

City of Brisbane
Agenda Report

To: City Council via City Manager

From: Maria Saguisag-Sid
Principal Analyst

Subject: Approval of Resolutions in order to Update Existing Job Classifications, Add New Job Classifications to Class Specification Manual, and Amend Related Memorandum of Understandings and Pay Scales

Date: July 29, 2013

Purpose: To ensure the City is able to provide quality services to the public with reduced staff resources.

Recommendation: Adopt resolutions 2013-29 to 2013-35

Background and Discussion:

On December 17, 2012, Council approved several resolutions related to implementing changes to the City's current organizational structure. Since that time and in the course of recent staff issues, staff has reviewed other classifications and is requesting direction from council to add and update the following classifications.

- Firefighter and Firefighter/Paramedic: Due to recent changes in California Department of Motor Vehicles policies, the current job description is not valid in the area of license requirements. These job classifications are being updated to reflect the new Firefighter "F" license endorsement that is now required.
- Administrative Management Analyst: With the retirement of the Executive Administrative Assistant at the end of December 2012, duties of that former position were redistributed throughout the City, with the majority of those responsibilities being assigned to the Records Office Specialist on a temporary basis. At this time, staff is recommending permanently assigning those responsibilities to the current employee in the Office Specialist position. The Administrative Management Analyst position is a level that would encompass the existing and new responsibilities within one position, thereby removing the need to hire additional staff in this area. Because the language of the job classification was specific to cover duties of this level in the City Manager's Office, staff has revised it to make it more general so that it can be used for this situation as well as possible other similar needs in other departments in the future, should the organization evolve to needing such positions elsewhere.

- **Senior Management Analyst:** The duties and responsibilities of our current Administrative Management Analyst have grown to a level above her current job classification. To accommodate this, we have created the Senior Management Analyst position to encompass the growth of the responsibilities. This classification is in line with the level of duties and experience of the current Senior Human Resources Analyst classification. Similar to the Administrative Management Analyst position above, staff created this new Senior Management Analyst job classification to encompass the new and existing duties, and to allow for use of this classification for other departments should the need arise. This has also allowed staff to create a classification series which will consist of the Management Analyst (Hourly), Administrative Management Analyst, Senior Management Analyst and Principal Analyst. Such series will be helpful in promoting career growth within the organization.
- **Human Resources Technician:** Currently, the Human Resources duties fall under the Principal Analyst's responsibilities. The duties for the Principal Analyst have grown to a point where regular day-to-day activities within the Human Resources area have become backlogged and delayed, causing inefficiencies in service to both internal and external clients. With the new notification and record keeping requirements of the Affordable Care Act, as well as other Human Resources related tasks becoming more complex, there is a need for additional staff in the Human Resources division. Because of the level of human resources expertise that is needed for this area, this new classification will allow staff to fill the position with an experienced human resources professional that understands the multiple issues related to public agency human resources administration. This position is similar in level to the existing Community Development Technician classification.

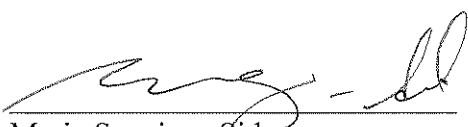
Staff anticipates that additional job classifications specifications will be brought forward in the near future, such as the Fire Captain and Lead Maintenance Worker, to encompass similar changes in nature to the above. Staff anticipates that such changes will have no adverse financial impact to the current budget. As staff continues to review various departments staffing needs, we will evaluate the need to improve the classification system to accommodate the ongoing changes to the organizational structure.

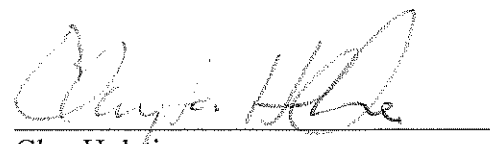
Fiscal Impact:

All of these changes have no impact or change to the approved 2013/2014 budget.

Attachments:

Resolution 2013-29, 2013-30, 2013-31, 2013-32, 2013-33, 2013-34, 2013-35


 Maria Saguisag-Sid
 Principal Analyst


 Clay Holstine
 City Manager

RESOLUTION 2013-29

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION
2001-11 TO AMEND THE CLASSIFICATION OF
FIREFIGHTER
IN THE CLASS SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has determined that the Firefighter class description requires amendments to meet current qualification requirements; and

WHEREAS, the class description for Firefighter was revised in cooperation with and has been approved by the City Manager; and

WHEREAS, this newly revised class description for Firefighter meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of Firefighter in Exhibit "A" is approved as amended and shall replace the existing class description in the Class Specification Manual.

