coordinate the work of lower level staff

Select, supervise, train and evaluate staff.

Identify and suggest needed changes to City codes, standards, and procedures.

Interpret, analyze, apply, implement, and explain pertinent Federal, State, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.

Perform professional level planning duties in the development, implementation, and modification of City plans and regulations.

Prepare and analyze planning studies, review building construction plans and drawings, and communicate findings of these studies and reviews in an understandable manner verbally, visually and in written reports.

Develop and manage long range and complex projects related to land use planning, community development and other activities within the department in an efficient and timely manner.

Read and understand architectural drawings and maps.

Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.

Provide staff support to assigned commissions or committees.

Prepare and analyze technical and administrative reports, statements, and correspondence.

Prepare clear and concise administrative and financial reports.

Assist with preparation and administration of large and complex budgets.

Communicate clearly and effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**License Required:**

<b>HUMAN RESOURCES TECHNICIAN</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved:</b>

### **DEFINITION**

Under general supervision, the Human Resources Technician performs and provides a variety of highly responsible and complex technical and administrative duties in support of the City's human resource management programs. Incumbent performs complex assignments in administering specialized employment-related programs. Incumbents are expected to perform job assignments without close supervision using knowledge of City human resources rules, policies, practices, applicable laws and procedures learned through experience.

### **EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Performs a variety of technical and administrative activities associated with the delivery of human resource services; explains City programs, policies, and procedures to employees, applicants, and the public; responds to letters and phone calls regarding application and employment processes, employee benefits, and general human resources policies, procedures, and regulations; assists with forms completion and answers questions.
- Uploads recruitment announcements to websites; e-mails announcements to City locations and unions.
- Provides and offers information and service over the counter and by telephone; disburses applications, recruitment brochures, and flyers to the public; accepts and reviews applications for completeness; answers inquiries about vacancies and requirements for employment and enters applicant information for examination processing.
- Prepares acceptance or disqualification notices; schedules candidates for test administration; assists in assembling testing materials and rater packets; proctors test administration and scores tests or arranges for scoring; calls City departments and other agencies to obtain interviewers to serve on oral panels; updates candidate status in computer system following each test part and generates status notices to candidates; adds successful candidates to eligible lists; schedules eligible persons for physical and psychological tests.
- Reviews benefits enrollment and change forms for accuracy, completeness, timeliness, and required documentation; enters enrollment and change data; sends COBRA notification letters and maintains notification records; explains policies and benefit plan options.
- Reviews and processes requests for tuition reimbursement; verifies required approvals and reimbursement eligibility applicable under a variety of labor

- agreements; maintains records and prepares summaries of tuition reimbursement expenditures for employees by bargaining unit.
- Assists professional human resources staff in gathering and verifying data and maintaining records and files on programs and plans.
  - Enters and submits information on appointments, assignments, transfers, leaves of absence, dismissals, layoffs, resignations, and other personnel information; furnishes information and answers inquiries related to examinations, selection, and personnel transactions; maintains confidential personnel records, selection documentation, and specialized human resources files.
  - Schedules employees for various human resources training and ensures compliance with employment laws.
  - Performs a variety of administrative support functions including the preparation of agendas and a variety of reports and correspondence; maintains logs of tests administered; processes invoices for physical and psychological tests administered by outside organizations.
  - Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Training and Experience:** High School Diploma, G.E.D.; and two (2) years of increasingly responsible technical or administrative support experience to include at least one (1) year in a human resources office performing duties specific to benefits administration and/or recruitment and selection.

### **Knowledge and Skill In:**

- Basic human resources policies, procedures, and practices related to the administration of recruitment, selection, benefit programs, and related functions.
- Operations, capabilities, and requirements of specialized City employment and benefits systems.
- Uses and operations of a computer and standard business software applications including word processing and spreadsheet applications.
- Business arithmetic
- Principles and practices of sound business communication; correct English usage, including spelling, punctuation, and grammar.
- Standard office management practices and procedures.
- Sound customer service practices and etiquette.
- City human resources policies, Personnel Rules, and department practices and procedures.
- Operating a computer using word processing and other standard business software and other office equipment.
- Planning and organizing work to meet deadlines.
- Understanding, interpreting, and explaining the application of policies, procedures and plan provisions pertaining to assigned areas of responsibility.
- Understanding and following written and oral instructions.
- Communicating effectively orally and in writing.

