



**CIVIL SERVICE COMMISSION
Agenda for Special Meeting
5:30 P.M., Wednesday, October 30, 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 TO REQUEST ACCOMMODATION, INCLUDING ANY AUXILIARY AIDS OR SERVICES.

1. CALL TO ORDER AND ROLL CALL

- Commissioner Courtney Vice Chair Sampsell Vacant
 Chairperson Wapnowski Commissioner Clave

2. SALUTE TO THE FLAG

3. PUBLIC COMMUNICATIONS

You may provide written comments on agenda items via email at 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. None

5. REPORTS FOR FILE

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

6. UNFINISHED BUSINESS

A. None

7. NEW BUSINESS

- A. Request to revise the following classification Deputy Fire Marshal, Fire.
- B. Request to revise the following classification Management Analyst I, Various.
- C. Request to revise the following classification Management Analyst II, Various.
- D. Request to revise the following classification Management Analyst III, Various.
- E. Request to revise the following classification PIO/Management Analyst III, City Manager.
- F. Request to revise the following classification Stop Grant Office Coordinator to Traffic Office Coordinator Police
- G. Request to create the following classification Human Resources Analyst I, Human Resources.
- H. Request to create the following classification Supervising Human Resources Analyst, Human Resources.
- I. Request of Reclassification of Executive Assistant IV (Mayor's Office) to Management Analyst III.
- J. Request of Reclassification of Information Technology Analyst to Senior Information Technology Analyst.

8. STAFF COMMENTS

9. COMMISSIONER COMMENTS

10. ADJOURNMENT

Next Regular Civil Service Commission Meeting on Wednesday, November 13, 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

DEPUTY FIRE MARSHAL	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION

Under general direction of the **Division** Chief, to perform administrative duties and technical inspection and investigative work in enforcing compliance with laws, codes, ordinances, and regulations pertaining to the prevention and control of fires; and perform 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.

Acts as on-call investigator; serves as Acting Fire Marshal in the absence of the **Division** Chief; interprets and enforces all codes, ordinances, and regulations pertaining to the prevention and control of fire, storage and handling of explosives, flammable liquids, compressed gases, acids, and other combustible and/or hazardous materials which create fire hazards; supervises, trains, and evaluates subordinates; manages complaints and code referrals; conducts plan reviews for code compliance related to new construction and alterations and consults with architects and developers related to fire safety issues; performs fire safety inspections of new construction, new and existing businesses, schools, convalescent homes, residences, hospitals, churches, industrial and commercial buildings, sprinkler systems, and hazardous materials and processes; conducts weed abatement inspections, oversees hazard abatements, oversees cleaning of lots by City contract crews, and completes accompanying paperwork and records; prepares reports of inspections and complaints; issues citations as needed; follows up on complaints to ensure that hazards are eliminated; conducts review and updates of Standard Operating Procedures (SOPs); assists with the management of the Fire Incident Reporting System and related databases; conducts new business inspections; completes daily and monthly activity logs; attends training programs; utilizes personal computers to perform word processing, spreadsheet, and related functions; supervises **Fire Inspectors**, **Reserve Fire Inspectors**, and office support staff; and performs other related 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:*

- Associate's degree in fire science, fire technology or a related field from an accredited college or university, AND five (5) years of experience in fire safety inspections and fire investigations in a municipality fire department, or public safety experience utilizing the California Fire and Building Code or associated codes enforced by the fire and building departments, or closely related experience; OR

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- Graduation from high school or successful completion of a GED, AND seven (7) years of experience in fire safety inspections and fire investigations in a municipality fire department, or public safety experience utilizing the California Fire and Building Code or associated codes enforced by the fire and building departments, or closely related experience.

Additional education may *not* be substituted for the minimum required two (5) years of experience.

Knowledge and Skills in: Firefighting principles and the techniques and equipment employed in fire suppression; federal, state, and local laws, codes, regulations, rules, and ordinances pertaining to fire suppression, prevention, safety, and hazardous materials; training and group instruction; fire prevention and suppression theory; fire investigation methods and techniques, including a knowledge of building inspection work, building material and construction, and principles of combustion.

Ability to: Understand, follow, and implement departmental regulations and procedures; collect, analyze, and evaluate data; prepare reports and recommendations; keep records; communicate effectively with the public and departmental personnel; read, interpret, and make corrections on building plans as they relate to fire code requirements; analyze facilities, apply fire and related codes, and recommend effective fire safety measures; detect and evaluate a wide variety of hazardous conditions and materials related to fire and life safety; prepare and present professional fire safety presentations to civic organizations; supervise, train, and evaluate subordinates; utilize computer applications and information systems related to fire administration.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License is required at the time of appointment. License must be maintained during the entire term of employment in this job classification. Possession of the following certificates are required at the time of appointment, P.C. 832 Powers of Arrest, CPR/First Aid certification, California State Fire Marshal Certifications as a Fire Inspector level 2, and Public Education Officer. California State Fire Marshal Certifications as a Fire Investigator and Plans Examiner is preferred and shall be obtained within one (1) year of appointment.

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MANAGEMENT ANALYST I	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: October 30, 2024

DEFINITION

Under general direction, to perform varying levels of general office and administrative analytical duties; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform routine to complex administrative duties in a department within an assigned division/department.

Positions at this level are distinguished from the Management Analyst Trainee level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative; and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Management Analyst II/III in that the latter are higher classifications that provide professional-level advanced administrative and technical support, and independent work; and prepare and oversee the preparation of detailed analyses, studies and management reports in an accurate and timely manner; and may provide direct supervision to assigned 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.

- Designs and implements research projects for administrative, operational, budgeting, and other functions
- Manages and evaluates departmental computer programs
- Processes data into database and spreadsheets
- Monitors and forecasts departmental budget accounts
- Compiles departmental budget requests
- Analyzes and interprets data and prepares summary reports
- Analyzes bills being considered by legislature and other legislative issues
- Develops studies on impact of changing legislation on City
- Pursues alternative funding opportunities
- Conducts organizational analysis studies
- Coordinates public information activities
- Writes reports, speeches, correspondence, grants, and other text for department director

DRAFT

Management Analyst I
 Class Specification
 Page -2-

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- Represents City in addressing complaints and problems of general public
- Researches City Council or department director requests on City policies and procedures
- Attends meetings of City commissions and boards
- Represents the department at meetings
- Coordinates training programs
- Maintains departmental records
- Operates standard office equipment, including personal computers
- Assists with general office duties
- May supervise assigned staff on specific projects

MINIMUM QUALIFICATIONS

Training and Experience: A Bachelor's degree in Public or Business Administration or related field from an accredited college or university; and one (1) year of administrative/analytic experience working with an executive- or management-level position using information technology systems **OR an Associate's degree with an equivalent combination of training, and experience can be substituted for required education on a year for year basis. Depending on departmental assignment, training requirement may be specific to existing equipment and systems.** A master's degree in relevant field may substitute for the experience requirement.

Knowledge and Skills in: Modern administration practices and procedures, including organization, operations, budgeting, and fiscal management; municipal government; principles of public information; techniques of administrative and statistical analysis; principles of cost/benefit analysis; data processing equipment, programs, and techniques; principles of supervision and administration.

Ability to: Communicate effectively, both orally and in writing; supervise the work of others; conduct analyses and administrative research; perform analytical functions to operate a personal computer; develop effective working relations with all levels of staff, elected officials, board members, and the general public.

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. ■

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MANAGEMENT ANALYST II	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: October 30, 2024

DEFINITION

This position provides professional-level administrative support, research, analysis, report writing, and project and program management in various departments within the City.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Management Analyst series. This class is distinguished from the Management Analyst III classification in that the latter is the advanced journey-level class with full professional management and full supervisory authority in planning, organizing and directing the full scope of operations within an assigned division/department.

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 administrative support functions for assigned programs, including budgeting and financial tracking
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered
- Conducts surveys and performs research and statistical analysis on issues as assigned
- Provides information and assistance to the public
- Prepares correspondence, memos, policies and procedures, agreements, grant applications, and other materials
- Assists with the preparation of the annual budgets
- Assists with contract administration
- Represents the City in community and professional meetings
- Assists in designing, coordinating, and implementing projects and programs as assigned
- Serves as member, liaison, or staff to boards, commissions, agencies, and various intradepartmental committees as assigned
- Participates or takes a lead role in the development of goals, objectives, policies, and priorities for the department
- Performs other related duties as assigned.

DRAFT

Class Specification
Management Analyst II
Page -2-

MINIMUM QUALIFICATIONS

Training and Experience: A Bachelor's degree in Business, Public Administration, or related field from an accredited college or university; and at least two (2) years of experience performing administrative/analytic duties. **OR an Associate's degree with an equivalent combination of training, and experience can be substituted for required education on a year for year basis. Depending on departmental assignment, training requirement may be specific to existing equipment and systems.** A master's degree in a relevant field is highly desirable and may substitute for up to one (1) year of experience.