RAYMOND MILLER
Mayor

I hereby certify that the foregoing Resolution No 2013-29 was duly and regularly adopted at a regular meeting of the Brisbane City Council on July 29, 2013, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

**RESOLUTION 2013-29
EXHIBIT "A"**

CITY OF BRISBANE

FIREFIGHTER

Definition

Under general supervision of a Fire Captain, responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; participates in all other suppression, prevention, inspection, education and related activities to protect life and property; operates and maintains fire fighting apparatus and equipment; performs fire station maintenance; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as required.

Class Characteristics

This is the working level in the fire service, qualified to perform all normal fire suppression, basic medical emergency, hazardous materials and other emergency response activities. Incumbents are expected to learn to drive and operate a truck, engine and all other vehicles and equipment prior to completion of the probationary period. Successful performance of the work requires a team-oriented individual who takes pride in serving the community, is flexible and a problem-solver, and is able to perform heavy physical work at potential risk to health and safety. This class is distinguished from Firefighter/Paramedic in that the latter is qualified to provide Mobile Intensive Care Paramedic medical services in addition to performing the full range of duties as a Firefighter. It is further distinguished from Fire Captain in that the latter is the first supervisory level in this sworn class series.

Examples of Duties (Illustrative Only)

- Responds to fire alarms, emergency medical calls at the basic life support level, emergency rescues, hazardous materials incidents, public service calls or other incidents, which require the mitigation of circumstances that may threaten life or property.
- Drives and operates all fire equipment and locates the apparatus at the proper place at the scene.
- In a fire emergency, lays, connects, charges and uses supply lines and various water appliances to control and extinguish fires; places water curtains and performs ventilating and access maneuvers; uses foam and chemical extinguishers as required by the nature of the fire.
- Searches and rescues victims from buildings, motor vehicles, water hazards and other locations.
- Applies medical treatment and life support techniques within the scope of an Emergency Medical Technician (EMT); provides assistance to qualified paramedics, as directed; assists in the emergency transportation of patients.
- Contains, isolates and minimizes hazardous materials spills.
- Works closely with other emergency medical staff, police and public safety and fire personnel from other agencies; responds to mutual aid situations as required.
- Participates in investigations, clean-up, salvage and overhaul operations.
- Participates in the fire inspections of buildings and properties within the City on a regularly-scheduled basis.
- Maintains apparatus and vehicles in a clean and operable condition; performs minor maintenance and repair on equipment; reports the need for major repair.
- Maintains the station and living quarters in a clean and orderly condition; performs minor maintenance on facilities and station equipment.
- Participates in drills and training sessions.

- Develops and maintains effective working relationships with the community; presents a variety of educational and public services programs to children, youth and community groups.
- Performs and coordinates specific program or project areas, such as:
 - Hazardous materials, CPR and First Aid training;
 - Specialty apparatus acquisition and maintenance;
 - Uniforms and personal protective equipment acquisition and maintenance;
 - Communications equipment acquisition and maintenance;
 - City-wide extinguisher and medical supply program; and/or
 - Hydrant service and beautification.
- Prepares reports; prepares and maintains logs, records and accurate files.

Qualifications

Knowledge of:

- Principles and practices of fire suppression, containment, rescue, clean-up and salvage.
- Principles and practices of providing emergency medical care at the EMT level.
- Practices and techniques of driving varied vehicles and operating a wide range of fire apparatus.
- Practices and techniques hazardous materials response, containment and clean-up.
- Basic maintenance practices for fire services vehicles, equipment and facilities.
- Applicable laws, codes and ordinances.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often in emergency or stressful situations..

