

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

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

BY: Maureen Benson, Assistant City Clerk *MB*

DATE: November 10, 2009 (CC Meeting of 11/18/09)

SUBJECT: Consider Resolution Amending Salary Plan and Rescinding Resolution No. 2009-2850, and Consider Resolution Amending Classification Plan and Rescinding Resolution No. 2009-2851

BACKGROUND AND DISCUSSION

An amendment to both the Salary Plan and Classification Plan are proposed (Attachments 1 and 2) to revise the Public Works Superintendent position to Public Works Superintendent/Inspector and revise the job description. The intent is that there will be some reorganization of responsibilities in the City Engineer/Public Works Department and the revised title is intended to better emphasize the primary responsibilities of the position.

The revision to the Salary Plan Resolution consists of a change to the position title, as shown with the use of legislative format in the attached draft resolution (Attachment 1). The Public Works Superintendent/Inspector position remains at Range 67 in the Salary Plan.

Revisions to the Classification Plan include changes to the title, definition, essential functions, qualifications, and experience for the revised Public Works Superintendent/Inspector job description, as shown through the use of legislative format. In addition, the position title change will be reflected throughout the Classification Plan. Only the Public Works Superintendent/Inspector job description is included with the attached draft Classification Plan resolution (Attachment 2), and the final resolution will include all of the City job descriptions.

FISCAL IMPACT

No fiscal impact.

STAFF RECOMMENDATION

1. Adopt Salary Plan Resolution No. 2009-____; and
2. Adopt Classification Plan Resolution No. 2009-_____.

Attachments:

1. Draft Salary Plan Resolution
2. Draft Classification Plan Resolution

RESOLUTION NO. 2009-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE SALARY PLAN FOR COMPETITIVE SERVICE, NON-COMPETITIVE SERVICE AND HOURLY EMPLOYEES, AND RESCINDING RESOLUTION NO. 2009-2850

WHEREAS, the City Council at its meeting on September 2, 2009, adopted a revised Salary Plan to add a Parks and Recreation Director position at Range 85 and to delete the prior Parks, Recreation, and Community Services Director position; and

WHEREAS, revisions to the Salary Plan are now proposed to change the Public Works Superintendent position to a Public Works Superintendent/Inspector position at the same salary range 67.

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

SECTION 1. The Salary Plan of hourly rates is hereby adopted for all of the positions herein listed:

<u>Non-Competitive Service Positions*</u>	<u>Salary Range</u>
City Manager	99
Assistant City Manager	91
Deputy City Manager	89
Administrative Services Director	87
City Engineer/Public Works Director	87
Community Development Director	87
Public Works Director	87
Parks and Recreation Director	85
Assistant to City Manager/City Clerk	83
Finance Director	83
Planning Director	83
Assistant City Engineer	77
Parks and Landscape Manager	77
Planning Manager	77
Redevelopment Manager	77
Senior Civil Engineer	77
Administrative Services Manager	75
Budget and Finance Manager	75
Finance/Accounting Manager	71

* All Non-Competitive Service Positions are exempt from payment of overtime.

<u>Non-Competitive Service Positions*</u>	<u>Salary Range</u>
Information Systems Manager	71
Recreation/Community Services Manager	71
Accountant II	67
Associate Civil Engineer	67
Landscape/Parks Maintenance Superintendent	67
Principal Planner	67
Public Works Superintendent/Inspector	67
Senior Information Systems Analyst	67
Senior Management Analyst	67
Accountant I	62
Active Adult Center Supervisor	62
Assistant City Clerk	62
Assistant Engineer	62
Human Resources Analyst	62
Information Systems Analyst	62
Management Analyst	62
Parks and Facilities Supervisor	62
Public Works Supervisor	62
Recreation Supervisor	62

<u>Competitive Service Positions</u>	<u>Salary Range</u>
Senior Planner**	64
Associate Planner	60
Human Resources Specialist	59
Maintenance Supervisor	59
Recreation Specialist	59
Vector/Animal Control Specialist	59
Assistant Planner II	56
Administrative Specialist	53
Executive Secretary	53
Human Resources Assistant	53
Recreation Coordinator III	53
Senior Account Technician	53
Code Compliance Technician II	51
Account Technician II	51
Active Adult Center Coordinator	51
Assistant Planner I	51
Deputy City Clerk II	51
Information Systems Technician II	51
Facilities Technician	49
Administrative Assistant	48
Community Services Technician	48
Deputy City Clerk I	48
Vector/Animal Control Technician	48

* All Non-Competitive Service Positions are exempt from payment of overtime.

