

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Administrative Services Director *DST*

DATE: April 9, 2008 (CC Meeting of 4/16/08)

SUBJECT: Consider Resolution Amending the City's Classification Plan and Rescinding Resolution No. 2007-2625

BACKGROUND AND DISCUSSION

Attached to this report is a draft resolution amending the Classification Plan to: revise the job title for the Competitive Services Human Resources Analyst position to Human Resources Specialist; add a new Management Human Resources Analyst job description; add a combined job description for Office Assistant I, II, and III; and make other minor editorial or format corrections in various job descriptions. The proposed revisions to the Classification Plan are consistent with the Salary Plan adopted by the City Council on March 19, 2008, and the Human Resources Analyst, Human Resources Specialist, and Office Assistant (I, II, and III) job description changes were directed by the City Council to be scheduled for consideration as follow-up to past City Council actions.

Due to the size of the complete Classification Plan, only the job descriptions for Human Resources Analyst; Human Resources Specialist; and Office Assistant I, II, and III are included with the attached resolution. A complete copy of the updated Classification Plan will be included with the final resolution and the legislative format will be removed.

STAFF RECOMMENDATION

Adopt Resolution No. 2008-_____.

Attachment: Classification Plan Resolution with Job Description Excerpts

RESOLUTION NO. 2008-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ESTABLISHING A REVISED CLASSIFICATION PLAN AND JOB DESCRIPTIONS FOR NON-COMPETITIVE, COMPETITIVE SERVICE, AND HOURLY EMPLOYEES AND RESCINDING RESOLUTION NO. 2007-2625

WHEREAS, the City Council adopted Resolution No. 2007-2625 on August 1, 2007, establishing a revised classification plan and job descriptions for Non-Competitive and Competitive Service employees; and

WHEREAS, the Council has determined that revisions to the Classification Plan are appropriate to revise the job title for the Competitive Services Human Resources Analyst position to Human Resources Specialist, add a new Management Human Resources Analyst job description, add a combined job description for the Office Assistant series (I, II, and III), and make other minor editorial corrections in various job descriptions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. All job descriptions attached as Exhibit A to this resolution are hereby adopted into the City's Classification Plan;

SECTION 2. The City Manager shall have the authority to make temporary additions or deletions to the Classification Plan in the interest of efficient and effective administration of the Plan. Such alterations shall not become an approved part of the Plan until adoption by City Council resolution.

SECTION 3. Resolution No. 2007-2625 is hereby rescinded.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

ATTEST:

Deborah S. Traffenstedt, City Clerk

Exhibit A: Classification Plan Job Descriptions

HUMAN RESOURCES ANALYST

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

DEFINITION

To perform a wide variety of responsible and complex administrative and analytical duties; to oversee assigned administrative processes, procedures and programs; to perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events, training and employee development programs; to provide information and assistance to City employees regarding City personnel policies and procedures; to assist with and perform assigned risk management activities; and to provide administrative support to the Personnel Director or Personnel Officer as designated in the City's Personnel Rules. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director or Personnel Officer.

Exercises functional and technical supervision over technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.
2. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, answer telephone inquiries; arrange testing and interviewing, conduct background check; prepare employment letters; arrange for physical and fingerprinting; conduct new employee orientation.
3. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.
4. Prepare and process all mandatory forms for all workers' compensation injuries; and coordinate activities with City's claims administrator. Maintain employee injury records and prepare and post annual injury log as required by CALOSHA.

5. Assist City's Risk Manager, as needed, on employee safety training, including appropriate record keeping and notification, as well as insurance and liability matters.
6. Assist with employee retirement, health, dental, vision, life, long term disability, employee assistance, and deferred compensation benefit plans administration; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.
7. Plan and implement employee recognition activities including supervision of preparation of employee newsletter.
8. Assist with coordination of City's volunteer program including recruitment and recognition and maintaining appropriate records.
9. Provide technical support as needed for labor relations negotiations.
10. Assist with administration of classification and compensation plans and as needed labor agreement(s).
11. Assist with customer service enhancement activities.
12. Assist with monitoring conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC and prepare all bulletin board postings as required.
13. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims and similar matters.
14. Coordinate and monitor employee training and development programs including providing information about training opportunities to City Departments and employees, documenting training received in personnel files, and evaluating the effectiveness and quality of the training provided.
15. Assume direct responsibility for monitoring and administering assigned program areas; assist in assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff; participate in employee selection; prioritize and coordinate work assignments; review work for accuracy.
16. Provide responsible staff assistance and support to assigned management staff and department or program area.