Skill in:

- Performing fire suppression and associated rescue and salvage work in a safe and effective manner.
- Applying the mechanics of fire fighting and emergency medical care at an EMT level.
- Operating vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Dealing with hazardous materials incidents in conformance with department procedures.
- Making sound, independent decisions in emergency situations.
- Learning the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.
- Maintaining accurate records and clear and accurate reports and other written materials.
- Interpreting, applying and explaining complex codes, regulations and ordinances.
- Coordinating and carrying out special assignments.
- Understanding and carrying out oral and written directions.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school supplemented by possession of a valid EMT-Basic certificate and completion of an accredited pre-service or recruit Firefighter I Academy. Completion of two years

of college level course work in fire technology or a related field and/or volunteer fire service experience are desirable.

License:

Must possess a valid California class C driver license and have a satisfactory driving record.

Must obtain a valid California non-commercial class C driver license with firefighter "F" endorsement within 60 days of appointment. Must obtain an EMT-D certificate within six months of employment.

Working Conditions:

Must be willing to work 24-hour shifts as scheduled by the department and work with exposure to emergency circumstances, including exposure to hazardous materials and all weather conditions. Must be willing to pass a background investigation, including fingerprinting.

Physical Demands:

Must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus and lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate a motor vehicles; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.

RESOLUTION 2013-30

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION
2001-11 TO AMEND THE CLASSIFICATION OF
FIREFIGHTER/PARAMEDIC
IN THE CLASS SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has determined that the Firefighter/Paramedic class description requires amendments to meet current qualification requirements; and

WHEREAS, the class description for Firefighter/Paramedic was revised in cooperation with and has been approved by the City Manager; and

WHEREAS, this newly revised class description for Firefighter/Paramedic meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of Firefighter/Paramedic in Exhibit "A" is approved as amended and shall replace the existing class description in the Class Specification Manual.

RAYMOND MILLER
Mayor

I hereby certify that the foregoing Resolution No 2013-30 was duly and regularly adopted at a regular meeting of the Brisbane City Council on July 29, 2013, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

**RESOLUTION 2013-30
EXHIBIT "A"**

CITY OF BRISBANE

FIREFIGHTER/PARAMEDIC

Definition

Under general supervision of a Fire Captain, provides medical services at the EMT-P level; performs all the duties of a Firefighter, including responding to fires, hazardous materials incidents, rescues, and other emergency and non-emergency situations; participates in all other suppression, prevention, inspection, education and related activities to protect life and property; operates and maintains fire fighting apparatus and equipment; performs fire station maintenance; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as required.

Class Characteristics

This is the advance level above Firefighter level in the fire service, qualified to perform all normal fire suppression, basic medical emergency, hazardous materials and other emergency response activities, and, in addition, to provide skilled paramedic services. Incumbents are expected to drive and operate a truck, engine and all other vehicles and equipment and perform the full range of duties of a Firefighter. Successful performance of the work requires a team-oriented individual who takes pride in serving the community, is flexible and a problem-solver, and is able to perform heavy physical work at potential risk to health and safety. It is further distinguished from Fire Captain in that the latter is the first supervisory level in this sworn class series.

Examples of Duties (Illustrative Only)

- Responds the emergency calls and provides basic and advanced medical services; directs the on-site work of emergency medical technicians; assists in the emergency transportation of patients to medical facilities as required.
- Responds to fire alarms, emergency rescues, hazardous materials incidents, public service calls or other incidents, which require the mitigation of circumstances that may threaten life or property.
- Drives and operates all fire equipment and locates the apparatus at the proper place at the scene.
- In a fire emergency, lays, connects, charges and uses supply lines and various water appliances to control and extinguish fires; places water curtains and performs ventilating and access maneuvers; uses foam and chemical extinguishers as required by the nature of the fire.
- Searches and rescues victims from buildings, motor vehicles, water hazards and other locations.
- Isolates and minimizes hazardous materials spills.
- Works closely with other emergency medical staff, including providing paramedic services as a paramedic in a member agency of the San Mateo County Pre-Hospital Emergency Medical Group Joint Powers Agency; coordinates with police and public safety and fire personnel from other agencies; responds to mutual aid situations.
- Participates in investigations, clean-up, salvage and overhaul operations.
- Participates in the fire inspections of buildings and properties within the City on a regularly-scheduled basis.
- Maintains apparatus and vehicles in a clean and operable condition; performs minor maintenance and repair on equipment; reports the need for major repair.
- Maintains the station and living quarters in a clean and orderly condition; performs minor maintenance on facilities and station equipment.
- Participates in drills and training sessions.

