

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

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

DATE: July 25, 2007 (CC Meeting of 8/1/07)

SUBJECT: Consider Resolution Amending the City's Classification Plan and Rescinding Resolution No. 2007-2558

BACKGROUND AND DISCUSSION

Attached to this report is a draft resolution amending the Classification Plan to: revise the job titles for Code Compliance Officer I and II to Code Compliance Technician I and II; revise the Deputy City Manager job description; add a new job description for Planning Director, a Management position; add the Planning Director title into all of the job descriptions that currently reference the Community Development Director position (Assistant Planner I and II, Associate Planner, Code Compliance Technician I and II, Community Development Technician, Senior Planner, Principal Planner, and Planning Manager); and to correct references to City Council standing committee names and other minor editorial corrections in various job descriptions. The proposed revisions to the Classification Plan are consistent with the Salary Plan adopted by the City Council on June 20, 2007.

Due to the size of the complete Classification Plan, only the job descriptions for Code Compliance Technician I and II, Deputy City Manager, and Planning Director are included with the attached resolution. Additional minor edits to various job descriptions to add references to the Planning Director title and to correct City Council standing committee name references and minor editorial corrections will be made as described in this report. A complete copy of the updated Classification Plan will be included with the final resolution.

STAFF RECOMMENDATION

Adopt Resolution No. 2007-____, consistent with the agenda report.

Attachment: Classification Plan Resolution Excerpts

RESOLUTION NO. 2007-

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. 2007-2558

WHEREAS, the City Council adopted Resolution No. 2007-2558 on January 17, 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 titles for Code Compliance Officer I and II to Code Compliance Technician I and II; revise the Deputy City Manager job description; add a new job description for Planning Director, a Management position; add the Planning Director title into all of the job descriptions that currently reference the Community Development Director position (Assistant Planner I and II, Associate Planner, Code Compliance Technician I and II, Community Development Technician, Senior Planner, Principal Planner, and Planning Manager); and to correct references to City Council standing committee names 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. 2007-2558 is hereby rescinded.

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

CODE COMPLIANCE OFFICERTECHNICIAN I
CODE COMPLIANCE OFFICERTECHNICIAN II

*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 investigate and enforce the City's municipal, zoning, and building codes; to develop case files and issue citations; and to provide building and safety inspections and code enforcement of City owned property. These positions are not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for these positions to serve the interest of the City's operation and mission.

DISTINGUISHING CHARACTERISTICS

Code Compliance OfficerTechnician I--This is the entry-level class in the Code Compliance OfficerTechnician series. This class is distinguished from the Code Compliance OfficerTechnician II by the performance of the more routine tasks and duties assigned to positions within the series including the less complex inspection duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Code Compliance OfficerTechnician II--This is the full journey level class within the Code Compliance OfficerTechnician series. Employees within this class are distinguished from the Code Compliance OfficerTechnician I by the performance of the full range of duties as assigned including issuing citations. Employees at this level 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. Positions in this class are flexibly staffed and are normally filled by advancement from the Code Compliance OfficerTechnician I level, or when filled from the outside, applicants must have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Code Compliance OfficerTechnician I

Receives immediate supervision from the Community Development Director, Planning Director, division manager, or designated lead worker.

Code Compliance OfficerTechnician II

Receives general supervision from the Community Development Director, Planning Director, division manager, or designated lead worker.

ESSENTIAL FUNCTION STATEMENTS--*Essential duties may include, but are not limited to, the following:*

Essential Functions:

1. Interpret, apply and enforce the City's municipal, zoning, and building codes; issue infraction and misdemeanor citations and testify in court as necessary; track the progress of cases involved in the legal system and those assigned to the City Attorney's office.
2. Develop policies and procedures for inclusion in the City's Code Compliance Manual.
3. Conduct patrol and investigation duties in designated areas of the City to observe and follow up on violations.
4. Investigate and follow-up on complaints submitted by citizens or observed by other staff.
5. Meet with citizens and explain City ordinances, policies, and procedures; mediate resolution of violations.
6. Process and issue home occupation, business registration and vendor permits; develop and maintain permit files and correspondence; draft and submit vendor and home occupation permit status reports to department director.
7. Inspect properties and structures for building code, zoning code, health and safety deficiencies; conduct code enforcement investigations; prepare reports on property inspections.

Marginal Functions:

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

QUALIFICATIONS

Code Compliance Officer/Technician I

Knowledge of:

Procedures, objectives, and performance requirements of various City, State, and Federal rehabilitation programs.
Modern office procedures, methods and equipment.

Applicable City, State, and Federal codes, ordinances, and regulations related to zoning, building construction and property maintenance.
Accepted safety standards and methods of building construction for family housing units.

Ability to:

Interpret and apply pertinent Federal, State, and City codes and ordinances relating to building construction and rehabilitation.
Read and interpret building plans, blueprints, and specifications.
Prepare cost estimates and job specifications.
Write clear and concise reports.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.
Understand and follow oral and written instructions.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
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:

Experience:

One year of governmental experience working with regulation enforcement or related experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in urban planning or a related field.

License or Certificate

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

Code Compliance Officer Technician II

In addition to the qualifications for Code Compliance Officer Technician I:

Knowledge of:

All pertinent municipal zoning codes and regulations.
Funding sources and the needs of the community.

Ability to:

Work independently in the absence of supervision.

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:

Two years of municipal experience working with code enforcement or related experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in urban planning or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

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

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.

DEPUTY CITY MANAGER

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

DEFINITION

To provide highly responsible and complex administrative support to the City Manager; may be appointed to serve as a department head or supervise a department head position with responsibility to plan, direct, manage, and oversee any of the following functions, as determined by the City Manager: administrative services, affordable housing programs, community development, community services, finance and accounting functions, information systems, economic development and redevelopment, affordable housing programs, redevelopment agency and other designated capital improvement projects, emergency preparedness, legislation monitoring, public works, and special projects as assigned and cable television franchise agreements; and serve as Redevelopment Agency Assistant Executive Director. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct and primary supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS—*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. May serve as acting City Manager in the City Manager's absence consistent with written authorization of the City Manager.
2. Provide highly responsible and complex staff assistance and support to the City Manager.
3. May be appointed by City Manager to Sserve as the Redevelopment Agency Assistant Executive Director.
4. May be appointed by the City Manager to serve as the Community Development Director.
45. May oversee management of City finance and investment activities, the budget, accounting, purchasing, business registration, and special assessment districts.

- 56. May Pplan, manage, and oversee economic development, redevelopment, affordable housing, community development, capital projects, emergency preparedness, legislation monitoring, and cable television, utility and other franchise agreements.
- 67. May Ddevelop and administer the City's emergency preparedness and response program; coordinate and implement community efforts and programs; coordinate emergency response training; represent the City on regional emergency preparedness and response related issues; ensure readiness of the City's EOC facility; coordinate the City's effort to obtain FEMA/OES disaster reimbursement following a disaster.
- 78. May Mmanage the City's legislative monitoring program and develop the annual legislative program; research proposed legislation and strategies with appropriate staff; attend hearings, testify and prepare reports as needed.
- 9. May oversee and administer certain contracts for the provision of services to City, such as law enforcement and building and safety
- 810. Manage the development and implementation of goals, objectives, policies, and priorities for each assigned service area.
- 911. Recommend, within City policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly.
- 102. Plan, direct, and coordinate, through subordinate level staff and private contractors, the work plan for each assigned service area; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- 113. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- 124. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- 135. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies for assigned service areas; and implement budgetary adjustments as appropriate and necessary.

- | 146. Explain and interpret City department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- | 157. Represent the City of Moorpark to the public, elected officials and outside agencies; coordinate activities with other departments, outside agencies, and organizations.
- | 168. Participate on a variety of boards, commissions, and committees; provide staff support to assigned boards and commissions, including the City Council Budget and Finance Committee.
- | 17. Provide oversight of cable television, utility and other franchises.
- | 189. Oversee planning and implementation of special projects and assigned capital improvement projects.
- | 1920. Prepare staff reports, resolutions, ordinances, contracts, agendas, correspondence, and other related documents, and make verbal staff presentations.
- | 201. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government administration and privatization.
- | 212. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- | 223. ~~May~~ Oversee the City's computer system and data processing; respond to communication technology issues.

Marginal Functions:

- | 231. Serve as emergency response worker as required.
- | 242. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal service delivery program.

Management skills to analyze programs, policies and operational needs.

Negotiation strategies.

Principles and practices of contract administration.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Provide administrative and professional leadership and direction.
Research, analyze, and evaluate new service delivery methods, procedures and techniques.
Plan, organize, direct and coordinate the work of support staff.
Select, supervise, train and evaluate staff.
Effectively manage contracts and evaluate the work of contractors.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of a comprehensive municipal government.
Identify and respond to community issues, concerns and needs related to area of responsibility.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Develop and administer departmental goals, objectives, and procedures.
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 administrative and financial reports.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.
Interpret and apply Federal, State and local policies, laws and regulations.
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:

Experience:

Five years of increasingly responsible experience in municipal government, including a minimum three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, economics, urban planning, engineering, government or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

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

PLANNING DIRECTOR

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 plan, direct, manage and oversee the activities and operations of the Community Development Department including Planning, Code Compliance and Building and Safety Divisions; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant or Deputy City Manager. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant or Deputy City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

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

Essential Functions:

1. Assume full management responsibility for all Community Development Department services and activities including Planning, Code Compliance, and Building Safety Divisions, and all related contracted services; recommend and administer policies and procedures.
2. Provide responsible staff assistance and support to the Assistant or Deputy City Manager.
3. Manage the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area.
4. Recommend, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate, through subordinate level staff, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

6. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
7. Select, train, motivate and evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Oversee and participate in the development and administration of the Community Development Department budget; manage cost recovery and time accounting efforts; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Explain and interpret Community Development Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the Community Development Department to other City departments, elected officials and outside agencies; coordinate Community Development Department activities with those of other departments and outside agencies and organizations.
11. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Provide staff support to assigned boards and commissions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of planning, code compliance, and building and safety.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

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 a comprehensive municipal planning, building safety and code compliance program.
Management skills to analyze programs, policies and operational needs.
Civil engineering principles and practices.
Negotiation strategies.
Principles and practices of contract administration.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations including CEQA.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Effectively manage contracts and evaluate the work of contractors.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of a comprehensive municipal department.
Identify and respond to community concerns and needs related to departmental matters.
Develop and administer departmental goals, objectives, and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
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.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
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 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:

Experience:

Five years of increasingly responsible experience in municipal administration, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, engineering, business administration, public administration or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

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