Knowledge and Skills in:

Principles and techniques of administration, organization, and operation of municipal government and the principles, practices, and methods used in the conduct of municipal government; report preparation, information analysis, and management audit techniques; methods of research and analysis.

Ability to:

Operate software applications such as word processing, spreadsheet, database management, and graphics presentation; work independently to analyze problems and implement solutions; communicate effectively, both orally and in writing; understand and follow oral and written instructions; establish and maintain effective working relations; exercise flexibility and creativity in response to changing needs of the department; research and analyze problems and prepare recommendations on a variety of issues; properly interpret and make decisions in accordance with laws, regulations, and policies; prepare clear and concise oral and written reports, both narrative and statistical

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

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MANAGEMENT ANALYST III	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved: October 10, 2024

DEFINITION

Under general direction from management staff of the assigned department, to perform professional administrative and analytical functions in data analysis, department planning, budgeting, grants, policy, and operations; compile and prepare reportable statistical reports and correspondence; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level in the Management Analyst series that may be utilized in various departments. Employees in this class have full professional management and full supervisory authority in planning, organizing, and directing the full scope of operations within an assigned division/department. May oversee and coordinate assigned support staff in functional areas of a department.

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 assistance to executive-level employees in performing assigned administrative duties
- Recommends direction and oversees data analysis and strategies for facilitating the various requirements of departmental personnel and divisions
- Plans, participates, and may direct assigned personnel in projects and programs
- May prepare and monitor the budget for the assigned unit
- Develops and evaluates departmental policies and procedures
- Prepares quarterly and periodic detailed reports of statistics and trends for use by the City department administration in monitoring performance and formulating strategies and plans
- Conducts complex analysis and problem-oriented projects
- Researches, analyzes, prepares, and leads detailed and complex grant applications and procurement of alternate funding sources
- Drafts, edits, and prepares staff reports, correspondence, and special studies as assigned
- Makes presentations to City management and Council, outside agencies, and organizations as necessary
- Performs other related duties as assigned.

DRAFT

Management Analyst III
Class Specification
Page -2-

MINIMUM QUALIFICATIONS

Training and Experience: A Bachelor's or Master's degree in Business, Public Administration, Criminal Justice, or related field from an accredited college or university; and at least three (3) years of experience in administrative, operational, and analytical assignments. **OR an Associate's degree with an equivalent combination of training, and experience can be substituted for required education on a year for year basis.** Depending on departmental assignment, training requirement may be specific to existing equipment and systems.

Knowledge and Skills in:

Principles and techniques of administration, organization, and operation of municipal government, and the principles, practices, and methods used in the conduct of municipal government; report preparation, information analysis, and management audit techniques; and methods of research and analysis.

Ability to:

Operate software applications such as word processing, spreadsheet, database management, and graphics presentation; work independently to analyze problems and implement solution; communicate effectively, both orally and in writing; understand and follow oral and written instructions; establish and maintain effective working relations; exercise flexibility and creativity in response to changing needs of the department; research and analyze problems and prepare recommendations on a variety of issues; properly interpret and make decisions in accordance with laws, regulations, and policies; prepare clear and concise oral and written reports, both narrative and statistical; work well under time constraint conditions, think independently; supervise employees.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS

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PUBLIC INFORMATION OFFICER	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION

Under direction, to plan, develop, implement and manage Citywide public information, public affairs programs, crisis communications, and activities; to plan and direct the development and formulation of informational, educational, and public information/affairs programs and materials; to advise management regarding the most effective implementation of public information/affairs messages, and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Public Information Officer position develops, coordinates, and disseminates information to the media and the public; develops and implements communication plans, strategies and campaigns for departments and specific projects and programs; write, edit, and prepare media advisories and releases and news stories for traditional and social media; pitch stories to the media; write and edit web, print and social media material; write internal communications for City employees; disseminate information to the Mayor, City Council, management, community groups and business owners regarding any planned or emergency activities or projects; schedule, coordinate and participate in public outreach efforts such as community meetings and targeted educational outreach programs; act as a resource/liaison with the mass media and other departments and agencies; write speaking points and video scripts; research and respond to media inquiries; advise City staff on complex public information issues and assist in strategic planning efforts; facilitate public meetings; coordinate and manage the work of outside consultants or contractors; and perform other duties as assigned. An incumbent in this class receives direct supervision from the City Manager.

EXAMPLES OF TYPICAL DUTIES

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

- Plan, develop and direct a comprehensive, Citywide public information program that utilizes various forms of media; oversee the distribution of information to the public; represent the City and City officials on designated occasions.
- Plan, coordinate, and direct the formulation, execution, and evaluation of informational, educational, and public affairs programs and materials.
- Research, recommend, develop and direct the preparation of public information materials, such as newsletters, brochures, pamphlets, booklets, news releases, fact sheets, and video productions.
- Coordinate and direct the dissemination of information for community representatives and various communications media regarding policies, objectives, and activities.
- Direct and participate in preparing speeches, radio and television scripts, and audio-visual programs for public presentation.

DRAFT

Public Information Officer
 Class Specification
 Page -2-

- Prepare reports, publications, and other documents; write articles for inclusion in local publications.
- Develop and monitor information and messages to be delivered to the public and determine the best venue for distribution.
- Administer and update the City's social media platforms and pages as assigned.
- Supervise the work of subordinate clerical and technical program staff; assist in selecting, training, motivating, and evaluating work; provide or coordinate staff training; work with employees to correct deficiencies.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with the final group decision.
- Support, coordinate, and implement a citywide Crisis Communication Strategy.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's Degree in Journalism, Communications, Public Relations, Public Administration, English, or a related field **and** four (4) years of full-time professional-level public relations, media relations, journalism, marketing, community relations, or social media experience. Qualifying professional-level experience must include at least ONE of the following:

1. Planning and coordinating the production and dissemination of public relations or public information programs involving audio, visual, print, or social media.
2. Writing, editing, and producing public relations or public information materials for a public agency.
3. Experience with executive-level presentations and memorandums.

Highly Desirable:

- Master's Degree in Public Administration or a related field from an accredited institution is highly desired.
- Bilingual communication skills.

Knowledge of:

- Principles, practices, procedures, and techniques of public administration and public policy, including those related to government public relations, project management, staff management, and customer service.
- Specialized principles and techniques applicable to news and feature writing for the press, radio, television, informational films, social media platforms, and other outlets.
- Methods of writing and laying out advertising copy.

DRAFT

Public Information Officer
 Class Specification
 Page -3-

- Policies, objectives, operations, and organizational structures common to City departments, including those using a charter cities model.
- Research and analytical methods, techniques, and procedures, including organizational and policy analysis and the development of comprehensive analytical reports.
- Graphic arts and printing methods, materials, and terminology.
- Correct use of English grammar, spelling, punctuation, and vocabulary.
- Basic principles and methods of statistical analysis.
- Methods and techniques of analytical project management.
- Methods and techniques of organizing work efficiently and meeting deadlines. •
- Targeted Crisis Communication techniques and strategies.
- Principles and practices of employee supervision and training, including effective motivation and mentoring techniques.

Skill to:

- Effectively utilize modern office equipment, including personal computers and standard business software such as the Microsoft Office Suite.
- Effectively utilize graphic arts tools, including computer software and hardware.
- Operate a variety of office equipment, including a calculator, copier, fax machine, computer, and assigned software.
- Gather accurate information through interviews and inquiries.
- Safely operate one or more types of vehicles if required by assignments.
- Adjust to rapidly shifting priorities and timelines.
- Exercise analytical and critical thinking.

Ability to:

- Apply the principles, practices, methods, and techniques of public administration and management analysis to develop an effective Citywide public information program.
- Write clear and interesting news releases, educational and informational material, and radio and television scripts; edit other materials for release.
- Understand and interpret the policies, procedures, rules, and regulations of an assigned department to make work decisions requiring skilled judgment.
- Coordinate and conduct analytical studies, projects, operations, and functions and make sound policy and procedural recommendations.
- Research, analyze, and evaluate service delivery methods, procedures, and techniques.
- Effectively represent the department and/or City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and individuals.
- Build and foster relationships with local, state, and federal media outlets, including TV, radio, and print, including Spanish media and community-serving outlets.
- In collaboration with the City Manager, Department Heads, and our public relations vendors, develops disaster preparedness campaigns that move citizens to action.

DRAFT

Public Information Officer
Class Specification
Page -4-

- Speak convincingly in public, before groups of individuals, and before the media.
- Acts as a City of National City spokesperson and represents the organization at various local, state, and national events, presentations, briefings, conferences, and engagements.
- Prepare effective and accurate correspondence and reports.
- Administer and update social media platforms.
- Work effectively with sensitive and confidential information in a political environment.