- Develops and maintains effective working relationships with the community; presents a variety of educational and public services programs to children, youth and community groups.
- Performs and coordinates specific program or project areas, such as:
 - Lead EMT, first aid and related training for the City;
 - Hazardous materials, CPR and First Aid training;
 - Specialty apparatus acquisition and maintenance;
 - Uniforms and personal protective equipment acquisition and maintenance;
 - Communications equipment acquisition and maintenance;
 - City-wide extinguisher and medical supply program; and/or
 - Hydrant service and beautification.
- Prepares reports; prepares and maintains logs, records and accurate files.

Qualifications

Knowledge of:

- Principles and practices of fire suppression, containment, rescue, clean-up and salvage.
- Principles and practices of providing emergency medical care at the EMT – P level.
- Practices and techniques of driving varied vehicles and operating a wide range of fire apparatus.
- Practices and techniques hazardous materials response, containment and clean-up.
- Basic maintenance practices for fire services vehicles, equipment and facilities.
- Applicable laws, codes and ordinances.
- Safety practices and equipment related to the work.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often in emergency or stressful situations..

Skill in:

- Performing fire suppression and associated rescue and salvage work in a safe and effective manner.
- Applying the mechanics of fire fighting and emergency medical care at an EMT – P level.
- Operating vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Dealing with hazardous materials incidents in conformance with department procedures.
- Making sound, independent decisions in emergency situations.
- Learning the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.
- Maintaining accurate records and clear and accurate reports and other written materials.
- Interpreting, applying and explaining complex codes, regulations and ordinances.
- Coordinating and carrying out special assignments.
- Understanding and carrying out oral and written directions.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school supplemented by possession of a valid EMT-Paramedic certificate and completion of an accredited pre-service or recruit Firefighter I Academy. Completion of

two years of college level course work in fire technology or a related field and at least one year of experience as a paramedic and one years of experience as a paid or volunteer firefighter are desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must obtain a valid California non-commercial class C driver license with firefighter "F" endorsement within 60 days of appointment. Must obtain and maintain valid Advanced Cardiac Life Support (ACLS), Pre-Hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS), and Pediatric Advanced Life Support (PALS) certificates. Must possess a State of California Paramedic license.

Working Conditions:

Must be willing to work 24-hour shifts as scheduled by the department and work with exposure to emergency circumstances, including exposure to hazardous materials and all weather conditions. Must be willing to pass a background investigation, including fingerprinting.

Physical Demands:

Must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus and lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate a motor vehicles; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.

RESOLUTION 2013-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING RESOLUTION 2008-20 TO AMEND THE CLASSIFICATION OF ADMINISTRATIVE MANAGEMENT ANALYST IN THE CLASS SPECIFICATION MANUAL

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, on May 5, 2008, the City Council approved Resolution 2008-20 adding the classification of Administrative Management Analyst in the Class Specification Manual.

WHEREAS, the City Manager has determined that the Administrative Management Analyst class description requires amendments for various reasons; and

WHEREAS, the class description for Administrative Management Analyst was revised in cooperation with and has been approved by the City Manager; and

WHEREAS, this revised class description for Administrative Management Analyst meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of Administrative Management Analyst in Exhibit "A" is approved as amended and shall replace the existing class description in the Class Specification Manual.

RAYMOND MILLER
Mayor

I hereby certify that the foregoing Resolution No 2013-31 was duly and regularly adopted at a regular meeting of the Brisbane City Council on July 29, 2013, by the following vote:

AYES:

NOES:

ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

**RESOLUTION 2013-31
EXHIBIT "A"**

CITY OF BRISBANE

ADMINISTRATIVE MANAGEMENT ANALYST

Definition

Under the general supervision of the designated Department Head, performs complex, technical and professional administrative staff assistance to the assigned department in analyzing and administering various programs, special studies, surveys and research assignments, as well as overseeing various public information activities.