** Competitive Service positions designated as exempt from the payment of overtime.

Competitive Service Positions

Salary Range

Recreation Coordinator II	47
Senior Maintenance Worker	47
Account Technician I	46
Information Systems Technician I	46
Administrative Secretary	45
Community Development Technician	45
Code Compliance Technician I	43
Maintenance Worker III	43
Crossing Guard Supervisor	41
Records Clerk	41
Secretary II	41
Maintenance Worker II	39
Recreation Coordinator I	39
Teen Coordinator	39
Account Clerk II	38
Account Clerk I	34
Recreation Leader IV	34
Secretary I	33
Recreation Assistant	32
Maintenance Worker I	31
Receptionist	31
Office Assistant III	29
Office Assistant II	24

Hourly Positions***

Salary Range

Program Director	32
Recreation Leader III	32
Senior Nutrition Coordinator	32
Intern	30
Laborer/Custodian III	28
Recreation Leader II	22
Office Assistant I	20
Laborer/Custodian II	18
Clerical Aide/Crossing Guard	18
Crossing Guard	18
Box Office Cashier	14
Clerical Aide II	14
Recreation Leader I	14
Laborer/Custodian I	10
Clerical Aide I	6
Recreation Aide	6

*** An employee in a designated hourly position may be hired as regular part-time, consistent with the definition in the City's Personnel Rules.

SECTION 2. The corresponding salaries for the ranges established in Section 1 of this resolution are attached hereto and incorporated herein as the "Hourly Salary Schedule" Table. The Bi-Weekly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twenty six (26) pay periods. The Monthly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twelve (12) months. The Annual Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours. The "Bi-Weekly Salary Schedule" and "Monthly Salary Schedule" attached to this resolution are for information purposes, only, since calculations are approximate due to rounding differences.

SECTION 3. The Salary Plan is based on ranges of two and one-half percent (2.5%) and step increases of two and one-half percent (2.5%) with a total of thirteen (13) steps.

SECTION 4. City shall continue to pay a deferred compensation contribution into a City approved deferred compensation program, for enrolled regular full-time and regular part-time employees, and the contribution amount shall be as follows: City Manager - Three percent (3.0%) of gross base salary, Department Head positions – two and one-half percent (2.5%) of gross base salary, and all other Management and Competitive Service regular full-time and regular part-time positions – Two percent (2.0%) of gross base salary. Gross base salary is defined as wages paid as described in the Salary Plan Schedule (reference Section 2, herein) and including longevity pay; and excluding bilingual pay, in-lieu insurance payment, uniform cleaning allowance, leave cash-out, overtime pay, car and cellular telephone allowances, and deferred compensation payment.

SECTION 5. Bilingual pay compensation for Spanish language bilingual skills shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Understanding between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721, and to qualified non-competitive service employees consistent with a City Council adopted management benefits resolution. Qualification for bilingual pay shall be determined by the City Manager at his or her sole discretion. The current rates per an approved MOU and management benefits resolution are: forty cents (\$.40) per hour for verbal bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week; and fifty cents (\$.50) per hour for combined verbal/written bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week.

SECTION 6. Longevity pay compensation shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Agreement between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721 as follows:

- 121 to 180 Months of service – one-percent (1%),
- 181 to 240 Months of service – one and one-half percent (1.5%),
- 241 to 300 Months of service – two percent (2.0%)
- 301 or more Months of service – two and one-half percent (2.5%); and

Longevity pay compensation shall be paid to qualified Non-Competitive Service employees consistent with the qualification requirements approved in a City Council adopted management benefits resolution as follows:

Department Heads and City Manager

- 61 to 120 Months of service – one percent (1.0%)
- 121 to 180 Months of service – one and one-half percent (1.5%)
- 241 to 300 Months of service – two and one-half percent (2.5%)
- 301 or more Months of service – three percent (3.0%)

Management Employees

- 121 to 180 Months of service – one percent (1.0%)
- 181 to 240 Months of service – one and one-half percent (1.5%)
- 241 to 300 Months of service – two percent (2.0%)
- 301 or more Months of service – two and one-half percent (2.5%).