- Preparing clear, concise, and accurate reports, correspondence, and other written materials.
- Dealing tactfully and courteously with difficult and sensitive people and situations.
- Maintaining confidential information.
- Establishing and maintaining effective working relationships.
- Providing customer service.

**Ability to:** Plan, organize, and complete studies, projects, and reports in accordance with department standards and work deadlines; analyze information and present clear and concise reports and recommendations; provide technical guidance to other staff positions; conduct orientation and enrollment sessions; perform basic mathematical computations with speed and accuracy; operate a variety of different types of office equipment; communicate effectively, both orally and in writing; establish and maintain effective working relationships with applicants, staff, employees, management, vendors, contractors, and consultants; maintain the confidentiality of sensitive personnel information and records.

<b>HUMAN RESOURCES ANALYST II</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>Approved:</b>

### **DEFINITION**

Under general supervision, performs a wide variety of journey level professional, administrative, analytical, and coordination duties in support of human resources functions and programs in the areas of recruitment and selection, job evaluation, classification, compensation, workers' compensation, organizational development and training, and labor and employee relations; conducts, reviews, and presents administrative, financial, and personnel studies and reports; and does related work as required.

### **EXAMPLES OF TYPICAL DUTIES**

The following duties and responsibilities are representative of those typically performed by positions assigned to this classification. Any single position may not perform all of these duties and/or may perform similar related tasks not listed here.

- Performs a variety of complex analytical and technical tasks involved in the human resources function including recruitment, testing and selection, classification and compensation, labor relations support, employee relations, benefits administration, and employee training.
- Develops and prepares training curriculum on a variety of human resources related topics such as new employee orientation, interview training, career development opportunities, and supervisor training; assist in the development of City-wide training and initiatives.
- Performs professional analytical activities and participates in the administration and analysis of the City's benefit program operations including health, life, dental, disability, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation, and retirement programs.
- Assists in the review, and administration of benefit contracts and consultants providing benefit advice to City employees; provides benefit information and related materials and drafts benefit related policies and procedures.
- Plans and manages employee benefit fairs and wellness events; serves as liaison between the vendors and employees; ensures compliance with terms of related contracts.
- Administers the employee leave programs including Family Medical Leave Act (FMLA), California Pregnancy Leave, California Family Rights Act (CFRA), Americans with Disability Act (ADA) and other City- offered leaves.
- Administers the Affordable Care Act program related to employee qualification for federal benefits, required reporting, and employee notifications.
- Conducts studies and surveys of personnel practices, position classification, salary comparison, and benefit programs. Analyzes the findings from surveys and studies to make policy recommendations.
- Plans and directs recruitment process; provides coordination among departments involved; reviews and evaluates applications; prepares, administers and grades written, performance and other examinations; participates in oral examination boards; explains

recruitment policies and procedures to applicants and staff from other departments; prepares and maintains eligibility lists.

- Assists in the development and administration of the City's Injury and Illness Prevention Program; ensure compliance with Federal and State regulations.
- Reviews the City's loss history to identify trends; assist in identifying, evaluating, and developing programs for the reduction or elimination of loss exposures including workers' compensation.
- Interprets human resources policies and procedures and ensure compliance of City Civil Service Rules and Memorandums of Understanding with applicable City, State and Federal regulations.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

**Training and Experience:** Bachelor's Degree from an accredited college or university in Business, Public Administration, Human Resources, Psychology, or a closely related field, or equivalent; AND two (2) years of professional human resources experience in recruitment and selection, benefits, risk management, or employee relations; OR an equivalent combination of education, training, and experience can be substituted for required education on a year for year basis.

### **Knowledge and Skills in:**

- Advanced principles, practices, and techniques of public human resources management and/or civil service programs.
- Labor relations principles and practices, including contract administration. Applicable federal, state, and local laws, regulations, and City decisions. Research methods and data analysis techniques.
- Uses and operations of a computer and standard business software applications.
- Principles and practices of sound business communication; correct English usage, including spelling, punctuation, and grammar.
- Customer service principles, practices, and etiquette.
- City human resources policies, Civil Service Rules, and department practices and procedures.
- Analyzing complex problems, evaluating alternatives, and making sound, appropriate recommendations.
- Exercise sound independent judgment and initiative within established guidelines.
- Understanding, interpreting, and explaining the application of policies, procedures, rules, and requirements pertaining to assigned areas of responsibility.
- Representing the department effectively in meetings with other departments and union representatives, understanding and following written and oral instructions.
- Communicating effectively orally and in writing.
- Preparing clear, concise, and accurate reports, correspondence, and other written materials.
- Exercising tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.