Class Characteristics

This is a full-time journey-level position in which the incumbent performs complex administrative and technical analytical work under general direction of the department head. The individual holding this position is expected to exercise independent judgment and discretion handling assigned projects and programs, and to independently solve problems of varying difficulty. The analytical and program management nature of the position requires thorough knowledge of city-wide, department, and/or program policies, the ability to analyze financial, legal and legislative impacts and the ability to function effectively with people at all levels of the organization as well as external contacts. This position is expected to manage the delivery of services for their assigned area. This position also manages accountability of consultants, vendors and other external contractors within the scope of their contracted duties. In furtherance of the required management responsibilities, this position involves development and implementation of department policies and procedures. Strong written, verbal, and interpersonal skills are essential for incumbents assigned to this classification. This position is distinguished from the Senior Management Analyst in that latter is more difficult and complex in nature. It is distinguished from the Management Analyst position in that the latter is an entry-level position with less complex assignments.

Examples of Duties (Illustrative Only)

- Oversees and administers specific department divisions, programs and
- Conducts organizational, administrative, and fiscal studies; gathers data and prepares technical and administrative reports, graphs, tables and charts to illustrate trends of statistical and financial data.
- Serves as a key resource point for a variety of program areas, requiring an in-depth knowledge of the department's programs, functions, organizational structure, and services.
- Research and conduct surveys on operational and administrative problems and develops policy recommendations for problem resolution.
- Implements policy and procedural recommendations applicable to assigned programs and projects.
- Develops public relations material, including maintaining City's website and department's webpage.
- May assist department with preparing contracts, requests for proposals, staff reports and other similar documents.
- Initiates and responds to correspondence from internal and external customers.
- Represent department and/or City in inter-department, community and professional meetings; attend and present at council, staff, board and commission meetings as necessary.
- Uses independent judgment and discretion in the release of confidential or sensitive information.
- Manages department sponsored program activities and projects on a day-to-day basis.

Qualifications

Knowledge of:

- Principles, procedures and legal standards utilized in a variety of management and administrative functions such as supervision and/or management of an office, program, operation or section or facility;
- Municipal government and/or department's organization, operations and issues;
- Principles, methods and techniques of advance research and data analysis;
- Records management principles and practices.
- Basic functions and activities of municipal government and assigned department.
- Techniques for dealing effectively with the public and City staff, in person, via email and over the telephone.
- Knowledge of and ability to perform program and quantitative analysis;
- Problem resolution methods

Skill in:

- Operating computer systems and applications, including office software (i.e. Word, Excel, PowerPoint, etc.) and website posting applications
- Preparing a variety of statistical and analytical reports
- Analyzing a variety of sources for relevant information.
- Word processing and database management with speed and accuracy sufficient to perform assigned work

Ability to:

- Research, analyze, evaluate and make recommendations for improvements in operations, systems and procedures.
- Identify, gather and evaluate information from a variety of sources
- Formulate logical conclusions and develop effective courses of action and/or recommendations;
- Establish, maintain, and research department files and records
- Independently perform complex and responsible administrative work;
- Make decisions in matters with only limited direction received
- Work cooperatively with the public, other City personnel and other organizations

Education and Experience:

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

Education: Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. Masters in Public Administration or Business Administration is desirable. Experience beyond that required below in a professional or support capacity in a government department may be substituted for the required education on a year-for-year basis

Experience: One to two years of increasingly responsible administrative management experience involving a combination of any of the following: research, program oversight, division management, project management, policy analysis, study and analysis of management, budget, organizational, procedural problems and issues, contract and program administration, preferably in a government agency.

Licenses: Possession of a valid class C California driver license and have a satisfactory driving record.

Working Conditions:

Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean appearance; work protracted and irregular hours and evening meetings or off-site work for meeting attendance or participation in specific projects or programs as needed; available for evening meetings.

Physical Demands:

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

RESOLUTION 2013-32

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION
2001-11 TO INCLUDE THE CLASSIFICATION OF
SENIOR MANAGEMENT ANALYST
IN THE CLASS SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has established the need for the new classification of Senior Management Analyst; and

WHEREAS, the class description for Senior Management Analyst was developed in cooperation with and has been approved by the City Manager; and

WHEREAS, this newly developed class description for Senior Management Analyst meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of Senior Management Analyst in Exhibit "A" is approved for inclusion in the Class Specification Manual.