SECTION 7. Implementation of salary adjustments for positions noted in Section 1, herein, shall be limited by the performance review system. Employees shall be evaluated prior to their anniversary date, and salary adjustments shall be effective as of the first day of the pay period in which the anniversary date occurs.

SECTION 8. The implementation of this Salary Plan shall be effective beginning with the paycheck dated December 11, 2009.

SECTION 9. Resolution No. 2009-2850 is hereby rescinded in its entirety.

SECTION 10. 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.

PASSED AND ADOPTED this 18th day of November, 2009.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Exhibit A: Salary Schedules
(Hourly, Bi-weekly, and Monthly)

EXHIBIT A

EXHIBIT A
CITY OF MOORPARK
HOURLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED DECEMBER 11, 2009

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
6	7.83	8.03	8.23	8.43	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54
7	8.03	8.23	8.43	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80
8	8.23	8.43	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06
9	8.43	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36
10	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63
11	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93
12	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22
13	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53
14	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85
15	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16
16	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.48
17	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.48	13.82
18	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.48	13.82	14.17
19	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.48	13.82	14.17	14.51
20	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.48	13.82	14.17	14.51	14.89
21	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.48	13.82	14.17	14.51	14.89	15.26
22	11.63	11.93	12.22	12.53	12.85	13.16	13.48	13.82	14.17	14.51	14.89	15.26	15.64
23	11.93	12.22	12.53	12.85	13.16	13.48	13.82	14.17	14.51	14.89	15.26	15.64	16.03
24	12.22	12.53	12.85	13.16	13.48	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43
25	12.53	12.85	13.16	13.48	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85
26	12.85	13.16	13.48	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27
27	13.16	13.48	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70
28	13.48	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14
29	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59
30	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05
31	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53
32	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02
33	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51
34	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03
35	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57
36	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11
37	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64
38	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21
39	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79
40	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39
41	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00
42	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63
43	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27
44	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93
45	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60
46	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28
47	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00
48	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72
49	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47
50	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22
51	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22	32.00
52	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22	32.00	32.80

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RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
53	25.00	25.63	26.27	26.93	27.60	28.28	28.90	29.00	29.72	30.47	31.22	32.00	32.80
54	26.27	26.93	27.60	28.28	28.90	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47
55	26.27	26.93	27.60	28.28	28.90	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47
56	26.93	27.60	28.28	28.90	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33
57	27.60	28.28	28.90	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22
58	28.28	28.90	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05
59	28.00	28.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99
60	28.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96
61	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96
62	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99
63	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05
64	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12
65	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22
66	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34
67	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51
68	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69
69	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91
70	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16
71	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45
72	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75
73	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10
74	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47
75	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89
76	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34
77	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82
78	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34
79	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89
80	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50
81	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13
82	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81
83	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53
84	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29
85	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10
86	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95
87	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84
88	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80
89	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80
90	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83
91	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93
92	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07
93	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.26
94	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.26	92.54
95	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.26	92.54	94.86
96	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.26	92.54	94.86	97.23
97	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.26	92.54	94.86	97.23	99.66
98	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.26	92.54	94.86	97.23	99.66	102.15
99	77.84	79.80	81.80	83.83	85.93	88.07	90.26	92.54	94.86	97.23	99.66	102.15	104.71