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.

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TRAFFIC OFFICE COORDINATOR	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION

Under direction, to perform a variety of specialized and difficult coordinator and clerical duties, which requires knowledge of specialized subject matter related to the Traffic Division and its processes within the City; and perform related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are assigned to the Traffic Division. It is distinguished from other coordinator positions in that this classification must have a specific knowledge of vehicle impound procedures, impound hearings, policies and procedures related to the Traffic Division as well as the District Attorney's Office and the Office of Traffic Safety.

EXAMPLES OF TYPICAL DUTIES

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

Staff the Traffic Division counter in the Police Department to provide assistance to the general public and other government officials and agencies with relevant traffic related business or other issues; type correspondence, forms, reports, requisitions, and other related materials from rough draft, marginal notes, machine recordings, or oral instructions; receive and screen non-emergency calls from the public; maintain calendars and schedules and coordinate meetings; provide information on department programs, policies and procedures, and other information; provide vehicle impound information to the public, lease owners, repossession companies, and insurance companies; process and audit impound reports; prepare notify letters to vehicle owners; answer and route all incoming calls to the Traffic Division concerning impounded vehicles, parking enforcement, traffic collisions, hit and run collisions, or other traffic and vehicle type calls; maintain updated and accurate OTS grant and vehicle impound records; coordinate post-storage impound hearings and, at times, hold traffic hearings to approve or disapprove releases on impounded vehicles; liaison between the police department, the contract tow companies and the finance department; coordinate with Crime Analysis for the quarterly grant report statistics; process all parking citations issued by the police department; have a working knowledge of computer systems in order to conduct records and database checks; maintain confidentiality; other duties as required.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school and preferably three (3) years of clerical experience in the law enforcement field. Supplemental courses or experience in office practices, typing, and skills in frequent contact with the public are highly desirable.

DRAFT

Traffic Office Coordinator

Class Specification

Page -2-

Knowledge and Skills in:

Modern office practices, procedures, and terminology, letter and report writing, statistical record keeping methods, correct English usage, spelling, and punctuation. Operations of assigned department, basic functions of the organization and municipal government.

Ability to:

Communicate effectively; utilize word processing equipment and computers efficiently, employ independent judgement and make sound decisions in accordance with established procedures; work independently but as part of a team environment, establish and maintain effective working relations with all levels of staff, elected officials, and the general public; provide information to visitors, general public, outside agencies, and staff; ability to review, understand and adhere to policies and procedures; on an overtime basis, be available to work OTS grant events.

LICENSES, CERTIFICATIONS, OR SPECIAL REQUIREMENTS:

Must possess a valid California driver's license at time of appointment. Typing speed as appropriate to this position.

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HUMAN RESOURCES ANALYST I	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION:

Under general supervision, the Human Resources Analyst I provides and performs a variety of research and analytical activities in support of the City's Human Resources programs.

DISTINGUISHING CHARACTERISTICS:

This is the journey level position in the professional Human Resources job series. Incumbents perform professional assignments in one or more human resource program areas while contributing to City policies and procedures. As experience is gained, duties are performed with a significant degree of independence under general supervision. Incumbents are expected to perform their responsibilities with initiative and creativity, exercising sound professional judgment and problem-solving skills. Human Resources Analyst I is distinguished from Human Resources Analyst II in that an incumbent in the latter class is responsible for performing more complex assignments.

EXAMPLES OF TYPICAL DUTIES

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

- Meets, engages, and works with department representatives to fulfill recruitment needs for specific classes; implements recruitment strategies and programs; compiles recruitment and retention data and recommends strategies for improvement; assists with screening, testing, and selection processes and ensures that all phases of recruitment comply with City policies, procedures, and rules, and applicable federal, state and local laws, regulations, and guidelines; responds to applicant questions and answers inquiries regarding employment opportunities with the City.
- Conducts position classification studies; develops and analyzes surveys and studies regarding compensation and other human resource management issues; performs analyses on salary or benefit program changes; reviews and implements salary structure and merit adjustments in compliance with City policies and procedures; Attends and provides input at various meetings on classification matters; responds to classification, compensation, and benefits surveys from other organizations.
- Prepares and develops analytical loss reports and graphs related to workers' compensation.
- Reviews invoices for workers' compensation legal expenses, office expenses, consultant fees, and various insurance programs.
- Analyzes carrier quotes and reviews and interprets agreements to confirm adequate insurance coverage is requested and provided.

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Human Resources Analyst I
Class Specification
Page -2-

- Assists in administering the City's labor relations programs; evaluates changes to bargaining unit memoranda of understanding and recommends any necessary changes to human resources policies and procedures.
- Interprets and explains policies, procedures, rules, and regulations to City management, staff, and the public in assigned areas of responsibility; analyzes proposed legislation and regulations for impacts on City human resources programs, policies, and rules and applies changes as directed.
- Assists in administering City's equal employment opportunity and Americans with Disabilities Act (ADA) policies and programs; prepares a variety of reports related to equal employment opportunity and ADA; advises departments on job-related hiring interview and other employment practices; generates and compiles statistical reports.
- Assists management in administering work direction, guidance, and training to other department staff.
- Performs special research and conducts studies as assigned; drafts a variety of reports, memoranda, and other materials.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Principles, practices, and techniques of public human resources management and/or civil service programs.
- Basic 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 Commission, and department practices and procedures.

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Human Resources Analyst I
Class Specification
Page -3-

Skill in:

- Analyzing problems, evaluating alternatives, and making sound, appropriate recommendations.
- Exercising 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.
- Understanding and following written and oral instructions.
- Communicating effectively, both 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.

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.

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SUPERVISING HUMAN RESOURCES ANALYST	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

DEFINITION:

Under general direction, the Supervising Human Resources Analyst plans, organizes, supervises, and participates in the work of staff providing a variety of professional and advanced level research and analytical activities in support of the City's Human Resources management programs.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level in the professional Human Resources series of jobs. Incumbents are responsible for planning, organizing, and supervising the work of clerical, technical, para-professional, and professional Human Resources staff; performing higher level professional assignments in a variety of human resource program areas while developing City policies and procedures and specific techniques and legal requirements related to the City's Human Resources Department. All duties are performed with independence under general direction from the Human Resources Director. Incumbents are required to perform their responsibilities with minimal direction, initiative, and creativity, exercising experienced professional judgment and problem-solving skills.

EXAMPLES OF TYPICAL DUTIES

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

- Administers, oversees, and monitors the workers compensation program for the City by coordinating and reviewing workers compensation claims, maintaining budget, evaluating claim status, reviewing settlements, and evaluating audits.
- Assists in the administration of the labor relations activities, including negotiations, discipline and grievance processes.
- Reviews invoices for workers compensation legal expenses, office expenses, consultant fees, and various insurance programs.
- Develops and coordinates City-wide training programs.
- Supervises, trains, and evaluates Human Resources staff in technical and analytical activities and projects in support of the City's functional human resource service areas.
- Interprets personnel policies and procedures; respond to request for information and assistance from employees, management, outside agencies and the public.
- Evaluates job skill and recruitment needs for specific classes; plans and implements recruitment strategies and programs, including outreach initiatives and new techniques; ensures that all phases of recruitment comply with applicable federal, state and local laws, regulations and guidelines.

DRAFT

Supervising Human Resources Analyst
Class Specification
Page -2-

- Conducts position classification studies; audits and prepares new or modified job analysis documents and class specifications; recommends the classification of new or modified positions; performs analyses and makes recommendations on salary or benefit program changes; recommends salary range placements and adjustments; attends and gives input at various meetings on classification matters; responds to classification, compensation and benefits surveys from other organizations.
- Prepares and completes insurance renewal applications; analyzes carrier quotes, evaluates risk and makes recommendations accordingly; reviews and interprets agreements to confirm adequate insurance coverage is requested and provided.
- Reviews, maintains, and prepares Industrial Disability Retirement recommendations; works with Human Resources Director and City Manager.
- Prepares and develops analytical loss reports and graphs related to workers compensation.
- Coordinates the administering of the City equal employment opportunity and Americans with Disabilities Act (ADA) policies and programs; investigates employee complaints; prepares a variety of reports related to equal employment opportunity and ADA; advises departments on job-related hiring interview and other employment practices; generates and compiles statistical reports.
- Develops, reviews, recommends, and implements City policies, procedures, and specific techniques and legal requirements related to the City's human resources and loss prevention analysis.
- Performs special research and conducts studies as assigned; drafts a variety of reports, memoranda and other materials.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Training and Experience: Equivalent to a Bachelor's Degree from an accredited college or university in Business, Public Administration, Human Resources, Psychology, or a closely related field; AND five (5) years of professional human resources experience in recruitment and selection, benefits, workers compensation, or employee relations.