RAYMOND MILLER
Mayor

I hereby certify that the foregoing Resolution No 2013-32 was duly and regularly adopted at a regular meeting of the Brisbane City Council on July 29, 2013, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

**RESOLUTION 2013-32
EXHIBIT "A"**

CITY OF BRISBANE

SENIOR MANAGMENT ANALYST

Definition

Under the general supervision of the City Manager or designated department head, performs a wide variety of difficult, routine and complex administrative, technical and professional work in analyzing and administering a variety of functional areas. Such areas may include, but is not limited to, budget development; administration and fiscal reporting; citizen engagement and community outreach; development and administration of contractual agreements, leases and grants; evaluation and development of management policies and procedures; management of department specific programs and functions. Performs related duties as assigned.

Class Characteristics

This is a professional-level position in which the incumbents perform routine, difficult and complex administrative and technical work under general supervision, where assignments are subject to infrequent review while work is in progress and upon completion. This position uses independent judgment and analytical abilities, which require sound grounding in municipal government and/or assigned program area fundamentals, as well as the ability to independently solve problems of moderate difficulty. Strong written, verbal, interpersonal and human relations skills are essential for incumbents assigned to this classification. This position regularly performs routine and specialized day-to-day department office support work. This position may be responsible for supervising and providing direction to clerical support staff. This position is distinguished from the Administrative Management Analyst in that the assignments are more complex and difficult in nature, and may have staff supervision responsibilities. It is distinguished from the Principal Analyst in that the latter has more complex assignments, sensitive projects and negotiation responsibilities of a confidential nature.

Examples of Duties (Illustrative Only)

- Works with department managers to design strategies on citizen engagement and community outreach efforts
- Performs statistical research, analyses and reports regarding department functions and program areas.
- Interprets rules, regulations, laws and policies relating to department programs and projects.
- Answers requests for information from internal and external customers
- Analyzes data and develops written summaries, reports and research findings.
- Reviews proposals for new or revised classifications and makes recommendations for appropriate salary.
- Researches and keeps current on pertinent information and developments in all areas of local government
- Provides assistance to the City Manager or designated department head in the development and implementation of programs, policies, and procedures.
- Performs routine and specialized day-to-day office support work, which requires detailed knowledge of assigned department policies and procedures.
- Prepares correspondence, forms and specialized documents and attends to a variety of administrative duties; performs all other related duties as required or assigned.
- Conduct on-line research regarding department media and publicity activities, as directed.

Qualifications

Knowledge of:

- Principles, practices, and techniques of public administration applicable to a variety of city administration functional areas,
- Research techniques and practices, including statistical concepts and methods.
- Laws, regulations, municipal codes, ordinances, and resolutions relating to various city administration functions.
- Principles, practices, and concepts of city administration.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter and report writing and the standard format for reports and correspondence.
- Computer applications related to work, including spreadsheet, word processing, and database applications.
- Records management principles and practices.
- Basic functions and activities of municipal government.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Principles of management, supervision, training, and employee development.

Ability to:

- Acquire a thorough knowledge of policies and regulations related to department functions, the City, and other applicable agencies.
- Provide accurate interpretations of policies and regulations.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of municipal programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Establish, maintain, and research City and department files.
- Develop written presentations and reports, which include drawing conclusions and making recommendations.
- Establish and maintain effective working relationships with, employees, City officials, public officials, vendors, contractors, and the general public.
- Understand and follow directions.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.
- Accomplish work with a minimum of supervision and with only general direction.
- Maintain confidentiality of sensitive information and records.
- Assist directing the work of others on a project or day-to-day basis; train others in work procedures.
- Deal courteously, effectively and tactfully with the general public and outside organizations and groups.

Skill in:

- Making effective presentations to groups.
- Preparing, administering and promoting public announcements, and press releases.
- Analyzing department programs and systems.
- Word processing and database management with speed and accuracy.
- Problem resolution methods.
- Website and social media management.
- Using office automation and software applications to facilitate public relations activities.

Education and Experience:

Any combination of experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, communications, or a related field. Experience beyond that required below in a professional or support capacity in local or other government agencies may be substituted for the required education on a year-for-year basis.

Experience:

Three years paid, full time experience involving progressively responsible administrative analyst work. Administrative analyst experience in a public agency setting is highly desirable.

Licenses:

Possession of or the ability to obtain an appropriate, valid California driver's license, and have a satisfactory driving record.