17. Assist in developing and implementing operational, administrative, program, and other policies and procedures; assist in contract negotiations; prepare employee performance evaluations.
18. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
19. Participate in the drafting and implementation of Human Resources/Risk Management Division goals, policies and procedures.
20. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
21. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.
22. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
23. Assist in developing and design departmental, operational and administrative procedures or forms as required.
24. Participate on Safety Committee; attend and participate in professional group meetings.
25. May assist with risk management activities including annual insurance reports and coordination with joint powers insurance authority for safety training and insurance matters.
26. Make oral and written training presentations to staff and professional groups.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Legal aspects of human resources management including unfair labor practices, discrimination and illegal harassment, and other matters related to employment law.

Pertinent Federal, State and local laws, codes and regulations including PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, and COBRA.

Principles and practices of employee recruitment, selection, and management.

General risk management related laws, policies and procedures

Principles of mathematics and statistics.

Principles of supervision and training.

Principles and practices of budget administration.

Principles and practices of contract administration.

Methods of research, program analysis, and report preparation.

Policies and procedures of the assigned department.

Public relations techniques.

Principles and procedures of accounting and procurement practices.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and equipment.

Research, analytical techniques and the public policy development theory.

Federal, State and local laws, codes and regulations.

Ability to:

Coordinate, organize and review the work of staff in the area of work assigned.

Interpret and explain City rules, policies and procedures.

Perform complex administrative and analytical activities for assigned programs.

Maintain confidentiality of information.

Independently perform administrative and analytical activities in the area of work assigned.

Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Effectively manage contracts and evaluate the work of contractors.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.

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

Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.

Prepare clear and concise reports.

Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.

Enter data on a computer at a speed necessary for successful job performance.

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

Independently prepare correspondence and memoranda.

Communicate clearly and concisely, both orally and in writing.

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

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

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible human resources experience including administrative and analytical experience, preferably within a local government environment, including one year of lead worker supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration or a related field. One year of the education requirement may be substituted with two years of responsible administrative and analytical work experience.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

HUMAN RESOURCES ANALYSTSPECIALIST

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

DEFINITION

To perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events, training and employee development programs; to provide information and assistance to City employees regarding City personnel policies and procedures; to assist with risk management activities; and to provide administrative support to the Personnel Director or Personnel Officer as designated in the City's Personnel Rules. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director or Personnel Officer.

Exercises lead worker supervision over clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, dispatch to proper locations, answer phone inquiries; arrange testing and interviewing and employment medical exams; notify applicants of acceptance or rejection.
2. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.
3. Conduct employee orientation; prepare and process personnel documents related to hiring; answer employee questions regarding policies and procedures.
4. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.
5. Prepare and process all mandatory forms for all workers' compensation injuries; and coordinate activities with City's claims administrator. Maintain attendance log

and files for injury prevention program, CALOSHA and other Federal and State mandated programs.

6. Assist City's Risk Manager, as needed, on employee safety training, including appropriate record keeping and notification.
7. Assist with employee retirement, health, dental, vision, life, long term disability, employee assistance, and deferred compensation benefit plans administration; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.
8. Prepare a wide variety of reports, forms, letters, memoranda and statistical charts; independently prepare correspondence related to assigned responsibilities.
9. Serve on Safety Committee and other committees as assigned.
10. Plan and implement employee recognition activities including publication of employee newsletter.
11. Assist with coordination of City's volunteer program including recruitment and recognition.
12. Provide technical support as needed on labor relation's matters.
13. Assist with administration of classification and compensation plans and as needed labor agreements.
14. Assist with customer service enhancement activities.
15. Assist with monitoring conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC and prepare all bulletin board postings as required.
16. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims and similar matters.
17. Coordinate and monitor all employee training and development programs including providing information about training opportunities to City Departments and employees, documenting training received in personnel files, and evaluating the effectiveness and quality of the training provided.

18. Assist with risk management activities including annual insurance reports and coordination with joint powers insurance authority.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Legal aspects of human resources management including unfair labor practices, discrimination and illegal harassment, and other matters related to employment law.

Principles and practices of employee recruitment, selection, and management.

General personnel policies and procedures applicable to the City.

General risk management policies and procedures.

Operations, services and activities of assigned department.

Modern office procedures, methods and equipment.