Knowledge of:

- Advanced principles, practices, and techniques of public sector human resources management, and risk analysis.
- Basic labor relations principles and practices, including contract administration.
- Basic insurance understanding, California Workers' Compensation, and principles of claims 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.

DRAFT

Supervising Human Resources Analyst
Class Specification
Page -3-

- Principles and practices of sound business communication; correct English usage, including spelling, punctuation, and grammar.
- Principles and practices of effective management and supervision.
- Customer service principles, practices, and etiquette.
- City human resources policies, Civil Service Commission and department practices and procedures.

Skill in:

- Analyzing problems, evaluating alternatives, and making sound, appropriate recommendations.
- Exercising 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.

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, trainings and attend other special events throughout the county.

CITY OF NATIONAL CITY REQUEST FOR POSITION CLASSIFICATION

RECEIVED

(Read the instructions and suggestions on page 6 before completing this questionnaire. Type or print all entries legibly.
Attach additional sheets if more space is needed.)

JUL 31 2024

BACKGROUND INFORMATION

**CITY OF NATIONAL CITY
HUMAN RESOURCES DEPARTMENT**

• **Reason for the Request:**

- Classification of New Position
- Reclassification of Existing Position. If known, when was position last studied? 2016
 - Currently Vacant Prior Incumbent (Name) _____
Class Title: _____
 - Currently Filled Incumbent (Name) Josie Flores-Clark
Class Title Executive Assistant IV Work Phone No. 619-336-4236

If this is an existing position, the request is based on (Check one):

- Reorganization of Work Unit
- Significant change in duties/responsibilities
- Other: This request stems from the substantial scope of responsibilities fulfilling duties that extend beyond my designated job description

NOTE: An increase in workload or the length of time an incumbent has been in the position is NOT a valid reason for a classification study.

- **Descriptive Job Title:** Executive Assistant to the Mayor
- **Department/Division:** Mayor's Office
Position is Budgeted as (class) _____
 Overbudget (Attach approval) Limited (Indicate Duration) _____
- **Department/Division/Activity Number:** (Use first and last 3 digits = 6 digit number) _____
- **Immediate Supervisor:** (Name) Ron Morrison Work Phone No. 619-336-4233
(Class Title) Mayor
- **Organization Chart:** Attach a copy of a current organization chart showing, by class title, this position and its functional relationship to others in the work unit (i.e., position(s) it reports to directly; positions which it supervises; similar positions, etc.)

1. **EQUIPMENT USAGE:** List key equipment, machines or motor vehicles the position is regularly required to use in performing assigned duties. Indicate how often used (D - Daily, W - Weekly, M - Monthly, Y - Yearly), and for what purpose. See example below.

<u>MACHINE/EQUIPMENT</u>	<u>TECHNICAL DESCRIPTION</u>	<u>HOW OFTEN USED</u>	<u>PURPOSE</u>
<i>Ex: Dump Truck</i>	<i>Series 1900, 2-axle, 5-speed, 5 cu. yd., 28k GVW</i>	<i>D</i>	<i>Haul debris and soil.</i>
PLEASE SEE ATTACHED			

2. Briefly describe the **major purpose(s)** or **objective(s)** of the position. (Example: To serve as secretary to a department director, and supervise a small clerical support staff.)

PLEASE SEE ATTACHED

3. **DESCRIPTION OF DUTIES:** The next section is the most important part of this form. Think about the whole job, consider the work done in the course of a day, week or month. Divide the job into major functional areas (e.g., supervision, budget administration, program administration, equipment operation/repair, accounting, payroll, general clerical, maintenance / custodial, etc.). Assign the approximate percentage of total work time spent performing each function, making sure to account for 100% of the job. Under each function, list the duties required to perform the function. Be as specific as possible to allow someone unfamiliar with the job to get a clear idea of the work that is done.

% of time spent on each function	Functional Area/Description of each duty
<i>Example:</i> 40%	<i>Interview Training</i> <i>Schedule interview training classes by reserving training rooms and notifying participants in writing of their scheduled classes. Conduct interview training classes for first-level supervisors in the City, using lectures, group exercises and video presentations</i>
	PLEASE SEE ATTACHED
TOTAL SHOULD BE 100%	(If more space is needed, attach additional sheets)

4. Of the duties described in Item 3, which is the most difficult/complex part of the job? Why? Give an example.
PLEASE SEE ATTACHED

5. **PROBLEM SOLVING**

To what extent is problem solving a regular part of the job? What does the job involve in terms of the following:

- choosing solutions from a set of established instructions, procedures, rules or regulations.
- interpretation or analysis of data, standards, procedures, and policies
- development of solutions.
- developing methods, procedures, long-range plans, and/or special programs.

Please explain and give an example of your problem solving responsibilities:

PLEASE SEE ATTACHED

6. **INDEPENDENCE OF ACTION**

To what extent does the job require independent action and/or decision making ? How is work assigned and reviewed in terms of the following?

- methods, procedures and techniques used.
- handling of exceptions.
- nature of the review exercised by the position's supervisor.

Please explain and give an example to illustrate the level of independence that you regularly exercise:

PLEASE SEE ATTACHED

7. **CONSEQUENCE OF ERROR**

What would be the probable effect of an error or poor judgment, action or decision by this position in terms of the following?

- money, time, equipment, materials and supplies.
- production or service output.
- impact on major programs/projects.
- public relations and image.

Please explain and give an example of the impact your actions or decisions may have on others:

PLEASE SEE ATTACHED

8. **CONTACTS**

What is the nature of the position's contact with individuals inside and/or outside the City as required by the job (other than contact with the supervisor or those supervised)? Consider the following in answering this factor:

- the person / agency the position has contact with.
- the purpose of the contact.
- whether the contact involves the discussion and negotiation of issues which have an impact on policy guidelines
- the authority of the position in making agreements, commitments, etc. on behalf of for his/her unit, division, department, the City.

Please explain and give an example of the nature of your regular contacts with others:

PLEASE SEE ATTACHED

9. Does the position have supervisory or lead responsibility? Yes No

If "YES," fill out the "Supplement for Supervisory or Lead Positions Only" section of the form. If "No" sign below.

I hereby certify that the answers to these questions are my own and that to the best of my knowledge they are complete and correct.

Josie Flores-Clark

Name of Person Preparing Responses

Signature of Person Preparing Responses

Executive Assistant IV

Title

Date

7-29-2024

SUPPLEMENT FOR SUPERVISORY OR LEAD POSITION ONLY

(If not applicable, skip this section and go on to the Certification and Signature Section at the bottom of this page.)

This supplement includes most of the common supervisory and lead functions; however, be sure to include any additional information about the responsibilities of the position, which may assist Personnel in evaluating the job.

1. The position directly supervises or leads (check appropriate box, and list class title and names of incumbents):

<u>Name</u>	<u>Class Title</u>
-------------	--------------------

2. Please clarify the position's responsibility for the following supervisory or lead responsibilities and decisions. Check the box ("Yes" or "No") which applies to each identified duty, and provide additional information in the spaces provided.

- Interview and select employees to fill vacancies? Yes No
- Determine how subordinates are to be trained? Yes No
- Participate in training these employees? Yes No
- Evaluate employee grievances? Yes No
- Initiate disciplinary action? Yes No
- Plan and assign work to these employees? Yes No
- Initiate promotions and discharges? Yes No
- If not, who does? (Title) _____
- Answerable for the quality and quantity of work produced by these employees? Yes No
- If "Yes," to whom? (Title) _____
- If "No," who is? (Title) _____
- Review their work? Yes No
- If "Yes," to what extent? _____
- Does anyone else review their work? Yes No
- If "yes," who does? (Title) _____
- Does the position determine the method by which work is performed? _____
- If "yes," how? _____
- Does the position determine the priority of work to be performed? Yes No
- Does the position approve time-off for subordinates, i.e. vacation, sick leave? Yes No
- If not, who does? (Title) _____
- Is the position required to determine equipment, material and personnel needs of the unit? Yes No
- Is the position expected to evaluate and approve/recommend changes in work flow and procedures for the unit?
 Yes No Indicate if approval or recommendation: _____
- Does the position assist in developing departmental policy? Yes No
- If "yes," give an example: _____

- Does the position participate in the evaluation of subordinates? Yes No
- If "yes," check the box(es) which best describe the role of this position:
- Observe performance, prepare the formal employee evaluation form, conduct the performance evaluation review, and sign the performance report as the supervisor.
- Initiate appropriate disciplinary action and discuss with subordinate.
- Observe performance and report to supervisor.
- Assist supervisor in filling out the formal employee evaluation form and in conducting the performance evaluation interview.

3. Additional information about this position:

I hereby certify that the answers to these questions are my own and that to the best of my knowledge they are complete and correct.