Working Conditions:

Work in a standard office environment, and in the field at times to conduct recruitment, testing, training, and benefits administration. The ability to travel from different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Physical Demands:

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

RESOLUTION 2013-33

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION
2001-11 TO INCLUDE THE CLASSIFICATION OF
HUMAN RESOURCES TECHNICIAN
IN THE CLASS SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has established the need for the new classification of Human Resources Technician; and

WHEREAS, the class description for Human Resources Technician was developed in cooperation with and has been approved by the City Manager; and

WHEREAS, this newly developed class description for Human Resources Technician meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of Human Resources Technician in Exhibit "A" is approved for inclusion in the Class Specification Manual.

RAYMOND MILLER
Mayor

I hereby certify that the foregoing Resolution No 2013-33 was duly and regularly adopted at a regular meeting of the Brisbane City Council on July 29, 2013, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

RESOLUTION 2013-33

EXHIBIT "A"

CITY OF BRISBANE

HUMAN RESOURCES TECHNICIAN

Definition

Under the general supervision of the Administrative Services Director and the direct supervision of the Senior Human Resources Analyst and/or Principal Analyst, provides routine and complex administrative support to the Director; provides routine information related to benefits, personnel policies, recruitments, training, workers compensation, personnel rules and regulations, and special departmental programs; and assists the public and staff in completing applications and other required forms.

Class Characteristics

This is an experienced level class in which incumbents with well-developed office skills and some familiarity with human resources, benefits administration and recruitment and retention concepts become competent to perform the day-to-day responsibilities of providing human resources related information to the public and staff, processing applications and benefit claims, providing technical support to departmental staff, in addition to performing administrative duties to ensure the efficient service of the Human Resources Division. Responsibilities require the frequent use of tact, discretion, and independent judgment, as well as a knowledge of departmental and City activities. The work has many technical aspects, requiring the interpretation and application of policies, procedures and regulations and may involve extensive employee and public contact. This class is distinguished from the analyst classes in that the latter is a professional and/or technical specialist in the area of expertise, while this class provides support to all functional areas.

Examples of Duties (Illustrative Only)

- Provides information regarding recruitments, benefits, training programs, memorandum of understandings, salary administration, performance evaluations and related human resources processes to employees and the public.
- Assist in the recruitment process by preparing and distributing job announcements, creating job postings on CalOpps or other applicant recruitment and tracking system, updating and monitoring recruitment information on the City's web site, screening applications, and answering inquiries from applicants.
- Coordinate, oversee and track various testing phases during recruitment examinations.
- Process all employee transactions such as appointments, promotions, pay increases, leaves, acting pay, and demotions.
- Track and distribute performance evaluations to supervisors.
- Prepare documents for and administer new hire orientation during on-boarding process.
- Respond to employee inquiries regarding benefit eligibility, policy questions and related concerns and assist employees in understanding benefit program and procedures.
- Enroll eligible personnel, prepare and maintain records, and check benefit allowances for employee benefit programs.
- Compute and verify benefit eligibility, contribution changes, withdrawal changes and related benefit modification actions, balance and pay monthly claims for designated insurance benefits.
- Provides administrative support for meetings and training programs; prepares and distributes announcements, enroll and track employee participation; coordinate meeting facilities, as needed;

- Organizes and maintains various administrative, confidential, reference, and follow-up files; archive files as required.
- Process various vendor payments in a timely fashion.
- Conduct exit interviews for separating employees.

Qualifications

Knowledge of:

- Policies and procedures related to general human resources and benefits administration
- Basic employment, labor, benefits, performance management, recruitment, retention, and training principles and practices.
- Codes, regulations, policies, memorandums of understanding, and procedures related to work.
- Standards for analytical reports and complex employment laws and regulations.
- Standard office administrative and clerical practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, presentation, database, and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques
- Techniques for dealing effectively with the public and City staff, in person, in writing and over the telephone.

Skill in:

- Providing varied and responsible clerical and administrative work requiring the use of independent judgment, tact, and discretion.
- Interpreting and implementing policies, procedures, technical processes, and computer applications related to the department.
- Performing basic research and preparing reports and recommendations.
- Composing correspondence and reports independently or from brief instructions.
- Establishing and maintaining a records management system for the department.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, setting priorities, meeting critical deadlines, and following-up on assignments with a minimum of direction and with frequent interruptions.
- Taking a proactive approach to customer service issues.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Word processing at a net speed of 35 words per minute from printed copy.