- Organizing and maintaining accurate and complete specialized files and records.  
Maintaining confidential information.
- Establishing and maintaining effective working relationships.

**Ability to:** Plan, manage, and coordinate the activities of human resources programs, projects, and related services; select, assign, train, supervise, motivate, review, and evaluate the work of employees; conduct human resources, financial, and administrative analyses and present reports and recommendations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with applicants, City employees, staff, management, consultants, contractors, vendors, and other public and private representatives; maintain the confidentiality of sensitive personnel matters.



<b>RISK MANAGEMENT SPECIALIST</b>	<b>CITY OF NATIONAL CITY</b>
<b>CLASS SPECIFICATION</b>	<b>APPROVED:</b>

### **DEFINITION**

Under direct supervision, performs a variety of responsible and specialized risk management clerical and administrative duties, that are time sensitive and confidential in nature, in the support of the daily operations of Risk Management division; in one or more of the following areas: workers' compensation, general liability, subrogation, and safety.

### **DISTINGUISHING CHARACTERISTICS**

This class is characterized by its administrative and operational support for risk management activities. Assignments may vary from general support of several staff to specialized support in a technical area. Incumbents are expected to perform independently under general supervision and are reviewed for end result of product.

### **EXAMPLES OF TYPICAL DUTIES**

1. Performs a variety of administrative tasks related to risk management and in support of the risk management division, workers' compensation, and general liability programs.
2. Receives and processes new subrogation claims, assembles police reports and requests information from departments; works with third party administrator, reconciles damage billing and recovery and prepares packages for small claims court.
3. Assists in the performance of accounting, budgeting, statistical, and financial recordkeeping functions; tracks division expenditures, reconciles budgets to expenses, identifies discrepancies, and verifies corrections as appropriate; participates in billing, receiving, and accounts payable operations.
4. Responds and provides assistance to inquiries from employees, management, outside agencies, and the public.
5. Assists in the research, data compilation, data entry, and preparation of reports and spreadsheets.
6. Conducts and/or facilitate a variety of routine tasks and ongoing tasks.
7. Compile, track, monitor and audit a variety of risk management related data, including but not limited to liability claims, property damage, certificate of insurance, licensing requirements, and driver safety compliance.
8. Organizes, reviews and prepares materials for orientation, training and other related workshops.
9. Assist in conducting studies and research on a broad range of risk management issues.
10. Compiles data for federal and state reporting requirements, as assigned.
11. Respond to Department of Transportation requests pertaining to past employees.
12. Assist in the auditing and reconciliation of risk management programs.
13. Assist in responding to court orders, subpoenas, and Public Records Act requests including preparing files for records destruction.

14. Review certificates of insurance for compliance of City contract and agreement requirements.
15. Schedule work-related pre-employment medical exams, drug testing, and other related appointments with the City's occupational medical clinic.

### **MINIMUM QUALIFICATIONS**

**Training and experience:** *Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities will be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:*

High School graduation or G.E.D. equivalent is required, supplemented by training or coursework in Human Resources Management. An Associate's degree in a field related to human resources is desirable.

Two years of recent, paid work experience performing administrative support duties, at least one year of which must have been in a Risk Management or Human Resources environment.

### **Knowledge and Skills in:**

- Principles, practices and methods of Risk Management administration.
- Records management practices and procedures.
- Business English, spelling, grammar and punctuation.
- Basic mathematics.
- Modern office practices, procedures and equipment.
- Effective customer service techniques.
- Reading, writing, and communicating at an appropriate level.
- Dealing effectively with the public with tact and discretion.
- Using a personal computer and applicable software applications.

### **Ability to:**

- Organize and coordinate claims in accordance with municipal processes and procedures.
- Analyze information.
- Reconcile figures.
- Organize and manage accurate files and records.
- Learn and utilize computerized spreadsheet and database applications.
- Maintain confidentiality of information.
- Work independently with minimal supervision and frequent interruptions.
- Respond to public inquiries and customer complaints in a tactful and courteous manner.
- Communicate effectively, both orally and in writing.
- Provide effective customer service.
- Establish and maintain effective and cooperative working relationships with City employees and the general public.

**LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

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