EXHIBIT A
CITY OF MOORPARK
MONTHLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED DECEMBER 11, 2009

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
6	1,257.49	1,301.42	1,426.19	1,461.84	1,501.85	1,537.66	1,572.62	1,613.66	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31
7	1,391.42	1,426.19	1,461.84	1,501.85	1,537.66	1,572.62	1,613.66	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25
8	1,426.19	1,461.84	1,501.85	1,537.66	1,572.62	1,613.66	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29
9	1,461.84	1,501.85	1,537.66	1,572.62	1,613.66	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38
10	1,501.85	1,537.66	1,572.62	1,613.66	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14
11	1,537.66	1,572.62	1,613.66	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24
12	1,572.62	1,613.66	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91
13	1,613.66	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88
14	1,654.00	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91
15	1,695.34	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86
16	1,735.99	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91
17	1,779.37	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64
18	1,827.31	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53
19	1,871.25	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17
20	1,916.29	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51
21	1,968.38	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30
22	2,015.14	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40
23	2,067.24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15
24	2,118.91	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59
25	2,171.88	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51
26	2,227.91	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52
27	2,281.86	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35
28	2,338.91	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05
29	2,395.64	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94
30	2,455.53	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49
31	2,515.17	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04
32	2,581.51	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67
33	2,644.30	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67
34	2,710.40	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25
35	2,778.15	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11
36	2,847.59	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55
37	2,920.51	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87
38	2,993.52	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69
39	3,068.35	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28
40	3,145.05	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37
41	3,221.94	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06
42	3,302.49	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11
43	3,385.04	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18
44	3,468.67	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02
45	3,554.67	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71
46	3,645.25	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59
47	3,738.11	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89
48	3,831.55	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83
49	3,923.87	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33
50	4,023.69	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62
51	4,124.28	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91
52	4,227.37	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58

EXHIBIT A
CITY OF MOORPARK
MONTHLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED DECEMBER 11, 2009

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
53	4,333.08	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44
54	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16
55	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54
56	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65
57	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58
58	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44
59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58
60	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79
61	5,281.33	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94
62	5,411.62	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13
63	5,546.91	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81
64	5,685.58	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62
65	5,828.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77
66	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97
67	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49
68	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35
69	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34
70	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61
71	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02
72	6,925.79	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56
73	7,098.94	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20
74	7,278.13	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24
75	7,461.81	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67
76	7,648.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53
77	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65
78	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21
79	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61
80	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21
81	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29
82	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90
83	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35
84	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95
85	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20
86	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27
87	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63
88	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38
89	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18
90	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90
91	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17
92	11,353.21	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77
93	11,635.29	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12
94	11,927.90	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05
95	12,224.35	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07
96	12,528.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07	16,853.11
97	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07	16,853.11	17,274.43
98	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07	16,853.11	17,274.43	17,706.29
99	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07	16,853.11	17,274.43	17,706.29	18,148.94

ATTACHMENT 2

RESOLUTION NO. 2009-_____

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. 2009-2851

WHEREAS, the City Council adopted Resolution No. 2009-2851 on September 2, 2009, establishing a revised classification plan and job descriptions for Non-Competitive and Competitive Service employees; and

WHEREAS, the Council has determined that the Public Works Superintendent job description should be revised, including changing the title of the position to Public Works Superintendent/Inspector, and that all references to Public Works Superintendent in other job descriptions will also be changed to Public Works Superintendent/Inspector.

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. 2009-2851 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.

PASSED AND ADOPTED this 18th day of November, 2009.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Exhibit A: Classification Plan Job Descriptions

EXHIBIT A

City of Moorpark Classification Plan and Job Descriptions

**PUBLIC WORKS SUPERVISOR
PUBLIC WORKS SUPERINTENDENT/INSPECTOR**

*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 ~~the more complex and difficult technical public and private improvement and~~ provide direct oversight of street maintenance functions and construction inspection activities in enforcing compliance with City codes, regulations and ordinances; to review and resolve complaints; and to supervise maintenance workers in a variety of technical tasks relative to assigned areas of responsibility; and to provide contract management and construction project management. These positions are overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from City Engineer/Public Works Director.

Exercises direct and primary supervision over professional, technical, clerical, and maintenance 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:*

**Public Works Supervisor
Public Works Superintendent/Inspector**

Essential Functions:

1. Administer public works improvement projects including performing as a project manager and; providing liaison with contractors and inspection; insure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders; and maintain project files.
2. Perform the more complex and difficult technical public and private improvement construction inspection activities in enforcing compliance with City codes, regulations, and ordinances.
3. Provide responsible staff assistance and support to the City Engineer/Public Works Director.
4. Supervise maintenance workers performing street maintenance, sidewalk replacement and flood control, ~~and~~ cleaning and repairing stormwater drains, weed abatement, pavement markings, sign repair and installation, and other functions related to streets and public works activities as assigned.

5. Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Review plans and specifications of construction projects to determine compliance with the provisions of the construction codes, ordinances and regulations.
7. Maintain detailed records and reports on inspection activities; input and retrieve inspection data utilizing a computer.
8. Resolve inspection issues and concerns between outside parties and inspection staff; review and confirm issues; make recommendations to resolve concerns.
9. Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions.
10. Coordinate and schedule construction activities with governmental agencies, utilities and City staff.
11. Administer street maintenance contracts and other related service contracts; develop requests for proposals; conduct research on specifications; and process invoices.
12. Prepare analytical and statistical reports on operations and activities; prepare lists detailing deficiencies to be corrected in the construction project; prepare a variety of correspondence on operations and activities.
13. Perform quantity measurements of work performed by outside contractors to approve progress payments and verify quantities; coordinate field lab tests of construction projects including soil compaction, material specification and concrete pours and cylinders.
14. Participate in the investigation of claims for risk management; research claims, files and construction projects; prepare reports; take photographs as necessary.
- ~~15. Train subordinate staff in their areas of work in building inspection methods and techniques in the set up and use of equipment.~~
- ~~15.~~ 15. Maintain safe work practices and procedures; instruct subordinate staff in safety matters.
- ~~17.~~ 16. Receive and respond to public inquiries and complaints in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; prepare summary reports as required.
- ~~18.~~ 17. Assume direct responsibility for monitoring and administering assigned program areas; oversee assigned administrative support functions, including budget.

1918. 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.

~~2019. Administer maintenance and service contracts; develop requests for proposals; conduct research on specifications~~
Prepare and administer annual budget for assigned functions.

~~2120. 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.~~

2221. Make oral and written presentations to the City Council, staff, the public and professional groups.

Marginal Functions:

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

QUALIFICATIONS

Public Works Supervisor
Public Works Superintendent/Inspector

Knowledge of:

Operations, services, and activities of a comprehensive public works construction inspection program.

Principles of supervision, training and performance evaluation.

Principles and practices of contract administration.

Methods and techniques of construction inspection.

Codes and ordinances enforced by the City related to public works construction.

Complex principles and techniques of construction inspection and plans examining work.

Principle of structural design and engineering mathematics.

Modern office procedures, methods and equipment.

Purchasing procedures and practices.

Occupational hazards and standard safety practices.

Pertinent Federal, State, and local laws, codes and regulations.

National Pollutant Discharge Elimination System (NPDES) requirements for capital projects and maintenance activities.

Ability to:

Effectively manage contracts and evaluate the work of contractors.

Independently perform the most complex and difficult construction inspection activities.

Perform complex administrative and analytical activities for assigned programs.
Interpret, explain, and enforce Department policies and procedures.
Interpret and apply pertinent Federal, State and local laws, codes and regulations.
Supervise, organize, and review the work of subordinate staff.
Prepare clear and concise reports.
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.
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.
Read and interpret complex construction plans, specifications and codes.
Determine if construction systems conform to City code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations.
Enforce necessary regulations with firmness and tact.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Work independently in the absence of supervision.
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 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.

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:

Public Works Supervisor

Experience:

Three years of increasingly responsible construction inspection and plans examining experience, including one year of supervisory or lead experience, preferably in a public agency.

Training:

Equivalent to the completion of the twelfth grade supplemented by advanced, specialized training in the building and construction trades, civil engineering, and contract administration. Two years of college or an Associates Degree from an accredited college or university is desirable.

Public Works Superintendent/Inspector

Experience:

Five years of increasingly responsible oversight of street maintenance activities, construction inspection and plans examining experience, including ~~two~~ three years of supervisory or lead experience, preferably in a public agency.

Training:

Equivalent to the completion of two years of college or an Associates Degree from an accredited college or university, supplemented by specialized training in building and construction trades, civil engineering, and contract administration. A Bachelors degree is desirable. The two years of college education requirement may be substituted with an additional four years of responsible and related work experience.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license. Possession of a Class A or B California driver's license is desirable.

WORKING CONDITIONS

Public Works Supervisor
Public Works Superintendent/Inspector

Environmental Conditions:

Office/field environment; travel from site to site; exposure to outside atmospheric conditions, noise and dust; work in high, exposed places; work on uneven surfaces; inspect in confined spaces; and work around moving mechanical parts of equipment, tools or machinery.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; light to medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.