Business letter writing and basic report preparation techniques.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Basic mathematical and statistical principles.

Pertinent Federal, State and local laws, codes and regulations including PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, and COBRA.

Principles of supervision, training and performance evaluation.

Ability to:

Coordinate, organize and review the work of staff in the area of work assigned.

Interpret and explain City policies and procedures.

Perform responsible work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Independently prepare correspondence and memoranda.

Prioritize work and perform multiple functions at once.

Implement personnel programs.

Maintain excellent interpersonal skills.

Manage multiple assignments and projects.

Maintain confidentiality of information.

Type and/or enter data into a computer at a speed necessary for successful job performance.

Work independently in the absence of supervision.

Work cooperatively with other departments, City officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to performance of assigned duties and responsibilities.

Maintain mental capacity, which allows for effective interaction and communication with others.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible human resources experience. ~~at the analytical level, including one year of lead worker supervisory responsibility.~~

Training:

Equivalent to the completion of two years of college or an Associates Degree from an accredited college or university, supplemented by specialized training or upper division college level course work in personnel or human resources, and proficiency in office automation applications including but not limited to word processing and spreadsheets.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

OFFICE ASSISTANT I, II, AND III

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

DEFINITION

To perform a wide variety of responsible, clerical duties in support of department and division staff; to participate in office support functions; to operate a switchboard and direct calls to appropriate staff; and to provide customer service to the public regarding City policies, procedures and programs. These positions are not overtime exempt.

DISTINGUISHING CHARACTERISTICS

The Office Assistant I is the entry-level class for hourly, part-time employees. Since this class is typically used as a training class, employees may have only limited work experience.

The Office Assistant II is also an entry-level class, but as a competitive service employee. This class is distinguished from the Office Assistant III by the performance of the more routine clerical tasks and duties assigned to positions within the series. As experience is gained, a wider variety of duties is performed.

The Office Assistant III is the full journey level class within the Office Assistant series. Employees within this class are distinguished from the Office Assistant I and II by the performance of the full range of duties as assigned. Work assignments are generally more complex than those assigned to an Office Assistant I or II.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform typical clerical duties in support of assigned division or department.
2. Provide responsible staff assistance and support to assigned supervisor.
3. As assigned, serve as a receptionist; operate a switchboard and screen all incoming telephone calls; transfer and direct calls to appropriate staff; take messages as necessary.

4. Type and proofread a wide variety of reports, letters, memoranda; tables, charts, logs, receipts, forms, etc., from rough draft or verbal instruction, and prepare and maintain computerized records.
5. Maintain records, files or databases and file information to maintain organized and accurate filing systems.
6. Operate standard office equipment, including but not limited to computer, copy machine, printer, and scanner.
7. Provide customer service to the public on the phone and in person; greet visitors and customers at the counter; refer visitors/customers or phone call to appropriate person or department; respond to standard inquiries of a limited nature; provide information within prescribed policies and procedures.
8. Operate an automobile for the purposes of purchasing supplies, making deliveries, attending offsite training, or similar purposes.
9. Receive, sort and distribute incoming and outgoing mail; arrange for delivery of outgoing packages.
10. Performs purchasing, stocking, re-supply, and simple inventory checking.
11. Assist in a variety of department operations including purchasing; perform special projects and assignments as requested.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of assigned division and department.
Principles and practices of customer service.
Modern office procedures, methods and equipment.
Basic letter writing and basic report preparation techniques.
Principles and procedures of record keeping.
Principles and procedures of filing.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Switchboard operating techniques
Basic mathematics.

English usage, spelling, grammar and punctuation

Ability to:

Perform a variety of clerical support services.

Understand and carry out both oral and written directions.

Respond appropriately to citizen inquiries and complaints.

Work independently in the absence of supervision.

Operate and use modern office equipment including personal computer or terminal, printers and copiers, scanner, postage machine.

Type and/or enter data on a computer at a speed necessary for successful job performance.

Work cooperatively with other departments, City officials, outside agencies, and the public.

Communicate clearly and concisely, both orally and in writing.

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

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows for effective interaction and communication with others.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

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

Office Assistant I and II

Experience:

One year of general clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Office Assistant III

Experience:

One year of increasingly responsible clerical experience.

Training:

Equivalent to the completion of the twelfth grade; specialized clerical and office training is desirable.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; kneeling, bending, stooping or reaching; handling; use of fingers; talking; hearing; near acuity.