Name of Person Preparing Responses

Title

Signature of Person Preparing Responses

Date

(AFTER COMPLETING THIS QUESTIONNAIRE, GIVE IT TO YOUR SUPERVISOR FOR REVIEW. KEEP A FILE COPY.)

SUPERVISOR'S STATEMENT

(Please verify that a current organization chart is attached.)

IMMEDIATE SUPERVISOR OF POSITION DESCRIBED

1. If this request describes an existing position, why is the current classification no longer appropriate? SEE ATTACHED

a. Have the duties significantly changed? Yes No If "yes," what changes affect this position?
SEE ATTACHED

2. What class do you recommend for this position? Management Analyst II

3. Are you aware of other existing positions in your department or other departments that appear to be comparable?
 Yes No If "yes," which positions, and in what units? SEE ATTACHED

4. What is the typical training period for a new employee to perform satisfactorily the duties described on page 2 (Item 3)?
SEE ATTACHED

5. I have reviewed the information in this Request, and unless noted below, I find it accurate and complete.

<u>IMMEDIATE SUPERVISOR'S NAME & TITLE</u>	<u>PHONE # AND MAIL STATION</u>
<u>IMMEDIATE SUPERVISOR'S SIGNATURE</u>	<u>DATE</u>

DIVISION HEAD'S STATEMENT

I have reviewed the information in this Request, and unless noted below, I find it accurate and complete.



<u>Division Head's Signature and Title</u>	<u>Phone Number</u>	<u>Date</u>
--	---------------------	-------------

- Check all that apply:**
- I prefer that the Personnel Department discuss this classification request with me.
 - I prefer that the Personnel Department contact me with classification results.
 - I prefer that the Personnel Department contact the following to discuss this classification

<u>Name and Title</u>	<u>Phone Number</u>
<u>Name and Title</u>	<u>Phone Number</u>

DEPARTMENT HEAD'S STATEMENT

I have reviewed the information in this request, and unless noted below, I find it accurate and complete.

 <u>MAYON</u>		<u>7-31-24</u>
Division Head's Signature and Title	Phone Number	Date

- Check all that apply:**
- I prefer that the Personnel Department initially contact me for the initial job audit.
 - I prefer that the Personnel Department contact me with the classification results.

INSTRUCTIONS AND SUGGESTIONS FOR COMPLETING REQUEST FOR POSITION CLASSIFICATION
(All entries should be typed or printed legibly)

The information requested will be used to evaluate the duties and responsibilities of the position being reviewed in order to help determine the position's proper classification. A Classification Analyst may need to discuss this information further with you, your supervisor or other City staff before arriving at a conclusion.

For **new or vacant positions**, the department head or a designated representative (usually the immediate supervisor of the position being studied) completes the questionnaire. For positions that are currently filled, the incumbent typically describes the duties and responsibilities of the job.

Keep in mind that the questions asked are about the JOB, not about the individual who performs or will perform the duties listed. The classification of a position is not based on how well an employee performs the work, how well that employee is qualified, or how long the employee has been on the job. Neither is an increased volume of work a basis for a classification study. Classification is based on the duties and responsibilities which are assigned to a particular position, not on how it is budgeted.

IMPORTANT:

Attach an up-to-date organization chart to the request. The chart should show the functional relationship of each position within the work unit by class title.

Read the entire questionnaire first, then complete the form as indicated. Where asked to describe or explain, use your own words. Do not copy statements from class specifications.

BACKGROUND INFORMATION:

Check the appropriate boxes and fill in the appropriate spaces, starting with why the request for position classification is being submitted. Depending on whether the position to be studied is currently filled or vacant, indicate the complete name of the incumbent or prior incumbent.

The "descriptive work title" is the title by which the position is usually known in your department. Example: Senior Clerk/Typist could be known as "Office Manager."

For assistance in determining whether and how the position is budgeted, and for the applicable program element number, consult your division or department budget analyst.

ITEM 1 - EQUIPMENT USAGE: List all major items of equipment which are indispensable for the proper performance of duties. Give kind and type of model of each item, together with any technical description which would help the analyst identify the equipment used.

ITEM 2 - MAJOR PURPOSE: What is the overall purpose of the job? Describe it in one or two short sentences. Do not describe the tasks that a performed, but rather the basic reason why the job exists.

ITEM 3 - DESCRIPTION OF DUTIES: Be specific and complete in describing duties. Avoid technical jargon and acronyms. If they are unavoidable, briefly explain each one. Attach additional sheets if more space is needed. Do not use words like "assist," "handle," and "process" without explaining them. For instance, both a Clerical Assistant I and a department director may "handle" correspondence. Therefore, it is best to explain the processes used and procedures followed. In estimating percentages of time spent on various functions, only rough estimates are needed; however, total time should add up to 100%.

Examples of Duty Statements:

Good: Transcribe, using an electric typewriter, narratives from dictated tapes. Type the narrative only in final form and do minor editing to improve grammar. Erasures or strike-overs are acceptable.

Bad: Perform steno-typing for the Division.

Good: Mow lawns with power and hand-mower. Hand-mowers are used for small areas such as narrow parkways. Ninety percent of mowing time is spent on a triplex mower, which is a small tractor with gang-reel type attachments.

Bad: Mow lawns.

ITEM 4 - Refer to the duties described in Item 3 and identify what you consider the most difficult or complex part of the job. Briefly explain why.

ITEM 5 - 8: Read the statements carefully and then give an example which will clearly illustrate the nature and level of each function performed

SUPPLEMENT FOR SUPERVISORY/LEAD POSITIONS:

Complete this portion only if applicable. Supervisory responsibility for others usually includes planning and assignment of work, instruction on how to do the work, checking quality and quantity of work performed, preparing evaluation/performance reports, administering discipline, and accountability for results. If the position does not have complete responsibility, check only those statements that apply, and explain the exact nature of the responsibility.

SUPERVISOR'S STATEMENT:

After completing the questionnaire, give it to your supervisor for review. Supervisors are requested to verify the accuracy of statements of their employees.

Supervisors should discuss with the employee any disagreement regarding the answers the employee has given so that revisions may be made. If necessary, under the Supervisor's Section or on an attached memorandum, make any comments regarding any unresolved disagreements regarding the answers provided.

Whether or not disagreements are resolved, the signed original should be forwarded to the Personnel Department. The requesting department should also keep a copy.

Remember - the signatures of the supervisor and division/department head are essential. These signatures indicate that the responses to the questionnaire have been reviewed by department management.

To facilitate processing, department and division heads may, if preferred, designate a specific contact person that the Personnel Department's assigned analyst may call to discuss the answers to the questionnaire. This contact person's name/title and phone number should be indicated in the spaces provided. If such a person is designated, a Classification Analyst will communicate directly with him/her to arrange for an audit/job study. If not, the analyst will call the department or division head.

Your cooperation in providing the necessary facts about this position is greatly appreciated. If help is needed, the employee should ask his/her supervisor. Then, if necessary, call the Human Resources Department for further clarification at (619) 336-4300.

City of National City
REQUEST FOR POSITION CLASSIFICATION
Josie Flores-Clark

1. EQUIPMENT USAGE

**MACHINE/EQUIPMENT
 TECHNICAL DESCRIPTION
 HOW OFTEN USED
 PURPOSE**

- **Computer**
 High-performance desktop/laptop with standard office software
 D
 Perform administrative tasks, research, and report writing.
- **Printer/Scanner**
 Multifunction laser printer/scanner/copier
 W
 Print, scan, and copy documents for reports and correspondence.
- **Telephone/Smartphone**
 Cellular phone with email and messaging capabilities
 D
 Communicate with internal and external contacts.
- **Projector**
 Portable multimedia projector
 W
 Present information at meetings and briefings.
- **Vehicle**
 personal vehicle
 D
 Commute to meetings, site visits, and special events.

2. Briefly describe the major purpose(s) or objective(s) of the position.

To provide high-level administrative support, research, analysis, and project and program management across various issues and City departments. This includes overseeing administrative operations of the Mayor's office, managing the Mayor's schedule and travel, researching legislative and governmental issues, coordinating office activities, representing the Mayor in meetings, and handling various accounting and financial management tasks.

3. DESCRIPTION OF DUTIES

% of time spent on each function

Functional Area/Description of each duty

- **Administrative Management (25%)**
 - Oversee day-to-day operations of the Mayor's office.
 - Manage the Mayor's schedule, appointments, and travel arrangements.
 - Coordinate office activities, meetings, events, and conferences.
 - Plan and implement special events to support the Mayor's initiatives.
 - Provide executive secretarial and administrative support.
 - Handle accounting tasks, maintain expense logs, and reconcile accounts.
- **Representation and Liaison (25%)**
 - Serve as the primary point of contact between the Mayor's office with stakeholders and prepare appropriate correspondence.
 - Provide information and respond to questions and concerns from the public and businesses.
 - Attend governmental meetings and business functions on behalf of the Mayor.
 - Develop and maintain positive working relationships with officials, organizations, and the public.
 - Act as an intermediary on assigned matters with city departments and outside parties.
 - Provide research into pending or current legislative matters.
- **Program Administration (25%)**
 - Administer programs to meet the needs of citizens, business owners, and community groups.
 - Coordinate with city departments and outside agencies on stakeholder issues.
 - Provide status reports to the Mayor and implement strategies to enhance program effectiveness.
 - Lead the development of communications materials for policies, including talking points, statements, and presentations for the Mayor.
 - Prepare and review communication materials to ensure they align with the Mayor's message and priorities.
- **Problem Solving and Decision Making (20%)**
 - Address complex issues and resolve citizen complaints promptly and confidentially.
 - Screen problems for the Mayor and make decisions independently or in consultation with him.
 - Take quick action on sensitive matters and consult the Mayor for guidance as needed.
- **Accounting and Financial Management (5%)**
 - Handle accounting tasks such as preparing warrant requests and tracking expenses.

- Ensure transparency and accountability of the Mayor's expenditures.

TOTAL: 100%

4. Of the duties described in Item 3, which is the most difficult/complex part of the job? Why? Give an example.

The most complex part of the job is managing community engagement while balancing administrative tasks and policy communications. This role requires effectively representing the Mayor in diverse neighborhoods, understanding and addressing community issues, and providing actionable insights for policy and budget priorities. For example, engaging with residents to track trends and priorities requires keen analytical skills and the ability to translate community feedback into meaningful policy recommendations. For instance, involving coordination with numerous departments, managing logistics, and addressing unexpected challenges, all while maintaining the Mayor's schedule and ensuring that all details align with the Mayor's objectives.

5. PROBLEM SOLVING

Problem-solving is integral to the role and involves:

- **Choosing Solutions**
Choosing from directed guidelines for managing communications and representing community interests to best determine those possible solutions that achieve a successful outcome.
- **Interpretation and Analysis**
Analyzing complex data and issues, such as assessing program effectiveness or legislative consequences.
- **Development of Solutions**
Developing strategies to address a multitude and diversity of community concerns and to enhance the most affective engagement methods.
- **Developing Methods and Plans**
Creating strategies for improving office efficiency or handling sensitive matters while ensuring a full representation of community needs.

Example: When tracking resident issues and trends, the role involves analyzing feedback and developing communication materials to present findings to the Mayor, ensuring that the community's voice is effectively represented in policy decisions.

6. INDEPENDENCE OF ACTION

The position requires significant independent action and decision-making:

- **Methods and Procedures**
Independent management of governmental, community relations and communication tasks with minimal supervision.
- **Handling Exceptions**
Decisions on handling unexpected issues or conflicts are made independently or with minimal guidance.
- **Review by Supervisor**
Work is reviewed based on outcomes, with general autonomy in daily tasks and problem-solving.

Example: While managing a high-profile issue, the position independently coordinated with various departments and stakeholders to resolve issues, with the final decision reviewed for success and alignment with the Mayor's goals.

7. CONSEQUENCE OF ERROR

Errors can have extensive repercussions:

- **Money, Time, Equipment**
Mismanagement of community relations, financial mismanagement or scheduling errors could lead to significant costs and operational disruptions.
- **Production or Service Output**
Poor handling of office operations could delay important initiatives or negatively impact service delivery.
- **Impact on Major Programs/Projects**
Mistakes in program administration or representation could undermine project success and public trust.
- **Public Relations and Image**
Errors in communication or representation could damage the City's reputation and the Mayor's credibility.

Example: A misstep in addressing a significant community concern could lead to public dissatisfaction and affect the Mayor's credibility and effectiveness in representing the City.

8. CONTACTS

Nature of Contacts:

- **Persons/Agencies**
Contacts include community members, stakeholders, external organizations, business owners, media, and city officials.
- **Purpose**
To manage community relations, gather feedback, promote events and communicate the Mayor's priorities.
- **Negotiation of Issues**
Involves discussing and negotiating on policy matters, community concerns and event details.
- **Authority**
The position has authority to develop and present insights, coordinate events, manage communications, and represent the Mayor's office in various capacities.

Example: Engaging with stakeholders to gather feedback and provide insights to the Mayor requires effective negotiation and communication skills to ensure the Mayor's priorities are well-represented and informed by community needs.

SUPERVISOR'S STATEMENT

(Please verify that a current organization chart is attached.)

For Josie Flores-Clark

IMMEDIATE SUPERVISOR OF POSITION DESCRIBED

1. If this request describes an existing position, why is the current classification no longer appropriate?

The Executive class positions are currently set up for office administration work only. While the position in the Mayor's office demands a number of different aspects; analytical analysis, independent outside communication, decision making concerning implementation of policies and directions, independent decisions based on mayoral input and outside of organization representation.

a. Have the duties significantly changed? If "yes," what changes affect this position?

The duties and the individuals' ability to that high level have continued to evolve. This has caused job performance to involve a number of classifications. This would cause the need to either change the classification of the person performing these duties, or to hire a number of classifications.

3. Are you aware of other existing positions in your department or other departments that appear to be comparable?

While the answer is no, the position of Management Analyst II is the closest position that we can find that would fit for one person doing all of these duties.

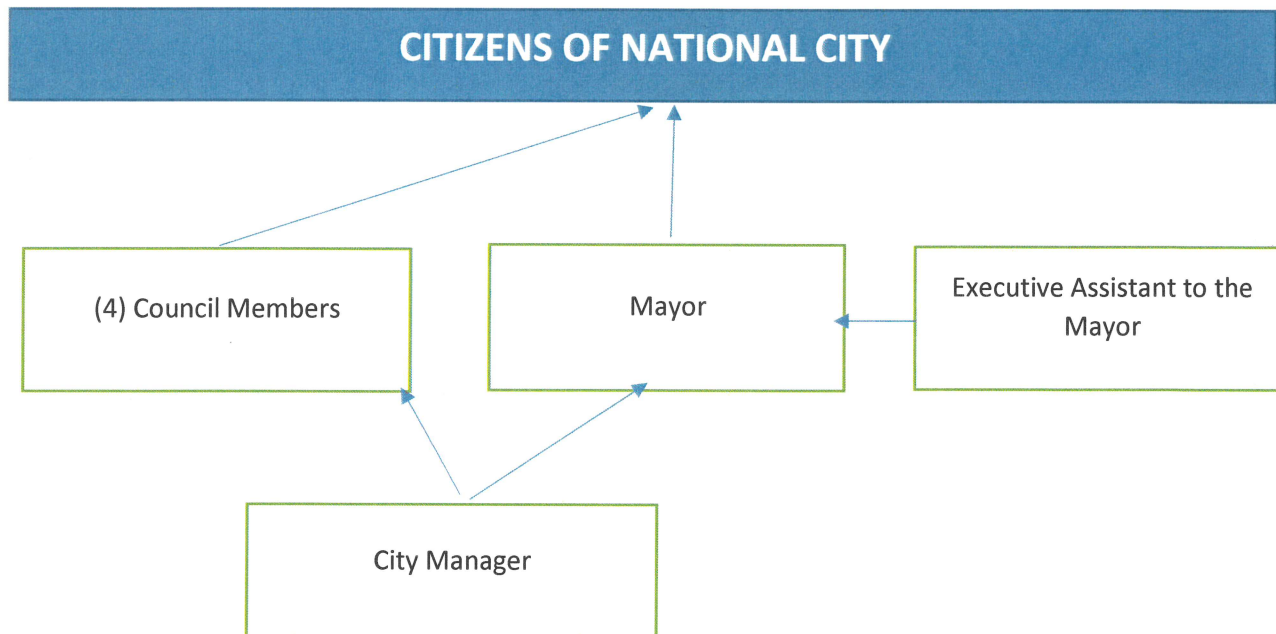
4. What is the typical training period for a new employee to perform satisfactorily the duties described on page 2 (Item 3)?

The person that is currently in this position is already performing these duties to the highest level.

Ron Morrison
Mayor



Organization Chart



No. _____

CITY OF NATIONAL CITY REQUEST FOR POSITION CLASSIFICATION

(Read the instructions and suggestions on page 6 before completing this questionnaire. Type or print all entries legibly.
Attach additional sheets if more space is needed.)

BACKGROUND INFORMATION

• **Reason for the Request:**

- Classification of New Position
- Reclassification of Existing Position. If known, when was position last studied? _____
 - Currently Vacant Prior Incumbent (Name) _____
Class Title: _____
 - Currently Filled Incumbent (Name) _____
Class Title _____ Work Phone No. _____

If this is an existing position, the request is based on (Check one):

- Reorganization of Work Unit
- Significant change in duties/responsibilities
- Other: _____

NOTE: An increase in workload or the length of time an incumbent has been in the position is NOT a valid reason for a classification study.

- **Descriptive Job Title:** Senior Information Technology Analyst
- **Department/Division:** Police / Information Technology
- Position is Budgeted as (class) _____ Limited (Indicate Duration) _____
 Overbudget (Attach approval)
- **Department/Division/Activity Number:** (Use first and last 3 digits = 6 digit number) _____
- **Immediate Supervisor:** (Name) Amber Lashbrook Work Phone No. 619-667-4547
(Class Title) Police Support Services Manager

- **Organization Chart:** Attach a copy of a current organization chart showing, by class title, this position and its functional relationship to others in the work unit (i.e., position(s) it reports to directly; positions which it supervises; similar positions, etc.)

1. **EQUIPMENT USAGE:** List key equipment, machines or motor vehicles the position is regularly required to use in performing assigned duties. Indicate how often used (D - Daily, W - Weekly, M - Monthly, Y - Yearly), and for what purpose. See example below.

<u>MACHINE/EQUIPMENT</u>	<u>TECHNICAL DESCRIPTION</u>	<u>HOW OFTEN USED</u>	<u>PURPOSE</u>
<i>Ex: Dump Truck</i>	<i>Series 1900, 2-axle, 5-speed, 5 cu. yd., 28k GVW</i>	<i>D</i>	<i>Haul debris and soil.</i>
Desktops, Laptops, MDCs	Devices used to access various programs	Daily	Complete daily work
Servers	Devices that run/house various programs	Daily	Complete daily work

2. Briefly describe the **major purpose(s)** or **objective(s)** of the position. (Example: To serve as secretary to a department director, and supervise a small clerical support staff.)

Senior IT Analyst will work with the other IT employees to ensure IT information is documented, shared, and planned for with current and future IT needs.
They will train the new and current employees on all of their jobs and responsibilities and prepare them to take over these jobs when the Senior IT Analyst retires.

3. **DESCRIPTION OF DUTIES:** The next section is the most important part of this form. Think about the whole job, consider the work done in the course of a day, week or month. Divide the job into major functional areas (e.g., supervision, budget administration, program administration, equipment operation/repair, accounting, payroll, general clerical, maintenance / custodial, etc.). Assign the approximate percentage of total work time spent performing each function, making sure to account for 100% of the job. Under each function, list the duties required to perform the function. Be as specific as possible to allow someone unfamiliar with the job to get a clear idea of the work that is done.

% of time spent on each function	Functional Area/Description of each duty
Example: 40%	<u>Interview Training</u> <i>Schedule interview training classes by reserving training rooms and notifying participants in writing of their scheduled classes. Conduct interview training classes for first-level supervisors in the City, using lectures, group exercises and video presentations</i>
TOTAL SHOULD BE 100%	(If more space is needed, attach additional sheets)

4. Of the duties described in Item 3, which is the most difficult/complex part of the job? Why? Give an example. See attached memo. This position does not have specific jobs and responsibilities handled equally on a daily, weekly, or monthly schedule. The jobs are handled in the priority they are needed and that priority is constantly changing due to the 24/7 operation of the Police Department. The job description outlining the position responsibilities has also been attached. While the current IT Analyst may not perform all of the duties listed, they do perform most of them.

5. PROBLEM SOLVING

To what extent is problem solving a regular part of the job? What does the job involve in terms of the following:

- choosing solutions from a set of established instructions, procedures, rules or regulations.
- interpretation or analysis of data, standards, procedures, and policies
- development of solutions.
- developing methods, procedures, long-range plans, and/or special programs.

Please explain and give an example of your problem solving responsibilities:

See above and memo. Problem solving is the primary responsibility of this position.

6. INDEPENDENCE OF ACTION

To what extent does the job require independent action and/or decision making ? How is work assigned and reviewed in terms of the following?

- methods, procedures and techniques used.
- handling of exceptions.
- nature of the review exercised by the position's supervisor.

Please explain and give an example to illustrate the level of independence that you regularly exercise:

While the PSSM has some IT knowledge, the Senior IT Analyst will be able to make decisions with more knowlege than I possess. I trust the recommendations they make, and this position would provide the extra layer of responsibility for them to make those decisions knowin and understanding, everything they are speaking to.

7. CONSEQUENCE OF ERROR

What would be the probable effect of an error or poor judgment, action or decision by this position in terms of the following?

- money, time, equipment, materials and supplies.
- production or service output.
- impact on major programs/projects.
- public relations and image.

Please explain and give an example of the impact your actions or decisions may have on others:

It could be detrimental to the department. The decisions in this position are not made without thought and research. Failure to act appropriately could cause department system outages and information breaches.

8. CONTACTS

What is the nature of the position's contact with individuals inside and/or outside the City as required by the job (other than contact with the supervisor or those supervised)? Consider the following in answering this factor:

- the person / agency the position has contact with.
- the purpose of the contact.
- whether the contact involves the discussion and negotiation of issues which have an impact on policy guidelines
- the authority of the position in making agreements, commitments, etc. on behalf of for his/her unit, division, department, the City.

Please explain and give an example of the nature of your regular contacts with others:

The IT Analyst position has contact with Police Department employees, vendors, and other City employees. Since there is currently a part-time IT Analyst working at the department, the interactions with others is minimal as the part-time employee handles most of the daily fix/break needs that require interaction with others.

9. Does the position have supervisory or lead responsibility? Yes No
If "YES," fill out the "Supplement for Supervisory or Lead Positions Only" section of the form. If "No" sign below.

I hereby certify that the answers to these questions are my own and that to the best of my knowledge they are complete and correct.

Name of Person Preparing Responses

Title

Signature of Person Preparing Responses

Date

SUPPLEMENT FOR SUPERVISORY OR LEAD POSITION ONLY

(If not applicable, skip this section and go on to the Certification and Signature Section at the bottom of this page.)

This supplement includes most of the common supervisory and lead functions; however, be sure to include any additional information about the responsibilities of the position, which may assist Personnel in evaluating the job.

1. The position directly supervises or leads (check appropriate box, and list class title and names of incumbents):

Name Class Title

2. Please clarify the position's responsibility for the following supervisory or lead responsibilities and decisions. Check the box ("Yes" or "No") which applies to each identified duty, and provide additional information in the spaces provided.

- Interview and select employees to fill vacancies? Yes No
- Determine how subordinates are to be trained? Yes No
- Participate in training these employees? Yes No
- Evaluate employee grievances? Yes No
- Initiate disciplinary action? Yes No
- Plan and assign work to these employees? Yes No
- Initiate promotions and discharges? Yes No
- Answerable for the quality and quantity of work produced by these employees? Yes No
 If not, who does? (Title) _____
- If "Yes," to whom? (Title) _____
- If "No," who is? (Title) _____
- Review their work? Yes No
 If "Yes," to what extent? _____
- Does anyone else review their work? Yes No
 If "yes," who does? (Title) Police Support Services Manager
- Does the position determine the method by which work is performed? _____
 If "yes," how? _____
- Does the position determine the priority of work to be performed? Yes No
- Does the position approve time-off for subordinates, i.e. vacation, sick leave? Yes No
 If not, who does? (Title) Police Support Services Manager
- Is the position required to determine equipment, material and personnel needs of the unit? Yes No
- Is the position expected to evaluate and approve/recommend changes in work flow and procedures for the unit?
 Yes No Indicate if approval or recommendation: Recommendation
- Does the position assist in developing departmental policy? Yes No
 If "yes," give an example: Policy changes regarding security updates implemented by the DOJ.
- Does the position participate in the evaluation of subordinates? Yes No
 If "yes," check the box(es) which best describe the role of this position:
 Observe performance, prepare the formal employee evaluation form, conduct the performance evaluation review, and sign the performance report as the supervisor.
 Initiate appropriate disciplinary action and discuss with subordinate.
 Observe performance and report to supervisor.
 Assist supervisor in filling out the formal employee evaluation form and in conducting the performance evaluation interview.

3. Additional information about this position:

I hereby certify that the answers to these questions are my own and that to the best of my knowledge they are complete and correct.

 Name of Person Preparing Responses

 Title

 Signature of Person Preparing Responses

 Date

(AFTER COMPLETING THIS QUESTIONNAIRE, GIVE IT TO YOUR SUPERVISOR FOR REVIEW. KEEP A FILE COPY.)

SUPERVISOR'S STATEMENT

(Please verify that a current organization chart is attached.)

IMMEDIATE SUPERVISOR OF POSITION DESCRIBED

1. If this request describes an existing position, why is the current classification no longer appropriate? _____
The current position is going to be training and working with new employees in addition to outlining changes and needs of the department for the coming years. They currently are the only full time employee and it is not sustainable without another full time employee

a. Have the duties significantly changed? Yes No If "yes," what changes affect this position?
Technology development and needs.

2. What class do you recommend for this position? Senior IT Analyst

3. Are you aware of other existing positions in your department or other departments that appear to be comparable?
 Yes No If "yes," which positions, and in what units? _____
Senior IT Analyst working at City Hall.

4. What is the typical training period for a new employee to perform satisfactorily the duties described on page 2 (Item 3)?
Varies on the employees knowledge and experience. We have not trained a new employee in almost 10 years and too much has changed

5. I have reviewed the information in this Request, and unless noted below, I find it accurate and complete.

_____	_____
IMMEDIATE SUPERVISOR'S NAME & TITLE	PHONE # AND MAIL STATION
_____	_____
IMMEDIATE SUPERVISOR'S SIGNATURE	DATE

DIVISION HEAD'S STATEMENT

I have reviewed the information in this Request, and unless noted below, I find it accurate and complete.

_____	_____	_____
Division Head's Signature and Title	Phone Number	Date

Check all that apply: I prefer that the Personnel Department discuss this classification request with me.
 I prefer that the Personnel Department contact me with classification results.
 I prefer that the Personnel Department contact the following to discuss this classification

_____	_____
Name and Title	Phone Number

_____	_____
Name and Title	Phone Number

DEPARTMENT HEAD'S STATEMENT

I have reviewed the information in this request, and unless noted below, I find it accurate and complete.

_____	_____	_____
Division Head's Signature and Title	Phone Number	Date

Police Chief 619 336 4579 10/08/24

Check all that apply: I prefer that the Personnel Department initially contact me for the initial job audit.
 I prefer that the Personnel Department contact me with the classification results.

INSTRUCTIONS AND SUGGESTIONS FOR COMPLETING REQUEST FOR POSITION CLASSIFICATION
(All entries should be typed or printed legibly)

The information requested will be used to evaluate the duties and responsibilities of the position being reviewed in order to help determine the position's proper classification. A Classification Analyst may need to discuss this information further with you, your supervisor or other City staff before arriving at a conclusion.

For new or vacant positions, the department head or a designated representative (usually the immediate supervisor of the position being studied) completes the questionnaire. For positions that are currently filled, the incumbent typically describes the duties and responsibilities of the job.

Keep in mind that the questions asked are about the JOB, not about the individual who performs or will perform the duties listed. The classification of a position is not based on how well an employee performs the work, how well that employee is qualified, or how long the employee has been on the job. Neither is an increased volume of work a basis for a classification study. Classification is based on the duties and responsibilities which are assigned to a particular position, not on how it is budgeted.

IMPORTANT:

Attach an up-to-date organization chart to the request. The chart should show the functional relationship of each position within the work unit by class title.

Read the entire questionnaire first, then complete the form as indicated. Where asked to describe or explain, use your own words. Do not copy statements from class specifications.

BACKGROUND INFORMATION:

Check the appropriate boxes and fill in the appropriate spaces, starting with why the request for position classification is being submitted. Depending on whether the position to be studied is currently filled or vacant, indicate the complete name of the incumbent or prior incumbent.

The "descriptive work title" is the title by which the position is usually known in your department. Example: Senior Clerk/Typist could be known as "Office Manager."

For assistance in determining whether and how the position is budgeted, and for the applicable program element number, consult your division or department budget analyst.

ITEM 1 - EQUIPMENT USAGE: List all major items of equipment which are indispensable for the proper performance of duties. Give kind and type of model of each item, together with any technical description which would help the analyst identify the equipment used.

ITEM 2 - MAJOR PURPOSE: What is the overall purpose of the job? Describe it in one or two short sentences. Do not describe the tasks that a performed, but rather the basic reason why the job exists.

ITEM 3 - DESCRIPTION OF DUTIES: Be specific and complete in describing duties. Avoid technical jargon and acronyms. If they are unavoidable, briefly explain each one. Attach additional sheets if more space is needed. Do not use words like "assist," "handle," and "process" without explaining them. For instance, both a Clerical Assistant I and a department director may "handle" correspondence. Therefore, it is best to explain the processes used and procedures followed. In estimating percentages of time spent on various functions, only rough estimates are needed; however, total time should add up to 100%.

Examples of Duty Statements:

Good: Transcribe, using an electric typewriter, narratives from dictated tapes. Type the narrative only in final form and do minor editing to improve grammar. Erasures or strike-overs are acceptable.

Bad: Perform steno-typing for the Division.

Good: Mow lawns with power and hand-mower. Hand-mowers are used for small areas such as narrow parkways. Ninety percent of mowing time is spent on a triplex mower, which is a small tractor with gang-reel type attachments.

Bad: Mow lawns.

ITEM 4 - Refer to the duties described in Item 3 and identify what you consider the most difficult or complex part of the job. Briefly explain why.

ITEM 5 - 8: Read the statements carefully and then give an example which will clearly illustrate the nature and level of each function performed

SUPPLEMENT FOR SUPERVISORY/LEAD POSITIONS:

Complete this portion only if applicable. Supervisory responsibility for others usually includes planning and assignment of work, instruction on how to do the work, checking quality and quantity of work performed, preparing evaluation/performance reports, administering discipline, and accountability for results. If the position does not have complete responsibility, check only those statements that apply, and explain the exact nature of the responsibility.

SUPERVISOR'S STATEMENT:

After completing the questionnaire, give it to your supervisor for review. Supervisors are requested to verify the accuracy of statements of their employees.

Supervisors should discuss with the employee any disagreement regarding the answers the employee has given so that revisions may be made. If necessary, under the Supervisor's Section or on an attached memorandum, make any comments regarding any unresolved disagreements regarding the answers provided.

Whether or not disagreements are resolved, the signed original should be forwarded to the Personnel Department. The requesting department should also keep a copy.

Remember - the signatures of the supervisor and division/department head are essential. These signatures indicate that the responses to the questionnaire have been reviewed by department management.

To facilitate processing, department and division heads may, if preferred, designate a specific contact person that the Personnel Department's assigned analyst may call to discuss the answers to the questionnaire. This contact person's name/title and phone number should be indicated in the spaces provided. If such a person is designated, a Classification Analyst will communicate directly with him/her to arrange for an audit/job study. If not, the analyst will call the department or division head.

Your cooperation in providing the necessary facts about this position is greatly appreciated. If help is needed, the employee should ask his/her supervisor. Then, if necessary, call the Human Resources Department for further clarification at (619) 336-4300.

**NATIONAL CITY POLICE DEPARTMENT
MEMORANDUM**

DATE: September 30, 2024

TO: Alejandro Hernandez, Chief of Police

FROM: Amber Lashbrook, Police Support Services Manager

SUBJECT: Reclassification of IT Analyst Traci Whited

Information Technology Analyst, Traci Whited, was hired on August 11, 2015. Since that time, she has been the only full time IT employee working at the National City Police Department. She has been responsible for all of the IT needs required by a 24/7 police department, including being on-call every day, as she is the only employee who fully understands all of the equipment being used by the department. While there is a second IT Analyst employed with the department, they work on a part time basis and handle primarily the daily IT triaging during their five hour shift, leaving all of the remaining IT responsibilities to IT Analyst Whited.

IT Analyst Whited oversees the performance and upkeep of 70 servers, both physical and virtual, scheduling and completing monthly updates and maintenance. She is primarily responsible for the department's operating system builds on 236 systems including MDC's, PC's, and laptops. As the full time IT Analyst for the police department, she along with the Police Support Services Manager, is responsible for ensuring compliance with the requirements set forth by CJIS, the California Justice Information System and DOJ, Department of Justice, on law enforcement computer systems. In 2024, there were 1408 requirements set forth by both agencies to law enforcement IT Staff. These requirements are in addition to the monthly security updates from software and hardware providers. Failure to adhere to these requirements could result in a loss of access to critical law enforcement data bases for the entire department.

IT Analyst Whited's knowledge, experience, and expertise are beyond compare. She has over 20 years of IT experience and hundreds of hours of training and education. She is the only IT employee in the city with the training and knowledge to maintain the police department infrastructure with regards to security and builds. She proactively reads all releases of the CJIS security policy and provides recommendations to the Police Support Services Manager for the necessary changes to remain in compliance. She also thoroughly reads the software update release information for all of the systems utilized by the police department and devises a plan for testing prior to installing the updates. All of this is done in addition to the day to day responsibilities.

As IT and technology needs continue to change, so does the need to expand the IT department at the police department. I am recommending the reclassification of IT Analyst Traci Whited to Senior IT Analyst. This will provide the unit with an extremely knowledgeable leader who will be able to guide and train both full time and part time employees on the ever changing technology needs of law enforcement.

APPROVED