Education and Experience:

Equivalent to graduation from high school and two years of office support experience, which has included explaining procedures and regulations, preferably in a public agency setting. Possession of a Bachelor's Degree or technical training in human resources, paralegal, management, organizational psychology, public administration or a closely related field. Experience in a human resources or related field is highly desirable. Education may be substituted for experience on a year-for-year basis.

Licenses:

Possession of a valid class C California driver license and have a satisfactory driving record

Physical Demands:

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer, and to travel to different sites or locations and carry up to 20 pounds; vision to read printed materials and computer screen; and hearing

RESOLUTION 2013-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING RESOLUTION 2006-38, THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRISBANE AND THE MID-MANAGEMENT/PROFESSIONAL EMPLOYEES GROUP, BY ADDING THE CLASSIFICATION OF SENIOR MANAGEMENT ANALYST

WHEREAS, on July 17, 2006, the City Council approved Resolution 2006-38 concerning the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professionals Employees Group; and

WHEREAS, since the adoption of Resolution 2006-38 the City Manager has established the need for the classification of Senior Management Analyst on a regular, full-time basis; and

WHEREAS, the City Council has previously adopted Resolution 2013-32 approving the class description for Senior Management Analyst and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

WHEREAS, the City Manager has previously approved the class description and has now determined that this classification, when filled on a regular, fulltime basis, shares a community of interest with those employees in the Mid-Management/Professional Employees Group; and

WHEREAS, the Administrative Services Director and Principal Analyst, on behalf of the City Manager, has notified representative of the Mid-Management/Professional Employees Group and discussed this amendment to the Mid-Management/Professionals Employees Group Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the Mid-Management/Professional Employees Group as adopted by Resolution 2006-38 be amended as follows:

1. Article 2, Recognition, of the Memorandum of Understanding is amended to include the classification of Senior Management Analyst and
2. The pay scales, Exhibit A, to the Memorandum of Understanding with the Mid-Management/Professional Employees Group are amended to include the following salary range for the classification of Senior Management Analyst:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	6,072.60	6,376.24	6,695.05	7,029.80	7,381.30
Bi-weekly	2,802.74	2,942.88	3,090.02	3,244.52	3,406.75
Hourly	35.03	36.78	38.62	40.55	42.58

RAYMOND MILLER
Mayor

I hereby certify that the foregoing Resolution 2013-34 was duly and regularly adopted at a regular meeting of the Brisbane City Council on July 29, 2013, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

RESOLUTION 2013-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING RESOLUTION 2006-37, THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRISBANE AND THE GENERAL EMPLOYEES ASSOCIATION, BY ADDING THE CLASSIFICATION OF HUMAN RESOURCES TECHNICIAN

WHEREAS, on July 17, 2006, the City Council approved Resolution 2006-37 concerning the Memorandum of Understanding between the City of Brisbane and the General Employees Association; and

WHEREAS, since the adoption of Resolution 2006-37 the City Manager has established the need for the classification of Human Resources Technician on a regular, full-time basis; and

WHEREAS, the City Council has previously adopted Resolution 2013-33 approving the class description for Human Resources Technician and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

WHEREAS, the City Manager has previously approved the class description and has now determined that this classification, when filled on a regular, fulltime basis, shares a community of interest with those employees in the General Employees Association; and

WHEREAS, the Administrative Services Director and Principal Analyst, on behalf of the City Manager, has notified representative of the General Employees Association and discussed this amendment to the General Employees Association's Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the General Employees Association as adopted by Resolution 2006-37 be amended as follows:

1. Article 2, Recognition, of the Memorandum of Understanding is amended to include the classification of Human Resources Technician and
2. The pay scales, Exhibit A, to the Memorandum of Understanding with the General Employees Association are amended to include the following salary range for the classification of Human Resources Technician:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	4,574.66	4,803.40	5,043.56	5,295.74	5,560.53
Bi-weekly	2,111.39	2,216.95	2,327.80	2,444.19	2,566.40
Hourly	26.40	27.71	29.10	30.55	32.08

RAYMOND MILLER
Mayor

I hereby certify that the foregoing Resolution 2013-35 was duly and regularly adopted at a regular meeting of the Brisbane City Council on July 29, 2013, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk