

City of Bell

Draft Final Classification Report

SUBMITTED BY:
DEBBIE OWEN
Project Manager

CPS HR Consulting
241 Lathrop Way
Sacramento, CA 95815
t:916-471-3122 f:916-561-8431
Tax ID: 68-0067209
www.cps.ca.gov



Table of Contents

I. Background/Introduction.....	1
II. Overview of Study Tasks/Status.....	1
III. Conceptual Framework	2
IV – Findings and Recommendations	12
V. Summary/Next Steps.....	21
Appendix A - Draft Classification Specifications	

I. Background/Introduction

The City of Bell retained CPS HR Consulting [CPS HR] to conduct a City-wide classification study; the purpose of the study was to develop a new City-wide classification structure and ensure that all of the City's non-sworn positions are properly classified. The classification study encompassed approximately thirty-three [33] employees assigned to twenty-two [22] classifications.

CPS HR conducted a classification study of all of the City's positions, and has developed a new recommended classification structure, with allocation recommendations for each study position. In addition, the draft classification specifications presented in Appendix A serve as the new classification structure for the City.

This Draft Final Classification Report is designed to [i] describe the conceptual framework which serve as the foundation for the City's classification plan; [ii] provide information on study tasks; [iii] present classification structure and position allocation recommendations; and [iv] identify next steps to finalize the study.

II. Overview of Study Tasks/Status

In conducting the classification study, CPS HR:

1. Conducted employee orientation sessions to ensure all employees [i] were apprised of the study goals, processes and objectives; and [ii] had an opportunity to express any concerns or questions on the study *[completed]*
2. Conducted a detailed analysis of each position through the analysis of individual Position Description Questionnaires [PDQ] *[completed]*
3. Analyzed all of the information gathered via the PDQ to identify the scope and level of work performed by each employee as well as the typical duties and the requisite knowledge, skills, abilities, and other job-related characteristics required to perform the work assigned to each position *[completed]*
4. Developed a clear definition of classification concepts *[completed]*
5. Developed a classification structure consistent with the classification concepts encompassing the total bodies of work being performed within the City *[completed]*
6. Developed new classification specifications supporting the classification structure recommendations. The classification specifications include/describe

appropriate job definitions, distinguishing characteristics, supervision received and exercised, essential duties and responsibilities statements, knowledge, skills and abilities statements, minimum qualifications, any required training, certifications or licenses, and physical and environmental working conditions. The draft classification specifications are presented in Appendix A of this report. *[completed]*

7. Based on classification concepts, classification structure, and PDQ content, allocated each position to an appropriate classification. Effective April 6, 2012, the City has assumed responsibility for any changes made to the allocation of positions. *[completed]*
8. Developed the Draft Classification Report for City review *[completed]*
9. While the initial work plan contained a process wherein employees would review the content of the classification specifications, the City has instead elected to have management undertake a thorough review of all classification specifications and provide feedback to CPS HR. In addition, effective April 6, 2012, the City has assumed responsibility for changes made to classification specifications. *[completed]*
10. Prepare a Draft Final Classification Report *[completed]*
11. Prepare a Final Classification Report *[to be completed after review and acceptance by City Council]*.

III. Conceptual Framework

The classification analysis, as applied to positions within the City, relies upon sound principles of job evaluation. The approach identifies classifications that reflect distinct differences in levels and types of work as determined through the use of established allocation factors and classification concepts. To present this frame, this section is organized as follows:

- General Guidelines and Definitions
- Classification Levels
- Classification Series
- Flexible Staffing
- Allocation Factors
- Classification Specification Format

■ Definitions of Levels of Supervision

An accurate and up-to-date classification system provides an organization with the necessary tools to make administrative, fiscal control, and human resources decisions. Accurate, current, and ADA-compliant classification specifications provide the fundamental and essential building blocks for successfully administering recruitment, performance management, compensation, and succession planning programs. In addition to providing the basis for these types of human resources management and process decisions, position classification can also effectively support systems of administrative and fiscal control. Identifying positions based on a well-defined and orderly classification system supports organizational planning, budget analysis and preparation, and various other administrative functions.

The methodology used by CPS HR during this study relied upon sound principles of job classification analysis. Using this approach, CPS HR has developed a classification structure for the City that is designed to reflect distinct differences in the levels and types of work being performed based on established classification factors and concepts. This section of the report presents the conceptual framework for the methods used by CPS in developing the City's proposed classification plan.

It is important to note that some aspects of the concepts which follow have not been recommended for inclusion in the new classification structure; given the size of the City, and its current operations, CPS HR has not recommended multiple levels of classifications or complex classification series. However, since the goal is to provide the City with the tools needed to modify the classification structure as the City changes, we consider that these concepts will be instrumental in managing future changes within the City's classification plan.

GENERAL GUIDELINES AND DEFINITIONS

Point in Time Analysis

A classification study primarily captures the essential nature of positions at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies and skill requirements are continuously evolving. CPS HR has, to the extent possible, designed a classification structure in line with the City's current goals, recognizing that other additions or deletions from the plan may take place in the future. Overall, the proposed classification structure, the levels of work, and the functional areas identified from both a broad and narrow perspective, should provide a strong foundation for the City's future classification needs.

Whole-Job Analysis

For purposes of this study, CPS HR used a whole-job analysis approach. This approach compares jobs with one another on the basis of an overall evaluation of difficulty or

performance. The entire position, including the skills required, the decision-making authority, the scope, the magnitude of work, and the accountability for results, is compared as a whole to other positions.

Preponderant Duties

Classification studies often find that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time. Therefore, the positions must be analyzed based on their preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; however, consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy the majority of the incumbent's time. Overall, the determination of preponderance is a judgment call based on a consistent set of factors.

Level and Not Volume of Work

Position classification is a reflection of the level of work performed by an employee; and thus, it is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and the consultants do not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, and not by creating new classifications.

Classification of the Position, Not the Employee

Position classification should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. In fact, consultants generally attempt to evaluate positions based on what they would look like if vacant or occupied by other employees. Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs but of the actual duties assigned to the employee. Thus, classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service.

Position versus Classification

Position and classification are two words that are often thought of as interchangeable; but in fact have very different meanings. In a classification plan, a position is an assigned group of duties and responsibilities performed by one person. Sometimes the word "job" is appropriately used in the place of position.

In contrast, a classification may contain only one position, or may consist of a number of positions. When there are several positions assigned to one classification, it means that the

same title is appropriate for each position because: the scope, level, duties, and responsibilities of each position assigned to the classification are sufficiently similar [but not necessarily identical]; the same core knowledge, skills, and other requirements are appropriate for all positions; and the same salary range is equitable for all positions.

Classification versus Allocation

Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, agencies may allocate a position within an organization based on the results of the classification analysis for that position.

Using Titling Conventions for Consistency

Within any organization, the use of classification titles and levels should be based on the specific needs of the organization. At the same time, certain standard titling and leveling conventions are commonly used when establishing classification plans.

By themselves, titles do not define positions; however, titles are often one of the most sensitive issues within an organization. Titles are sometimes perceived as a measure of importance, and thus, employees can be concerned about title changes. Nonetheless, the use of consistent titling conventions can help an organization present a clear picture of its classification structure and provide an organization with a quick visual tool for identifying classification levels. It should be noted that, as a supplement to conventional titling, an organization can always use working titles in the day-to-day business activities. This retains the core consistency but represents the position to the public in terms common to the industry.

When establishing a classification titling plan, the same numerical or status designators should be used throughout the hierarchy whenever possible. At times, CPS HR may recommend a title that appears inconsistent with typical titling guidelines. In these instances, that particular title may be recommended in order to conform to the titling conventionally used within a respective industry, trade, or profession, or to be consistent with the past history within an organization.

Broad versus Narrow Classifications

Classification plans generally establish classifications based on a determination of “sufficient similarity”. However, within an individual organization, sufficient similarity can be interpreted to coincide with the goals and philosophy of the organization. For example, a broad interpretation recognizes positions that share a core set of duties, but accepts substantial variation between positions, resulting in varied assignments within each class. In contrast, a narrow interpretation might create separate narrow classifications to address such variations.

A good classification plan balances “ease of administration” with position validity. Classification structures with numerous single position classifications can be difficult to administer and may not provide the organization with needed flexibility. However, when classification concepts are excessively broad, the organization may struggle to recruit individuals who have the specific knowledge, skills, and abilities needed to perform the work. In general, it is desirable to use broad classifications whenever it is reasonable to do so. However, when the type of work assigned to different positions varies dramatically, it may be most appropriate to place them in separate classifications. The classification structure resulting from this study encompasses the use of both broad and narrow classifications, and is designed to meet the City’s current and future operational goals.

CLASSIFICATION LEVELS

Position classification represents the grouping of all City jobs within a systematic classification structure based on the inter-relationship of the duties performed, nature and level of responsibilities, and other work-related requirements of the jobs. Within the overall classification plan, it is possible to generally categorize each classification according to the following possible levels:

- Entry
- Journey
- Advanced Journey
- Supervisor
- Division Manager
- Department Manager

Within each job family, there may exist a classification at every level, or only at selected levels. The levels within a job family reflect the organization and should be tailored to that organization’s needs and priorities.

In some positions, there is no need for functions to be performed at the entry level; therefore, there would be no entry-level classification in that particular job family. Furthermore, it is important to note that while two given job families may both contain, for example, a journey-level classification, the two journey-level classifications will likely be treated differently for compensation purposes. Distinctions between class levels for all types of job families may be expressed in terms of the general amount of responsibility to be assumed within each class level. The following subsections generally define the responsibilities to be assumed at each class level identified.

Entry-level classifications provide on-the-job training to employees with limited related work experience. Assignments are generally limited in scope and are performed within a procedural framework established by higher-level employees. As experience is acquired, the employee performs with less immediate supervision. A designator of “I” [e.g. Accounting Assistant I] is commonly used to identify entry level classifications. For professional classifications, the designator “Assistant” may also be used [e.g. Assistant Engineer].

Journey-level classifications recognize positions that require the incumbent to work under general supervision and within a framework of established procedures. Incumbents are expected to perform the full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor. A journey-level position is fully trained in the scope of duties associated with this level, and work is normally reviewed only on completion and for overall results. A designator of “II” [e.g. Accounting Assistant II] is commonly used to identify journey level classifications. Where no designator is found [e.g. Accounting Assistant], the work is presumed to be performed at the journey level. . For professional classifications, the designator “Associate” may also be used [e.g. Associate Engineer].

Advanced Journey-level classifications possess a specialized technical or functional expertise. They typically are assigned significant responsibilities above the journey level; possess specialized knowledge, abilities, skills, and experience; and often exercise independent judgment in the performance of their duties. Advanced journey-level classifications may provide technical, functional, or lead supervision over lower-level positions. A designator of “III” or “Senior” is commonly used to identify advanced journey level classifications.

Supervisor-level classifications recognize full, first-line supervisory positions that plan, assign, and evaluate the work of subordinates and are responsible for a program area within a work unit or department. A title of “Supervisor” is commonly used to identify supervisory level classifications.

Division Head-level classifications perform full line and functional management responsibility for a major division or program area within a major department. A title of “Manager” is commonly used to identify division level management classifications

Department Head-level classifications recognize positions with full responsibility for the administration of a City department. A title of “Director” is commonly used to identify department level management classifications

CLASSIFICATION SERIES

A classification series is a set of two or more classifications within a job family that are closely related in terms of work performed and distinguished primarily by the level of responsibility and scope of duties assumed. Within a classification series, it is possible to distinguish general categories or levels based upon factors such as the scope of responsibility assumed, the training and experience required to perform the assigned duties, and the nature of supervision received and exercised. Also, common titling designations are generally used to clearly define the applicable class level.

FLEXIBLE STAFFING

Associated with the above described classification series' is the practice of flexible staffing. The City may choose to flexibly staff positions within a classification series containing both entry and journey levels. Flexible staffing gives the City the flexibility to hire employees at the entry level or the journey level depending upon applicant qualifications and staffing needs. Positions budgeted at the journey level and encompassing full journey-level work would normally be filled at the entry level when they become vacant, unless the needs of the City require that the position be filled at the journey level. The distinction between the entry level and the journey level is based upon the degree of responsibility to which an incumbent is expected to perform rather than on the types of duties assigned.

After gaining the experience and knowledge to perform the full range of journey-level tasks and fulfilling any special requirements for the journey level, the employee could reasonably expect to progress to the journey level based upon the judgment of management. It is emphasized that flexible staffing does not preclude the City from identifying certain positions in the class that contain primarily routine and repetitive tasks and assigning those positions to the entry level permanently. In these cases, the employee at the entry level could not reasonably expect to advance to the journey level while in the assigned position.

Advancement to the advanced-journey level would be achieved through competitive selection rather than the more routine promotion from the entry to the journey level under the flexible staffing concept. However, should the City choose not to flexibly staff a given classification series, appointment to the journey level would also be done through the traditional competitive selection method.

ALLOCATION FACTORS

Allocation factors are standards that are used to measure job requirements of individual positions. These factors can be compared in order to measure the similarities and differences among positions. The allocation factors used to develop the City's classification plan are:

- Decision Making – this comprises [a] the decision-making responsibility and degree of independence or latitude that is inherent in the position, and [b] the impact of the decisions
- Scope and Complexity – this defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification
- Contact with Others Required by the Job – this measures [a] the types of contacts, and [b] the purpose of the contacts
- Supervision Received and Exercised – this describes the level of supervision received from others and the nature of supervision provided to other workers; it relates to the independence of action inherent in a position.
- Knowledge, Skills, and Abilities – these components define the knowledge, skills, and abilities necessary to perform assigned responsibilities.

These allocation factors are carefully and consistently applied during the analysis of each position included in the scope of the study. They are then compared with the same elements in positions that involve similar kinds of work. Not all factors will be as pertinent to all positions and each factor is analyzed in accordance with the importance of that particular factor to the kind of job under study.

CLASSIFICATION SPECIFICATION FORMAT

The classification specifications for the proposed job classifications as outlined in this report are descriptive and explanatory in defining classifications. Each classification specification may contain all or part of the following information:

Classification Title – The classification title is a brief and descriptive designation of the type of work performed. The classification title on payroll, budgets, personnel reports, and other official forms and reports dealing with positions or personnel will provide a common reference to the position. It should be understood that the classification title is selected to serve this purpose and is not to be construed as limiting the use of working titles.

Definition – This section is a general description of the work and includes a brief, concise definition of the primary responsibilities assigned to positions in the classification.

Supervision Received and Exercised – This section describes the level of supervision received from others and the nature of supervision provided to other workers.

Distinguishing Characteristics [if applicable]– This section, when used, describes the level of work and for levels within a series, the relation to higher or lower classifications.

Essential Duties – This section is intended to enable the reader to obtain a more complete concept of the actual work performed in positions allocated to this classification. It lists typical tasks that are common to positions of the classification. These examples show, further, the range of duties performed by employees in the classification. The list is descriptive but not limiting. It is not intended to describe all the work performed in all positions allocated to the classification. This section merely serves to illustrate the more typical portions of the work. The statement “Performs related duties as assigned” is included in all classification specifications to provide flexibility to management in assigning duties.

Qualifications Guidelines – The education and experience standards may be useful in the development of recruitment and selection approaches, and they are intended to be used as guidelines only. Also included are the desirable levels of experience and education and/or training most likely to produce the desired knowledge and abilities. Therefore, the statement below the experience and training guidelines reads *“To qualify for this position, an individual must possess a combination of experience, education and/or training that would likely produce the knowledge and abilities to perform the work. A desirable combination of qualifications is described as follows”* as a preferred element, rather than an absolute requirement.

Required Knowledge, Skills and Abilities - This section lists those knowledge, skills and abilities that the duties of the classification require and that applicants for positions in the class at a minimum must possess to be qualified. It should be stressed that this section does not in any way refer to the qualifications of present employees. Further, personal characteristics commonly required of all employees, such as honesty, integrity, freedom from habitual use of intoxicating beverages to excess or drug addiction, are not listed since they are implied as required qualifications for all classifications.

License, Certificate and Registration Requirements – In certain classifications, legal or special provisions require possession of a specific license or certification issued by a Board of Licensure as a condition of employment or continued employment. Any statements regarding the requirement of a California driver’s license would be listed under this section.

Physical and Mental Requirements – This section lists the physical and mental requirements required to perform the work.

Working Conditions – This section lists the working conditions within which work is performed.

The draft classification specifications for the City’s study are presented in Appendix A.

DEFINITIONS OF LEVELS OF SUPERVISION

The following terms may be used to denote the levels of supervision received and exercised by positions in the various classifications of work:

Direct Supervision – The basic characteristics of direct supervision are the assignment of tasks; the observance, review, and evaluation of performance; the administration of line personnel functions [e.g., selection, discipline, grievance, privileges]; and responsibility for the worker, as well as the work. The gradations of direct supervision are described below in terms of supervision received by employees.

- Immediate Supervision – The employee works in the presence of his/her supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practice are made without checking with the supervisor. This type of supervision generally is exercised over the entry level in a series.
- General Supervision – Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. The employee may or may not work in proximity to his/her supervisor. This type of supervision typically pertains to the journey level in office support, technical, and maintenance series and to the entry level in professional series.
- Direction – The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This category is usually applied to office support, technical, and maintenance advanced journey-level positions in which employees are expected to operate with a reasonable degree of independence and to the journey level in professional series.
- General Direction – The employee is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. This category is usually reserved for supervisory positions.
- Administrative Direction – The employee has broad management responsibility for a large program or set of related functions. Administrative direction is usually received in terms of goals; review is received in terms of results. This category is usually reserved for division heads.
- Policy Direction – This is reserved for department heads.

Indirect Supervision – Indirect supervision is characterized by some form of authority over the work of employees not under direct supervision. In other words, the “Supervisor” is responsible for the work but not for the worker. The descriptions above were written in relation to the employee under direct supervision; the following describe persons with responsibility for exercising indirect supervision:

- **Technical Supervision** – The “Supervisor” is responsible for prescribing procedures, methods, materials, and formats as a technical expert in a specialty. He/She may produce or approve specifications, guides, lists, or directions. He/She may give direction to employees, but it is usually on “how” and “why,” and does not assign tasks or observe and evaluate performance. Technical supervision is related to an occupational specialty or function – not to specified employees.
- **Functional Supervision** – The “Supervisor” is responsible for a project or recurrent activities that involve tasks performed by persons over whom he/she has authority to give direction in regard to that project, even though they are under the direct supervision of someone else. Functional supervision may include technical supervision but goes beyond it in that the supervisor schedules and assigns tasks, monitors progress, reviews results, evaluates the employee regarding area of assignment, and is the person responsible for the completed work product.

IV – Findings and Recommendations

Our findings and recommendations for the City’s new classification structure are based upon the concepts outlined previously in this report; however, as stated earlier, it is our finding that most work is performed at the journey level and for that reason, we have not recommended multiple levels within classifications since we did not consider there are sufficient bodies of work to support such levels. Nonetheless, these concepts may be used by the City should they determine, at some point in the future, that there is a need to introduce more than one level within a classification.

CPS HR has only recommended use of the flexible staffing concept for the Assistant/Associate Planner classification, where we see the use of such a classification would be beneficial.

Table 1 is a summary of classification and position allocation changes and is organized in the following manner:

- **Current classification** – this is the City’s current classification as identified on its position control document [Funded Full-Time Positions]. Where possible, CPS HR used the titles within the City’s position control document for organizational structure and job titling.

In some cases, job titles from employees differed and we have noted where such differences exist.

- CPS HR recommended classification
- Rationale for the recommendation

Table 1
City of Bell Classification Study
Classification Structure/Position Allocation Changes

Current Classification	Recommended Classification	Rationale
Office of the Chief Administrative Officer		
Chief Administrative Officer	Chief Administrative Officer	No change recommended
Senior Management Analyst	Senior Management Analyst	Maintain this advanced journey level professional classification for future use as needed; no incumbents will be allocated to this classification which is assigned only to the Office of the Chief Administrative Officer.
Management Analyst	Management Analyst	Create a journey level classification responsible for performing professional level analytical and administrative duties in support of an assigned City department. Allocate one Senior Management Analyst within the Office of the CAO into this classification based on the journey level nature of the duties and responsibilities assigned to the position.
New classification	Administrative Specialist	Create a broad classification to recognize positions which perform para-professional administrative duties; we consider this broad classification could be used throughout the City for positions performing higher level administrative tasks which are not professional in nature.
Senior Management Analyst/City Clerk	City Clerk/Administrative Specialist	It is our assessment that the duties and responsibilities assigned to this position are consistent with the technical and administrative duties normally performed by a City Clerk with some related administrative duties.
Finance		
Director of Finance	Director of Finance	No change recommended
New classification	Accounting Specialist	Create a broad classification to recognize positions which perform para-professional accounting duties.

Table 1
City of Bell Classification Study
Classification Structure/Position Allocation Changes

Current Classification	Recommended Classification	Rationale
Senior Management Analyst/City Treasurer	City Treasurer/Accounting Specialist	It is our assessment that the duties and responsibilities assigned to this position are consistent with higher level para-professional duties found in an accounting/payroll function with some supplemental duties as City Treasurer.
Account Clerk	Accounting Assistant	Title change only; all three incumbents in the current classification are assigned to this classification.
Office Assistant	Office Assistant	Continue to maintain this broad classification performing journey level clerical support; there will not be incumbents at this point but we consider it will be useful for the City to maintain the classification for future use.
Community Services		
Director of Community Services	Director of Community Services	No change recommended
Recreation Supervisor	Recreation Supervisor	No change recommended
Community Service Technician	Eliminate classification	Our analysis indicates that the duties and responsibilities assigned to the two positions in this overly broad classification are significantly different. For that reason, we have recommended elimination of this classification and the introduction of more appropriate classifications for the work assigned to the two positions.
Housing Specialist	Eliminate classification	Our analysis of the duties and responsibilities assigned to this position are consistent with, and accurately reflected in, the broad classification of Accounting Assistant; for that reason, we recommend the elimination of this classification and allocation of the current incumbent into the Accounting Assistant classification.
New classification	Housing Program Technician	Create this new classification whose responsibilities are related to rent collection and residential manager oversight in the City's mobile home park; allocate one Community Service Technician [Christina Pena] into this new classification.

Table 1
City of Bell Classification Study
Classification Structure/Position Allocation Changes

Current Classification	Recommended Classification	Rationale
City Engineer	Eliminate classification	Our analysis indicates that the City does not use this classification and we recommend its elimination from the classification structure.
New classification	Maintenance and Contracts Coordinator	Create this new classification whose responsibilities include oversight of the work of contractors who provide the City with streets, public right-of-way and facilities maintenance. These duties are currently being performed by a contracted employee who has not been allocated into this new classification since the individual is not a City employee.
Housing Rehabilitation Technician	Re-title classification to Facilities Maintenance Worker	Our analysis of the duties and responsibilities assigned to the two positions in this classification indicate that they are more closely aligned with facilities maintenance rather than with building rehabilitation; thus we recommend the classification be re-titled to Facilities Maintenance Worker and the two incumbents be allocated into this new classification.
Community Development		
Director of Community Development	Director of Community Development	No change recommended
Building Inspector	Building Inspector	No change recommended. Note that incumbent [Valles] had added "Code Compliance Division Supervisor" to his title in the PDQ; however, our analysis indicates that the supervisory duties assigned to this position are more related to lead than direct supervision; the incumbent states that 20% of time is dedicated to lead supervisory duties but the predominant duties are building inspection related. It is further noted that the incumbent states that schedule changes must be approved by the Director. For those reasons, no change is recommended.
Senior Code Enforcement Officer	Eliminate classification	The incumbent in this classification [Garcia] performs the same duties as those allocated to other positions in the Code Enforcement Officer classification; there are no complex or lead duties

Table 1
City of Bell Classification Study
Classification Structure/Position Allocation Changes

Current Classification	Recommended Classification	Rationale
		which would warrant the “Senior” level designation; we recommend elimination of the Senior Code Enforcement Officer classification and allocation of the incumbent into the Code Compliance Officer classification.
Code Enforcement Officer	Code Compliance Officer	Re-title only
New classification	Permit Technician	Create this new classification providing technical support to the building department; allocate Pearl Sanchez [currently an Office Assistant] into this new classification.
New classification	Assistant/Associate Planner	Create this new flexibly staffed classification whose responsibilities are related to performing professional planning related duties; allocate one Community Service Technician [Carlos Chacon] into this new classification at the Assistant Planner level.
Police		
Jail Supervisor	Jail Supervisor	No change recommended
Management Analyst [Pimentel]	Police Services Supervisor	Our analysis indicates the duties assigned to this position are those of a working supervisor performing many of the same duties as the staff supervised in the Records Bureau; for that reason we recommend the introduction of this new classification to reflect the position’s assigned duties and responsibilities.
New Classification	Community Services Officer	Create this new classification for positions within the Police Department who are responsible for performing a wide variety of civilian duties which might otherwise be performed by sworn officers.
Management Analyst [Ruiz]	Community Services Officer	Our analysis indicates the duties assigned to this position are high level para-professional administrative support tasks in support of the Police Department’s E-SCARS and officer mandated training program coordination; it is our recommendation that this position be allocated into the new Community Services Officer classification.
New classification	Police Services Assistant	We recommend the introduction of this new broad classification which is responsible for providing clerical support to the department in a

Table 1
City of Bell Classification Study
Classification Structure/Position Allocation Changes

Current Classification	Recommended Classification	Rationale
		number of areas; this will provide the department flexibility in staffing assignments; three current Office Assistant positions [Rosado, Esquivel and Canales] are recommended for allocation into this new classification.
Office Coordinator	Eliminate classification	We recommend that this classification be eliminated, and that the incumbent [Salas], who is responsible predominantly for performing duties with respect to evidence property tagging, be allocated into the new classification of Police Services Assistant.
Parking Enforcement Officer	Parking Enforcement Officer	No change recommended; note that the City's position control document identifies two positions but we received only one [Brandon Coberly]. Jose Carillo identified his classification as Parking Control Supervisor; our analysis indicates that this position performs predominantly parking enforcement duties and has no lead or supervisory responsibilities; thus we recommend both positions continue to be allocated into the Parking Enforcement Officer classification.
Police Dispatcher	Police Dispatcher	No change recommended

Table 2 on the following page summarizes the position allocation recommendation for each study position and is organized as follows:

- Employee name
- Current City classification
- CPS HR recommended classification

Table 2		
City of Bell Classification Study		
Preliminary Allocation Recommendations		
Incumbent	Current Classification	Recommended Classification
Office of the Chief Administrative Officer		
To be determined	Chief Administrative Officer	Chief Administrative Officer
Prado, Magdalena	Senior Management Analyst	Management Analyst
Valdez, Rebecca	Senior Management Analyst/City Clerk	City Clerk/Administrative Specialist
Finance		
Gutierrez, Ana	Senior Management Analyst/City Treasurer	City Treasurer/Accounting Specialist
Gamez, Norma	Account Clerk	Accounting Assistant
Larios, Ananca	Account Clerk	Accounting Assistant
Perez, Ericka	Account Clerk	Accounting Assistant
Community Services		
To be determined	Director of Community Services	Director of Community Services
Hurtado, Connie	Recreation Supervisor	Recreation Supervisor
Pena, Christina	Community Service Technician	Housing Program Technician
Rose, Lester	Housing Rehabilitation Technician	Facilities Maintenance Worker
Shamp, Keith	Housing Rehabilitation Technician	Facilities Maintenance Worker
Gonzales, Rita	Housing Specialist	Accounting Assistant
Community Development		
To be determined	Director of Community Development	Director of Community Development
Valles, Frank	Building Inspector [employee adds Code Compliance Division Supervisor]	Building Inspector
Garcia, Jose Antonio	Senior Code Enforcement Officer	Code Compliance Officer
Daniel, Michael	Code Enforcement Officer	Code Compliance Officer
Monroy, Rodolfo	Code Enforcement Officer	Code Compliance Officer
Chacon, Carlos	Community Service Technician	Assistant Planner
Sanchez, Pearl	Office Assistant	Permit Technician
Police		
Castaneda, Veronica	Jail Supervisor	Jail Supervisor
Pimentel, Esbeyda	Management Analyst	Police Services Supervisor
Ruiz, Angela	Management Analyst	Community Services Officer
Canales, Carolina	Office Assistant	Police Services Assistant
Esquivel, Cynthia	Office Assistant	Police Services Assistant
Rosado, Nora	Office Assistant	Police Services Assistant
Salas, Sandra	Office Coordinator	Police Services Assistant
Coberly, Brandon	Parking Enforcement Officer	Parking Enforcement Officer
Carillo, Jose	Parking Enforcement Officer [employee	Parking Enforcement Officer

Table 2		
City of Bell Classification Study		
Preliminary Allocation Recommendations		
Incumbent	Current Classification	Recommended Classification
	stated Parking Control Supervisor]	
Lowers, Carolyn	Police Dispatcher	Police Dispatcher
*Hahn, Brian	Police Dispatcher	Police Dispatcher
*Carrera, Trish	Police Dispatcher	Police Dispatcher

*Indicates no PDQ received

Although, by mutual agreement, there were no PDQ’s submitted for the following classifications, CPS HR prepared classification specifications for them based on research of duties for these classifications within other cities:

- Police Chief
- Police Captain
- Police Lieutenant
- Police Sergeant
- Police Officer
- Recreation Assistant
- Recreation Leader
- Recreation Coordinator

CPS HR was also requested to provide recommendations on the FLSA status of the City’s classifications. Table 3 summarizes the recommended FLSA status for each study classification and is organized as follows:

- Recommended Classification
- FLSA status
- Type of exemption which applies for exempt status classifications only

**Table 3
Fair Labor Standards Act [FLSA] Recommendations**

Recommended Classification	FLSA Recommendation	Type of Exemption
Office of the Chief Administrative Officer		
Chief Administrative Officer	Exempt	Executive
Senior Management Analyst	Non-Exempt * [review after position has been filled for a six month period of time to determine possible exemption under the Administrative exemption rules]	
Management Analyst	Non-Exempt	
Administrative Specialist	Non-Exempt	
City Clerk/Administrative Specialist	Non-Exempt	
Finance		
Director of Finance	Exempt	Executive
Accounting Specialist	Non-Exempt	
City Treasurer/Accounting Specialist	Non-Exempt	
Accounting Assistant	Non-Exempt	
Office Assistant	Non-Exempt	
Community Services		
Director of Community Services	Exempt	Executive
Recreation Supervisor	Non-Exempt	
Housing Program Technician	Non-Exempt	
Maintenance and Contracts Coordinator	Non-Exempt	
Facilities Maintenance Worker	Non-Exempt	
Community Development		
Director of Community Development	Exempt	Executive
Building Inspector	Non-Exempt	
Code Compliance Officer	Non-Exempt	
Permit Technician	Non-Exempt	
Assistant/Associate Planner	Non-Exempt	
Police		
Jail Supervisor	Non-Exempt	
Police Services Supervisor	Non-Exempt	
Community Services Officer	Non-Exempt	
Police Services Assistant	Non-Exempt	
Parking Enforcement Officer	Non-Exempt	
Police Dispatcher	Non-Exempt	

V. Summary/Next Steps

The above sections of this Draft Final Classification Report describe the study processes, methodologies, findings and recommendations for the City's new classification structure and the allocation of positions into the new structure. The draft classification specifications supporting this new structure are presented in Appendix A. Once the City Council has adopted or amended the findings and recommendations in this Draft Final Classification Report, CPS HR will issue the Final Classification Report.

APPENDIX A

DRAFT CLASSIFICATION SPECIFICATIONS

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

ACCOUNTING ASSISTANT

DEFINITION

Performs a variety of clerical accounting duties in support of the City's financial programs including accounts payable, accounts receivable, payroll, purchasing, citations, business licenses and other financial systems; provides customer service to members of the public by providing information and responding to questions related to area of assignment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs the full range of clerical accounting duties related to accounts payable and receivable, payroll, purchasing, citations, business licenses and other financial systems in accordance with departmental policies and procedures.
- Receives all incoming invoices; inserts vendor code; ensures that amounts are correct and distributes invoices to appropriate departments for approval.
- Receives all department approved invoices; ensures appropriate signature authority; batches invoices and enters all data into the financial system for payment processing.
- Prepares disbursements and obtains proper check signatures; mails disbursements and posts disbursements to general ledger.
- Generates a variety of reports and data relevant to payment processing.
- Maintains payment and vendor files.
- Receives, verifies and processes employee timesheets and supporting documentation for payroll processing; enters data into payroll system including payroll deductions; prints and distributes employee checks.
- Calculates payments, balances accounts and submits electronic payments to appropriate insurance and/or regulatory agencies including payroll taxes and retirement contributions.
- Receives and reviews business license submittals for a variety of businesses; submits to the appropriate City department for approval.
- Processes, prints and mails business licenses; prints and mails renewal notices annually; periodically generates delinquency notices.

- Processes and posts license payments; balances accounts.
- Receives and responds to questions from members of the public with respect to citations for bail/fines, appeals and hearings; registers owner information; prepares and processes administrative appeals, hearings, citations and special permits.
- Reconciles and deposits cash and negotiable instruments from departments on a daily basis; prepares daily reports on deposits, receipts, and transmittals.
- Performs back up customer service support duties at the front counter by responding to questions and providing information to members of the public either on the telephone or in person.
- Uploads and processes bus passes; reconciles cash and checks received for sold passes.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED.

Experience:

Two (2) years of clerical accounting experience. Ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and processes within a municipal finance department including accounts payable, accounts receivable, payroll, business licenses and related fiscal systems.
- Modern office practices and procedures, including the use of standard office equipment.
- Basic computer applications such as Microsoft Office Suite to create various spreadsheets and word processing documents.
- Basic mathematic functions such as addition, subtraction, multiplication and division.
- Methods and techniques of cash handling.
- Methods and techniques of basic report preparation.
- Principles and practices of financial record keeping.

- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform clerical accounting duties in assigned areas of responsibility.
- Learn the City's specialized financial operations, processes and software applications.
- Perform accurate mathematical calculations.
- Verify, reconcile and balance financial transactions.
- Enter data into the City's financial system.
- Generate and compile data for reporting purposes.
- Maintain a variety of financial records and files.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent concentration; frequent public contact; occasional working alone.

City of Bell
Classification Specification
Accounting Assistant

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

**DRAFT CLASSIFICATION SPECIFICATION
CITY OF BELL**

ACCOUNTING MANAGER

DEFINITION

Plans, directs, manages, coordinates and supervise programs, functions operations and activities of the Accounting Section of the Finance Department; performs highly responsible, complex accounting, financial reporting, financial planning, capital financing, and audit functions; coordinates assigned activities with other sections, departments, and outside agencies; provides highly responsible and complex administrative support to the Finance Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director.

Exercises direct supervision over technical, and administrative support staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Assumes management responsibility for assigned services and activities of the Accounting Section of the Finance Department.
- Plans, directs and coordinates the operations and activities of the Accounting Section of the Finance Department.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate staffing levels; assesses and monitors work load, administrative and support system, and internal reporting relationships; identifies opportunities for improvement; directs implementation of change.
- Develops and implements financial policies and procedures and ensures that activities are conducted in accordance with laws, ordinances, rules and regulations; recommends and administers policies and procedures.
- Develops and implements long and short-term strategic plans in support of department goals and objectives.
- Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

City of Bell
Classification Specification
Accounting Manager

- Oversees and participates in the development and administration of the City's annual budget; coordinates budget related activities with the Finance Director, department heads and departmental staff ; ensures budget is prepared in a timely and expeditious manner; participates in the forecasting of revenue/expense; monitors and approves expenditures; implements adjustments.
- Provides highly responsible complex professional accounting services; interprets and applies accounting standards and determines applicability to department operations; prepares and/or reviews highly complex financial schedules and statements; ensures processes and financial record keeping is in compliance with accounting standards
- Works closely with internal and external auditors who are tasked with oversight of the City's financial records and operations for compliance with mandated standards; ensures access to required materials; reviews audit reports and prepares appropriate responses to audit findings.
- Confers with banking and financial institutions with respect to the City's fiscal operations including loans, investments, debt re-structuring and related matters.
- Advises and participates in the design and implementation of automated financial information systems and updates; continuously evaluates potential system improvements; ensures changes in laws and regulations are addressed in system updates; trains users on system changes.
- Monitors and supervises the preparation of cash flow and financial performance forecasts, various financial schedules, general ledger transactions, fixed assets, and debt management activities.
- Provides management with accurate and complete financial information including financial statements, variance reports, cash flows, financial analyses and projections, and statistical reports; supervises compliance with all accounting and financial requirements in accordance with generally accepted accounting principles, governmental accounting standards, and federal, state and local rules and regulations.
- Plans, directs and coordinates the Section's work programs; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Selects, trains, motivates and evaluates staff; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing section of the Finance Department to serve the needs of the City.
- Provides responsible staff assistance to the Finance Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to financial policies and procedures as appropriate.

- Represents the City, the Section and the Finance Department in various boards, committees, and with community business and citizen leaders.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of finance and accounting; incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen inquires and complaints.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to Bachelor's Degree in finance or a related field from an accredited university or college.

Experience:

Four (4) years of progressively responsible administrative and management experience in finance and accounting.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a comprehensive financial services department including finance, accounting, budget, treasury, investments, business licensing, purchasing, payroll, and internal audit.
- Principles and practices of strategic plan implementation.
- Principles and practices of budget preparation and administration.
- Principles and practices of public administration.
- Standards, principles and practices of government finance, loans, and accounting.
- Principles and practices of investment management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.

- Comprehensive knowledge of all local, State, and Federal rules, regulations, and pertinent ordinances and mandates affecting the financial operations of a municipality.

Ability to:

- Plan direct and control the administration and operations of the Accounting Section of the Finance Department.
- Formulate substantive recommendations on the City's finance, debt management and investment programs.
- Skillfully represent the agency in all types of contract negotiations.
- Identify and respond to public and City Council issues and concerns.
- Assist in the preparation and development of the City's annual budget.
- Develop and implement department/section policies and procedures.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Interpret and apply provisions of codes, regulations, statutes and ordinances relevant to municipal fiscal management.
- Gain cooperation through discussion and persuasion.
- Work effectively with the business community including financial institutions, as well as representatives from other public agencies to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Communicate clearly, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting

and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration, public contact and occasional working alone.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

ACCOUNTING SPECIALIST

DEFINITION

Performs the full range of technical accounting support duties related to payroll, purchasing, general bookkeeping, and other financial system functions; maintains a variety of complex financial records and systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

May exercise functional supervision over assigned clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs the full range of technical accounting support duties related to payroll, purchasing, general bookkeeping, and other financial system functions.
- Organizes and codifies revenue receipts; enters data into financial system; prepares audit system printout and posts to general ledger for assigned fiscal areas.
- Performs difficult account recordkeeping work in maintenance of the general ledger.
- Receives and processes purchase requisitions from various departments; submits for approval; orders materials.
- Monitors, participates in, and/or performs payroll, and other financial system functions in accordance with departmental policies and procedures; coordinates scheduling and ensures cross-training of staff in financial duties.
- Confers with City and department representatives to provide needed information and demonstrations concerning payroll, purchasing, and other financial system policies and procedures.
- Gathers and organizes data and information on operational issues with respect to accounts payable, accounts receivable, parking administration and cash receipting.
- Exercises functional supervision over payroll activities including the bi-weekly completion of payroll; prepares quarterly tax reports; provides confidential and sensitive information as requested; maintains complex payroll records.

- Monitors or conducts accounts payable audits, ensuring accuracy of information and a review of funding availability; performs system overrides within established policy guidelines.
- Exercises functional supervision over front counter customer service activities which includes business licensing, parking administration, bus pass sales, encroachment permits and related City business areas; ensures quality customer service to members of the public.
- Remains current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to High School Diploma or GED supplemented by two years of college-level coursework in accounting, business administration or a related field.

Experience:

Three (3) years of increasingly responsible technical accounting experience. Ability to speak Spanish is desirable

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services, activities and processes within a municipal finance department including accounts payable, accounts receivable, payroll, business licenses and related fiscal systems.
- Principles and practices of bookkeeping and general ledger maintenance.
- Mathematic functions such as addition, subtraction, multiplication and division.
- Principles and practices of government procurement.
- Principles of lead supervision and training.
- Modern office practices and procedures, including the use of standard office equipment.

City of Bell
Classification Specification
Accounting Specialist

- Basic computer applications such as Microsoft Office Suite to create various spreadsheets and word processing documents.
- Methods and techniques of basic report preparation.
- Principles and practices of financial record keeping.
- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform technical accounting duties in assigned areas of responsibility.
- Understand the City's specialized financial operations, processes and software applications.
- Direct the work of staff engaged in clerical accounting and front counter duties.
- Establish and maintain complex financial records.
- Verify, reconcile and balance complex financial transactions.
- Prepare and present accurate and reliable reports.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Perform accurate mathematical calculations.
- Generate and compile data for reporting purposes.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

ADMINISTRATIVE SPECIALIST

DEFINITION

Provides a wide variety of high level office administrative and secretarial support to a department head and related management, professional, and supervisory staff; performs technical support work related to the department to which assigned; creates, implements, and participates in administrative processes, procedures and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

May exercise functional supervision over assigned clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs high level administrative assistance and support duties for an assigned department; creates, implements, and participates in various processes, procedures and programs; provides information and assistance to the public on department operations and services.
- Manages office support functions; may direct the work activities of assigned clerical staff; prioritizes and coordinates work assignments; reviews work for accuracy.
- Attends to a variety of office administrative details such as ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, and attending meetings.
- Processes bills and invoices for payment; prepares and transmits a variety of financial expense statements and other fiscal transactions.
- Performs project research and report preparation related to the activities of the department to which assigned; compiles information and data for administrative, statistical and financial reports; checks and tabulates statistical data.
- Performs technical and administrative assistance in personnel related activities such as recruitment interview scheduling, oral board and test administration coordination, employee orientation and related personnel matters; maintains confidential personnel files and records.

- Prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.
- Coordinates calendars and makes meeting arrangements; arranges for necessary facilities and materials to be available at meetings.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Assists with special event programs; coordinates reservations and use of equipment and facilities.
- Prepares, processes and tracks purchase requisitions for services and materials.
- May provide administrative support in the preparation of department/division budget.
- Receives and responds to questions and comments from the public in a courteous and timely manner.
- May process and handle confidential and sensitive information.
- Performs special projects as assigned.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED supplemented by college-level coursework in business or public administration.

Experience:

Three (3) years of increasingly responsible experience in performing complex administrative clerical or secretarial duties. Ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.

- Operations and services provided by municipal government.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Principles and practices of complex record keeping and retention.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Learn the operations and services of the department or division to which the position is assigned.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, compile and summarize information and data.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.

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

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

ASSISTANT/ASSOCIATE PLANNER

DEFINITION

Performs a variety of professional urban planning duties; provides professional advice and assistance to the public on planning and zoning regulations; prepares and presents planning related reports and studies to the Planning Commission, City Council and other boards or committees; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Assistant Planner: This is the entry-level class in the professional planning flexibly-staffed series. Initially, under direct supervision, incumbents learn the planning, zoning, and related functions administered by the City. Positions at this level are provided on the job opportunities to perform assigned work which is generally limited in scope, and which is performed with a procedural framework. This class is flexibly staffed with Associate Planner and incumbents may advance to the higher-level classification after gaining the knowledge, skills and experience that meet the qualifications, with a demonstrated ability to perform the full range of duties, subject to management approval.

Associate Planner: This is the journey-level classification in the professional planning series. Incumbents are assigned to, and perform, the full range of planning, zoning, and related functions administered by the City with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner - Receives general supervision from higher level supervisory or management staff.

Associate Planner - Receives direction from higher level supervisory or management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of professional urban planning duties and provides professional advice and assistance to the public on planning and zoning regulations.
- Confers with, and advises, architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues.

- Reviews Architectural Review Board applications/proposals and works with developers/owners to reach agreement on zoning code conforming site plans, including a review of the building plans, parcel maps, subdivisions, and lot line adjustments; prepares a staff recommendation report for review and approval.
- Processes commercial, industrial and residential development plans for issuance of zoning clearances and/or permit applications.
- Prepares agendas, staff reports and displays for the Planning Commission, City Council, various committees and advisory boards.
- Prepares studies for General Plan review and zoning/code amendments/updates and ordinances; assists with the implementation and administration of the City's General Plan and development regulations.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; makes recommendations on special studies and future policy drafting, including moderate to complex planning reports.
- Reviews and processes applications for Temporary Use Permits, Special Use Permits and other entitlement applications for zoning clearance.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Answers questions and provides information to the public.
- Maintains comprehensive, complex and accurate planning related records and files.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Assistant and Associate Planner: Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in urban planning, or a related field.

Experience:

Assistant Planner: No directly related professional experience is required but related internship experience is desirable.

Associate Planner: Three (3) years of professional experience in planning, zoning and related community development activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Assistant Planner positions should possess the foundational knowledge, skills and abilities, but will be in a learning capacity as they become familiar with the City's specific operations.

Associate Planner positions should possess the knowledge, skills and abilities listed below.

Knowledge of:

- Operations, services and activities of a comprehensive urban planning and development program.
- Principles, practices, policies and procedures related to urban planning and development and zoning administration.
- Techniques and application of statistical analysis as applied to land use, transportation, zoning and master plan studies.
- Site planning and architectural design principles.
- Methods and techniques of conducting research.
- Methods and techniques of developing complex planning reports and displays, and presentation of same.
- Recent developments, current literature, and sources of information related to planning and zoning.
- Environmental laws and related regulations as they apply to planning and zoning.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, mapping and database management.
- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform the full range of professional urban planning duties.
- Effectively respond to issues and concerns of the public, Planning Commission, City Council, and other boards and commissions.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Enforce ordinances and regulations effectively and tactfully.
- Prepare clear and concise technical and staff reports, display maps, plans, charts and tables, and business correspondence.
- Assist in the development of planning related policies and procedures.
- Maintain continuous learning on current literature, information sources, and research techniques in the field of urban planning.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to inclement weather conditions. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Positions may require occasional overtime or weekend work.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

BUILDING INSPECTOR

DEFINITION

Performs a variety of building code enforcement duties in the inspection of commercial and residential buildings and projects; works with developers, contractors, homeowners and the general public to provide assistance with respect to the interpretation and application of building codes requirements; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of building code enforcement duties in the inspection of commercial and residential buildings and projects.
- Inspects commercial and residential buildings and structures to determine compliance with building codes; for projects which meet codes and standards, issues approval.
- Identifies and enforces a variety of building codes to ensure compliance with approved project plans and specifications.
- Reviews building or commercial project plan diagrams and specification documents; inspects building materials, as well as quality of work to ensure compliance with those approved plans and specifications; identifies work which does not meet standards for appropriate corrective action.
- Works with developers, contractors, homeowners and the general public to provide assistance with respect to the interpretation and application of building codes requirements.
- Assists applicants with the building permit process; responds to questions and issues with respect to building and safety code provisions; approves building permit applications and issues building permits.
- Performs front counter work; accepts building plan check submittals; conducts a plan check review of minor building projects; issues corrections as needed; when plan meets all building requirements, issues approval.
- Prepares a variety of reports and related building code enforcement documentation.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School diploma or GED supplemented by specialized training in the building construction trade, construction management or a related area.

Experience:

Three (3) years of building code inspection experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a building code inspection program.
- Methods, practices, and materials used in construction work.
- Codes, ordinances, and policies applicable to construction.
- Proper inspection techniques to examine workmanship and materials.
- Safety rules, regulations, and practices applied to building construction.
- Levels of authority within the City for the enforcement of building code violations.
- Principles, practices, methods, and techniques of building code inspection and enforcement.
- Common word processing, spreadsheet, and database software.
- Specialized computer software applications used within the department.
- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform building code inspection and enforcement duties.
- Impartially interpret and apply building code enforcement provisions within prescribed codes and laws, and City policy.

- Conduct pertinent enforcement activities in a safe and effective manner.
- Analyze and compile technical information on building code violations.
- Prepare comprehensive case documentation as needed for enforcement purposes.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials.
- Review and detect defects and faults in construction workmanship and materials.
- Read and interpret building construction and engineering plans, specifications, and codes.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

- Some positions require the possession of, or the ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of an ICC Building Inspector License.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; frequent driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. **Lifting** – frequent lifting up to 50 pounds. **Vision** – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. **Dexterity** – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. **Hearing/Talking** - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. **Emotional/Psychological** – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is performed in a typical indoor and outdoor environment on a year-round basis. Environmental: some exposure to loud noise; chemicals, fumes, and other environmental substances, frequent exposure to dust.

CITY OF BELL

CHIEF ADMINISTRATIVE OFFICER

DEFINITION

Plans, organizes, directs and controls the overall administration of the City's government including financial, operational and personnel related activities; provides leadership and direction to all City departments and staff; ensures operational compliance with City governance provisions, and local, state and federal laws and ordinances; provides highly complex administrative support, and serves as advisor, to the Mayor and City Council; represents the City's interests with government agencies, local business interests, and citizen/community leaders; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Mayor and City Council.

Exercises direct supervision over management, professional and administrative staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, organizes, directs and controls the overall administration of the City's government including financial, operational and personnel related activities; ensures operational compliance with City governance provisions, and local, state and federal laws and ordinances.
- Directs the development and implementation of City-wide policies and procedures and ensures that activities are conducted in accordance with laws, ordinances, rules and regulations.
- Directs the development and implementation of the City's long and short-term strategic plans in support of the City's overall goals and objectives.
- Continuously monitors and evaluates the efficiency and effectiveness of the City's service delivery methods and procedures; assesses and monitors work load, administrative and support system, and internal reporting relationships; identifies opportunities for improvement; directs implementation of changes.
- Provides highly complex technical and administrative support, and serves as advisor, to the Mayor and City Council; advises on legislation actions, local government issues, and City operational or fiscal issues; presents recommended solutions.

- Confers with the Mayor, City Council, and department heads to discuss, identify, and assess their organizational, management, administrative, budget and financial needs.
- Develops, presents, and administers a balanced City budget; submits draft and final budget documents to City Council.
- As determined by City Council, directs the City's legislative efforts; directs the review of current and proposed legislation and any impact on the City's operations; recommends an appropriate course of action; works with lobbyists to ensure the City's interests are represented before legislative bodies.
- Assumes responsibility for public relations activities for the City by responding to questions from the media and the general public; attends community events to provide the public with information on City services and operations.
- Works with other local government agencies on matters of joint concern, such as legislative changes, or significant economic changes which impact the communities they serve.
- Selects, trains, motivates and evaluates staff; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing organization to serve the needs of the City.
- Represents the City on local, regional and national boards, committees and commissions, including government and private sector organizations.
- Establishes strong relationships with the local citizens through community meetings and related forums; collaborates with citizen groups and business leaders to listen to citizens' concerns and resolve issues.
- Perform related duties as required.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Bachelor's degree with major course work in public administration, business administration or a related field from an accredited university or college.

Experience:

Ten (10) years of increasingly responsible experience as a City Manager, Assistant City Manager or in a similar local government management capacity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Municipal government operations, services and activities, including finance, personnel, community development, community services, public safety, public works and related functions.
- The City's governance structure and authorities vested in specific positions.
- Principles and practices of comprehensive strategic plan development and implementation.
- Principles and practices of policy development and implementation.
- Principles and practices of public administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of municipal government financing strategies.
- Community demographics and related socio-economic needs.
- The legislative process and its impact on City operations.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Comprehensive knowledge of all local, State, and Federal rules, regulations, and pertinent ordinances and mandates affecting municipal government.

Ability to:

- Plan direct and control the administration and operations of the City.
- Provide highly complex technical and administrative support to the Mayor and City Council.
- Identify and respond to public and City Council issues and concerns.
- Direct the preparation of a balanced City budget.
- Develop and implement City-wide policies and procedures.
- Develop comprehensive strategic plans to meet the City's needs.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Gain cooperation through discussion and persuasion.
- Work effectively with the business community, citizen leaders, and representatives from other public agencies to meet the goals and objectives of all parties.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making, concentration and public contact; occasional working alone.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Frequent evening, holiday and/or weekend work may be required.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL CITY CLERK/ADMINISTRATIVE SPECIALIST

DEFINITION

Assumes responsibility for performing the duties of the City Clerk; provides highly complex administrative and clerical support to members of the City Council, and maintains all City official records; acts as the City's elections official and filing officer; provides a wide variety of high level office administrative and secretarial support to a department head and related management, professional, and supervisory staff; performs technical support work related to the department to which assigned; creates, implements, and participates in administrative processes, procedures and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Members of the City Council and from higher level City supervisory or management staff.

May exercise functional supervision over assigned clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Assumes responsibility for the duties of the City Clerk; provides highly complex administrative and clerical support to Members of the City Council; prepares, assembles, posts and distributes City Council agendas and supporting documentation.
- Attends all Council meetings, takes minutes and follows through with all Council actions.
- Executes and certifies all City documents; maintains all official City records.
- Posts and updates City Clerk website with agendas, minutes, public notices and resolutions.
- Researches and gathers documents in response to all audits from various agencies.
- Serves as the City's elections official and filing officer; conducts all general and special municipal elections; ensures City compliance with all FPPC regulations.
- Receives public records requests and subpoenas; researches documents to respond to all requests; within established guidelines, responds to requests or submits to higher level management for action.
- Performs administrative assistance and support duties for an assigned department; creates, implements, and participates in various processes, procedures and programs; provides information and assistance to the public on department operations and services.

- Performs technical and administrative assistance in personnel related activities such as recruitment interview scheduling, oral board and test administration coordination, employee orientation and related personnel matters; maintains confidential personnel files and records.
- Manages office support functions; may direct the work activities of assigned clerical staff; prioritizes and coordinates work assignments; reviews work for accuracy.
- Attends to a variety of office administrative details, such as ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, and attending meetings.
- Processes bills and invoices for payment; prepares and transmits a variety of financial expense statements and other fiscal transactions.
- Performs project research and report preparation related to the activities of the department to which assigned; compiles information and data for administrative, statistical and financial reports; checks and tabulates statistical data.
- Prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.
- Coordinates calendars and makes meeting arrangements; arranges for necessary facilities and materials to be available at meetings.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Assists with special event programs; coordinates reservations and use of equipment and facilities.
- Prepares, processes and tracks purchase requisitions for services and materials.
- May provide administrative support in the preparation of department/division budget.
- Receives and responds to questions and comments from the public in a courteous and timely manner.
- May process and handle confidential and sensitive information.
- Performs special projects as assigned.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED supplemented by college-level coursework in business or public administration.

Experience:

Three (3) years of increasingly responsible experience in performing complex administrative clerical or secretarial duties. Previous experience as a City Clerk desirable. Ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of the Office of the City Clerk.
- Municipal government operations and services.
- Rules and regulations governing the conduct of City Council meetings including the Brown Act.
- Principles and practices of public agency record keeping.
- Rules and regulations governing the municipal election process including the elections code and all pertinent FPPC requirements.
- Pertinent City codes, resolutions, ordinances, agreements and policies.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Principles and practices of complex record keeping..
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Serve in the official capacity of the City Clerk.

- Compile the agenda and supporting documentation for City Council meetings.
- Ensure compliance with the Brown Act and any other regulations governing the conduct of official municipal meetings
- Prepare and/or maintain all official City records and documents.
- Manage and ensure compliance with rules and regulations governing the municipal election process.
- Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Learn the operations and services of the department or division to which the position is assigned.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, compile and summarize information and data.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Requires certification as a Notary Public. Certification as a Municipal Clerk is desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

CITY TREASURER/ACCOUNTING SPECIALIST

DEFINITION

Serves in the capacity of City Treasurer with responsibility for conducting a variety of banking transactions and monitoring the City's cash flow; performs the full range of technical accounting support duties related to payroll, purchasing, general bookkeeping, and other financial system functions; maintains a variety of complex financial records and systems; and performs directly related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

May exercise functional supervision over assigned clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Serves as the City's Treasurer with responsibility for conducting a variety of transactions; reconciles and directly deposits City revenues; undertakes wire transfers; monitors bank activities.
- Monitors the City's daily cash flow from a variety of accounts; reviews remittances from government agencies.
- Reconciles monthly bank statements and prepares reports as required.
- Monitors credit card transactions, ensuring the maintenance and proper operation of credit card equipment.
- Performs the full range of technical accounting support duties related to payroll, purchasing, general bookkeeping, and other financial system functions.
- Organizes and codifies revenue receipts; enters data into financial system; prepares audit system printout and posts to general ledger for assigned fiscal areas.
- Performs difficult account recordkeeping work in maintenance of the general ledger.
- Receives and processes purchase requisitions from various departments; submits for approval; orders materials.
- Monitors, participates in, and/or performs payroll, and other financial system functions in accordance with departmental policies and procedures; coordinates scheduling and ensures cross-training of staff in financial duties.

- Confers with City and department representatives to provide needed information and demonstrations concerning payroll, purchasing, and other financial system policies and procedures.
- Gathers and organizes data and information on operational issues with respect to accounts payable, accounts receivable, parking administration and cash receipting.
- Exercises functional supervision over payroll activities including the bi-weekly completion of payroll; prepares quarterly tax reports; provides confidential and sensitive information as requested; maintains complex payroll records.
- Monitors or conducts accounts payable audits, including ensuring accuracy of information and a review of funding availability; performs system overrides within established guidelines.
- Exercises functional supervision over front counter customer service activities which includes business licensing, parking administration, bus pass sales, encroachment permits and related City business areas; ensures quality customer service to members of the public.
- Remains current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to High School Diploma or GED supplemented by two years of college-level coursework in accounting, business administration or a related field.

Experience:

Three (3) years of increasingly responsible technical accounting experience. Previous experience in a City Treasurer capacity desirable. Ability to speak Spanish is desirable

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of the Office of the City Treasurer including the review of all financial transactions.

- Rules and regulations governing financial transactions in municipal operations.
- Operations, services and processes within a municipal finance department including accounts payable, accounts receivable, payroll, business licenses and related fiscal systems.
- Methods and techniques of monitoring daily banking and cash flow transactions.
- Principles and practices of bookkeeping and general ledger maintenance.
- Mathematic functions such as addition, subtraction, multiplication and division.
- Principles and practices of government procurement.
- Principles of lead supervision and training.
- Modern office practices and procedures, including the use of standard office equipment.
- Basic computer applications such as Microsoft Office Suite to create various spreadsheets and word processing documents.
- Methods and techniques of basic report preparation.
- Principles and practices of financial record keeping.
- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform the mandated tasks associated with the Office of the City Treasurer.
- Ensure the proper monitoring and reporting of the City's financial transactions and cash flow.
- Ensure City compliance with mandated regulations with respect to the operations of Office of the City Treasurer.
- Perform technical accounting duties in assigned areas of responsibility
- Understand the City's specialized financial operations, processes and software applications.
- Direct the work of staff engaged in clerical accounting and front counter duties.
- Establish and maintain complex financial records.
- Verify, reconcile and balance complex financial transactions.

- Prepare and present accurate and reliable reports.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, compile and summarize information and data.
- Perform accurate mathematical calculations.
- Generate and compile data for reporting purposes.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and

*City of Bell
Classification Specification
City Treasurer/Accounting Specialist*

extensive contact with the public. Extension of the workday may be required due to meetings and workload.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

CODE COMPLIANCE OFFICER

DEFINITION

Performs a variety of duties in the prevention, detection, investigation, and enforcement of violations of statutes or ordinances regulating health and safety, building and land use, with the goal of enhancing the community and the health and welfare of its citizens; provides information to businesses and the general public in code enforcement operations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of duties in the prevention, detection, investigation, and enforcement of violations of statutes or ordinances regulating health and safety, building and land use regulations, with the goal of enhancing the community and the health and welfare of its citizens.
- Patrols City streets for violations, response to calls, and to investigate complaints from members of the public.
- Patrols City streets to remove illegally placed signs on public places/City property.
- Provides information and assistance to the public and commercial interests with respect to code enforcement issues.
- Photographs and documents visual representations of code violations and prepares other required materials.
- Enforces all aspects of City's codes and ordinances including identification of the nature of the code violation, and the issuance of official notifications to concerned parties.
- Performs research, updates records, and processes case documentation to respond to internal and external requests.
- Completes case documentation and incident reports and compiles supporting documentation in order to explain facts and circumstances of violations.
- Prepares a variety of reports and memoranda on code enforcement program activities.

- Works with other City departments on code enforcement issues to ensure all relevant departments are informed on issues.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED.

Experience:

Two (2) years of experience working in a municipal code enforcement program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a municipal code enforcement program.
- Levels of authority within the City for the enforcement of code violations.
- Principles, practices, methods, and techniques of code enforcement.
- Investigative principles and practices.
- Provisions of the California Penal Code as it relates to code enforcement practices.
- Safe and efficient work practices as they relate to code enforcement.
- Common word processing, spreadsheet, and database software.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and County and City laws, codes, ordinances and regulations related to code enforcement.

Ability to:

- Impartially interpret and apply code enforcement provisions within prescribed codes and laws, and City policy.
- Conduct pertinent enforcement activities in a safe and effective manner.

- Analyze and compile technical information on nuisance investigations and violations.
- Prepare comprehensive case documentation as needed for enforcement purposes.
- Prepare a variety of code enforcement notices and letters for code violations.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Requires possession of a Penal Code (P.C.) 832 Certification.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – standing, sitting or walking for extended periods; driving for extended periods of time; occasional pushing/pulling; occasional bending, kneeling, and squatting. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; occasional eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS

Work is performed in an indoor office and outdoor environment, and requires travel within the City limits. Work environments may occasionally be noisy. Occasional evening, holiday and/or weekend work may be required.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

COMMUNITY SERVICES OFFICER

DEFINITION

Performs a variety of non-sworn field and administrative specialized duties in support of the City's Police Department operations; performs non-hazardous duties which might otherwise be undertaken by sworn officers; areas of responsibility may include, but are not limited to, P.O.S.T. training administration, E-SCARS report generation and tracking, property and evidence tasks, Neighborhood Watch liaison, and traffic control and accident reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of non-sworn field and administrative specialized duties in support of the City's Police Department operations; performs non-hazardous duties which might otherwise be undertaken by sworn officers; areas of responsibility may include, but are not limited to, P.O.S.T. training administration, E-SCARS report generation and tracking, property and evidence tasks, Neighborhood Watch liaison, and traffic control and accident reports.
- Ensures department sworn employees are current in training according to the Commission on Peace Officers Standards and Training (P.O.S.T.), Department of Justice and Bell Police Department training requirements.
- Monitors training records through the Training Management System (TMS) to ensure employees possess and maintain the required training and the employee's records are current.
- Assigns Suspected Child Abuse Reports (S.C.A.R.) submitted through the E-S.C.A.R.S. system; follows through on whether the case continues to be under investigation and updates the system accordingly.
- Reviews and monitors the expenses for the department; reviews invoices to ensure receipt of materials or services; ensures proper signatures on purchase order and invoice; submits for payment processing.

- Assists sworn officers in the collection and preservation of evidence from crime scenes, ensuring the proper handling and preservation of same.
- Provides administrative support to the property and evidence program; following departmental procedures, tags and stores found property and evidence; distributes notification letters for found property; takes evidentiary items to the crime laboratory.
- Serves as the Neighborhood Watch liaison between the department and neighborhoods; prepares flyers and other meeting materials; schedules sworn officer attendance at meetings.
- May direct traffic at accident sites or for special events.
- Responds to and documents a variety of incidents which do not require the presence of a sworn officer, such as traffic incidents.
- Prepares requisitions for department orders; verifies invoices and budget limits to ensure proper funding is in place.
- Monitors the Statement of Revenues and Expenditures and Warrant Run to ensure the costs are charged to the correct accounts.
- Audits employee's timesheets to ensure proper completion and compliance with policies and procedures; submits data to appropriate management staff.
- Prepares a variety of logs and reports on activities.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED supplemented by specialized training in criminal justice or a related field.

Experience:

Three (3) years of experience providing specialized administrative and field support within a police department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a municipal police department.

- P.O.S.T. mandated training requirements.
- Modern office administrative practices and procedures.
- Use of specialized equipment within assigned area of the Police Department.
- Rules and regulations governing the collection, tagging and retention of evidence.
- Methods and techniques of responding to traffic incidents.
- The City's procurement policies and procedures.
- Standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business mathematical computations including addition, subtraction, multiplication and division.
- Principles of record keeping and retention.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform non-hazardous field and administrative duties in support of the department's operations which might otherwise require the presence of a sworn officer.
- Perform responsible technical administrative support work with accuracy and speed.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Receive, process, tag and store evidence collected from crime scenes.
- Assist in the collection of evidence from crime scenes.
- Direct traffic at accidents and special events.
- Research, compile and summarize information and data.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.

- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent sitting for extended periods; Occasional walking and standing; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, and squatting. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment with travel to other locations. Work environments may occasionally be noisy. Occasional evening, holiday and/or weekend work may be required.

**DRAFT CLASSIFICATION SPECIFICATION
CITY OF BELL**

DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Plans, directs, manages, coordinates and supervise programs, functions and activities for the Community Development Department encompassing Building and Safety, Code Enforcement, Engineering, Planning, Economic Development and the Community Redevelopment Agency; conducts strategic planning for the department; develops and implements departmental policies and procedures; develops and manages the department's annual budget; provides highly complex technical and administrative support, and serves as an advisor to the Chief Administrative Officer and City Council; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Chief Administrative Officer.

Exercises direct supervision over assigned management, supervisory, professional, technical, and administrative support staff and external contracted services.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, directs and coordinates the operations and activities of the Community Development Department including Building and Safety, Code Enforcement, Engineering, Planning, Economic Development, and the Community Redevelopment Agency.
- Develops policies and procedures and ensures that activities are conducted in accordance with laws, ordinances, rules and regulations.
- Develops, plans, and implements Department goals and objectives; recommends and administers policies and procedures.
- Develops and implements long and short-term strategic plans in support of Department and City-wide goals and objectives.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support system, and internal reporting relationships; identifies opportunities for improvement; directs implementation of changes.

- Manages the development and administration of the Department's budget; forecasts the needs for additional funding for staff, equipment, materials and supplies; directs the monitoring of, and approves, expenditures.
- Provides highly complex technical and administrative support, and serves as advisor to City Council and the Chief Administrative Officer on planning, zoning and code enforcement matters.
- Coordinates the Department's activities with those of other departments and outside agencies and organizations.
- Plans, directs and coordinates the Department's work program; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Selects, trains, motivates and evaluates staff; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing department to serve the needs of the City.
- Administers professional services contracts pertaining to planning, building safety, and engineering; ensures service providers' adherence to contract provisions and the work plan specifications determined by the City.
- Represents the City and the Department in various boards, committees, and with community business and citizen leaders.
- Confers with builders, engineers, contractors, architects, attorneys and the public regarding planning and code enforcement procedures, interpretation and application of policies and ordinances and conditions imposed on approved applications.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to Bachelor's Degree in urban planning, public administration or a related field from an accredited university or college.

Experience:

Seven (7) years of progressively responsible administrative and supervisory management experience in community development, planning or redevelopment. Experience in managing a public agency with integrated community development functions is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a comprehensive community development program that includes urban planning, historic preservation, growth patterns, economic development, re-development, and low income housing.
- Principles and practices of strategic plan development and implementation.
- Principles and practices of public administration.
- Principles and practices of civil engineering as it relates to the planning and building safety functions.
- Practices related to business development and redevelopment, financing programs, real estate, and administration.
- Research methods and sources of information related to urban growth and redevelopment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Comprehensive knowledge of all local, State, and Federal rules, regulations, and pertinent ordinances and mandates affecting planning, land use, housing, and municipal government.

Ability to:

- Plan direct and control the administration and operations of the Community Development Department.
- Analyze economic studies, financial statements, marketing studies, plans, specifications, and bid documents.
- Formulate substantive recommendations for community development and financing.
- Skillfully represent the agency in all types of contract negotiations.
- Administer a variety of ongoing activities which involve complex redevelopment, finance, and urban growth matters.
- Represent the City's interests before other agencies.
- Identify and respond to public and City Council issues and concerns.

- Prepare and administer the department budget.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Interpret and apply provisions of codes, regulations, statutes and ordinances relevant to city planning, building and safety, engineering and code enforcement activities.
- Gain cooperation through discussion and persuasion.
- Direct and manage the work of contracted professional service providers.
- Work effectively with the business community including contractors, developers, engineers, as well as representatives from other public agencies to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Communicate clearly, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Possession of a Certification from the American Institute of Certified Planners (AICP) is highly desirable.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration, public contact and occasional working alone.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Occasional evening, holiday and/or weekend work may be required.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

DIRECTOR OF COMMUNITY SERVICES

DEFINITION

Plans, directs, manages, coordinates and supervises programs, functions and activities for the Community Services Department, encompassing Parks and Recreation, Transit Operations, Mobile Home Park and Residential Property Administration and Maintenance, CDBG Administration, Housing Programs Operations and Public Works Maintenance; conducts strategic planning for the department; develops and implements departmental policies and procedures; develops and manages the department's annual budget; provides highly complex technical and administrative support, and serves as an advisor to the Chief Administrative Officer and City Council; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Chief Administrative Officer.

Exercises direct supervision over assigned management, supervisory, professional, technical, and administrative support staff and external contracted services.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, directs, manages, coordinates and supervises programs, functions and activities for the Community Services Department, encompassing Parks and Recreation, Transit Operations, Mobile Home Park and Residential Property Administration and Maintenance, CDBG Administration, Housing Programs Operations and Public Works Maintenance.
- Develops policies and procedures and ensures that activities are conducted in accordance with laws, ordinances, rules and regulations.
- Develops, plans, and implements Department goals and objectives; recommends and administers policies and procedures.
- Develops and implements long and short-term strategic plans in support of department and City-wide goals and objectives.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support system, and internal reporting relationships; identifies opportunities for improvement; directs implementation of changes.

- Manages the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.
- Serves as advisor to City Council and Chief Administrative Officer on Community Services related program areas; prepares and submits reports and recommendations on Department functions.
- Coordinates the department's activities with those of other departments and outside agencies and organizations.
- Plans, directs and coordinates the department's work program; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Administers professional service contracts pertaining to department operations; ensures service providers' adherence to contract provisions and the work plan specifications determined by the City.
- Selects, trains, motivates and evaluates staff; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing department to serve the needs of the City.
- Represents the City, and the department in various boards, committees and with community business and citizen leaders.
- Responds to, negotiates and resolves significant and controversial neighborhood and community issues and difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a Bachelor's Degree in Public Administration or a related field required; Masters Degree preferred.

Experience:

A minimum of seven (7) years of progressively responsible administrative and supervisory management experience in Parks and Recreation programs, Public Works maintenance operations, housing programs or comparable experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a comprehensive community services program that includes parks, recreation, transportation, housing and public works maintenance.
- Principles and practices of strategic plan development and implementation.
- Principles and practices of public administration.
- Principles, practices and methods for successful administration of the development and maintenance of parks and open space, facility operation and maintenance, recreation and programming.
- Methods and techniques of developing programs that meet the recreational, cultural, human, and social needs of all age, ethnic and economic groups.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Plan, direct and control the administration and operations of the Community Services Department.
- Identify and respond to public and City Council issues and concerns.
- Prepare and administer the department budget.
- Develop and implement department policies and procedures.
- Understand and implement the community, social and leisure services needs of the community and recommend additional areas, facilities and programs to meet those needs.
- Maintain liaison with various private and public agencies and deal successfully with the public and other interested groups.

- Interpret and apply City and department policies, procedures, rules and regulations.
- Gain cooperation through discussion and persuasion.
- Represent the City's interests before other agencies.
- Interpret and apply Federal, State, local and department policies, procedures, laws and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration, public contact and occasional working alone.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Occasional evening, holiday and/or weekend work may be required.

**DRAFT CLASSIFICATION SPECIFICATION
CITY OF BELL**

DIRECTOR OF FINANCE

DEFINITION

Plans, directs, manages, coordinates and supervise programs, functions and activities for the Finance Department encompassing finance, accounting, budget, treasury, investments, business licensing, purchasing, payroll, and internal audit; conducts strategic planning for the department; develops and implements departmental policies and procedures; develops and manages the City's annual budget; provides highly complex technical and administrative support, and serves as an advisor to the Chief Administrative Officer and City Council; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Chief Administrative Officer.

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, directs and coordinates the operations and activities of the Finance Department encompassing finance, accounting, budget, treasury, investments, business licensing, purchasing, payroll, and internal audit.
- Develops and implements financial policies and procedures and ensures that activities are conducted in accordance with laws, ordinances, rules and regulations.
- Develops, plans, and implements department goals and objectives; recommends and administers policies and procedures.
- Develops and implements long and short-term strategic plans in support of department goals and objectives.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support system, and internal reporting relationships; identifies opportunities for improvement; directs implementation of changes.
- Directs the preparation of the City's annual budget; coordinates budget related activities with department heads; ensures budget is prepared in a timely and expeditious manner.
- Coordinates activities with internal auditors who are tasked with oversight of the City's financial records and operations for compliance with mandated standards; ensures

access to required materials; reviews audit reports and prepares appropriate responses to audit findings.

- Confers with banking and financial institutions with respect to the City's fiscal operations including loans, investments, debt re-structuring and related matters.
- Provides highly complex technical and administrative support, and serves as advisor to City Council and the Chief Administrative Officer on financial related matters.
- Coordinates the department's activities with those of other departments and outside agencies and organizations.
- Plans, directs and coordinates the department's work program; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Selects, trains, motivates and evaluates staff; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing department to serve the needs of the City.
- Represents the City and the department in various boards, committees, and with community business and citizen leaders.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to Bachelor's Degree in finance or a related field from an accredited university or college.

Experience:

Seven (7) years of progressively responsible administrative and management experience in finance and accounting.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a comprehensive financial services department including finance, accounting, budget, treasury, investments, business licensing, purchasing, payroll, and internal audit.
- Principles and practices of strategic plan development and implementation.

- Principles and practices of budget preparation and administration.
- Principles and practices of public administration.
- Standards, principles and practices of government finance, loans, and accounting.
- Principles and practices of investment management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Comprehensive knowledge of all local, State, and Federal rules, regulations, and pertinent ordinances and mandates affecting the financial operations of a municipality.

Ability to:

- Plan direct and control the administration and operations of the Finance Department.
- Formulate substantive recommendations on the City's finance, debt management and investment programs.
- Skillfully represent the agency in all types of contract negotiations.
- Identify and respond to public and City Council issues and concerns.
- Direct the preparation and development of the City's annual budget.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Interpret and apply provisions of codes, regulations, statutes and ordinances relevant to municipal fiscal management.
- Gain cooperation through discussion and persuasion.
- Work effectively with the business community including financial institutions, as well as representatives from other public agencies to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Communicate clearly, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration, public contact and occasional working alone.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

FACILITIES MAINTENANCE WORKER

DEFINITION

Performs a variety of semi-skilled maintenance duties in support of the City's facilities; repairs and maintains buildings, playground equipment and related structures; provides exterior and minor interior maintenance on the homes of qualified homeowners; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of semi-skilled maintenance duties in support of the City's facilities.
- Performs restroom maintenance by clearing obstructions in toilets, sinks, and drinking fountains; repairs leaks and installs new equipment.
- Performs preparation work on home painting projects; pressure washes and removes damaged stucco from building exteriors; patches and sands damaged areas; applies prime to damaged areas; caulks windows.
- Applies paint to all exterior areas including stucco, trim and fascia.
- Inspects and repairs playground equipment.
- Collects trash daily and places the debris in garbage dumpsters.
- Installs interior and exterior light fixtures, and building appurtenances such as address/unit numbers, mailboxes, window screens, smoke detectors, carbon monoxide alarms, bathroom and kitchen faucets, bathroom shower heads and related items.
- Assists in setting up facilities for meetings and other events including City Council meetings.
- Ensures compliance with the City's safe working policies and conditions.
- Cleans work areas to maintain a safe working environment on a daily basis.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED.

Experience:

Two (2) years of experience performing facilities maintenance duties in trades areas such as carpentry and painting.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a facilities maintenance program.
- Operational characteristics of equipment used in facilities maintenance.
- City codes with respect to the repair and installation of equipment and appurtenances in City properties.
- The proper handling of materials and equipment used in facilities maintenance.
- Basic maintenance methods and techniques in the areas of plumbing, carpentry, painting and minor electrical work.
- Building materials used in facilities maintenance.
- The City's safety policies and procedures.
- Methods and techniques of providing quality customer service to City staff and members of the public

Ability to:

- Perform semi-skilled maintenance duties in assigned facilities area including painting, carpentry, plumbing and minor electrical work
- Determine the amount of materials needed for repair work.
- Use a variety of hand and power tools in a safe and effective manner.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Communicate clearly and effectively, both verbally and in writing.

- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain availability on a 24/7 basis as determined by supervisor or manager.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing for extended periods, occasional sitting; frequent walking, works on scaffolding; frequent driving may be required, depending upon assignment; frequent pushing/pulling; frequent bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from performing maintenance work; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an outdoor environment requiring travel to multiple locations to complete work. Work environments may be noisy. Within the outdoor environment, employees are exposed to inclement weather conditions, fluctuating temperatures, moving vehicles and equipment, and some exposure to fumes and chemicals. Employees may interact with upset or angry members of the public in interpreting and enforcing departmental policies and procedures. Positions may require occasional overtime or weekend work.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

HOUSING PROGRAM TECHNICIAN

DEFINITION

Performs a variety of technical duties in support of the City's housing programs which include a mobile home park and residential apartment units; collects and accounts for rent monies received from tenants; ensures all units are properly maintained; researches and resolves tenant issues; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of technical duties in support of the City's housing programs which include a mobile home park and residential apartment units.
- Assumes responsibility for collecting and accounting for monies received for rents and leases; prepares receipts; performs journal data entry; reconciles and balances monies received and prepares deposit slips for action by staff within the Finance Department.
- Reviews prepared monthly billing statements for accuracy, and distributes same to all tenants.
- Receives applications from potential tenants; screens applicants' financial and credit reports to determine general eligibility for the City's housing programs; once all documents are complete, submits screened applications for approval.
- Ensures proper maintenance, upkeep and repair of City owned properties and common areas; reviews situation and assesses level of repair needed; determines most appropriate service provider; monitors on site repairs and ensures all are performed consistent with City standards of workmanship and quality; reviews service provider bills for accuracy and rectifies any differences.
- Conducts regular meetings with tenants and residents to respond to any questions and concerns they may have including neighbor disputes, parking issues and related matters; researches and either resolves issue within established guidelines, or refers to higher level staff for their action.

- Reviews monthly reports on unit vacancy and tenant currency in rent payments; determines purpose of rent delinquency and works with tenants, where possible, to put a payment plan into place.
- Coordinates rent payment delinquency actions with other City departments including Legal and Code Enforcement; prepares documentation for legal notices.
- Ensures agency is compliant with Mobile Home Residency Law.
- Provides assistance to the residential managers for the management of housing units.
- Maintains 24/7 availability to respond to tenant calls, or for maintenance purposes.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED, supplemented by specialized training in housing program administration or property management.

Experience:

Three (3) years of experience performing technical related duties in a housing or property management program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a housing program that includes City owned properties such as mobile home parks and apartment units.
- Methods, techniques and standards for screening and assessing applications for housing program eligibility.
- The City's housing program policies, practices and procedures.
- Principles and practices of property management and administration.
- Proper processes and procedures with respect to legal filings for delinquent rents.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.

City of Bell
Classification Specification
Housing Program Technician

- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business arithmetic.
- Principles of record keeping and cash handling.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform housing program technical support duties including, but not limited to, rent collection, maintenance and repair assessment and residential property management tasks.
- Collect, reconcile and balance rent payments.
- Ensure proper process actions in dealing with legal tenant issues or other matters which may involve the use of litigation.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, compile and summarize information and data.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond quickly to emergency situations.
- Maintain availability for 24/7 operations.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility –standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; occasional grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but frequently requires travel to other locations. Work environments may occasionally be noisy. Due to 24/7 operations, evening, holiday and/or weekend work may be required.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

JAIL SUPERVISOR

DEFINITION

Performs a variety of duties in supervising the operations, services and staff within the City's jail facility; ensures the safety of subordinate staff and inmates; coordinates training for jail staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over custody officers.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of duties in supervising the operations, services and staff within the City's jail facility.
- Plans, directs, and supervises the work of custody officers and other staff engaged in jail operations; assigns work; makes hiring decisions; supervises, trains, disciplines and evaluates the work of assigned staff.
- Participates in safety audits of department facilities and operations to reduce occupational safety risk factors; ensures compliance with mandated safety directives, and federal, state, and local regulations.
- Identifies, diagnoses, and provides recommendations for the elimination or mitigation of safety problems within the City jail.
- Coordinates jail staff training and ensures the jail is in compliance with Board of Corrections training mandates.
- Ensures the safety of arrestees and supervises the safety of subordinates.
- Searches arrestees during intake and screening; performs custody control by restraining the prisoner and escorting the inmate to and from the cells.
- Inspects housing cells on a periodic basis to determine the physical condition and security of each arrestee and cells.
- Operates teletype equipment in transmitting information on booking from outlying divisions to the headquarters.
- Answers citizen's routine questions relating to police procedures and activities.

- Performs interrogation and administrative work involved with booking arrestee.
- Supervises civilian personnel to ensure the jail is maintained in a clean and orderly manner.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED supplemented by specialized training in criminal justice or a related field.

Experience:

Three (3) years of experience within a jail operations system, including one year in a supervisory capacity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a municipal police department.
- Principles and practices of supervision, training, discipline and performance evaluation.
- Police procedures, activities, and security provisions related to care and custody of arrestees.
- Applicable rules and regulations related to jail guidelines.
- Safety precautions and practices necessary when working with prisoners.
- Effective physical restraint techniques.
- Materials, tools, and methods used in booking and maintaining a prisoner.
- Methods and techniques of business correspondence and report writing.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Principles and practices of complex record keeping and retention.

- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Supervise the daily operations of a jail facility ensuring the safety of staff and inmates.
- Supervise, schedule, train, discipline and evaluate subordinate staff.
- Demonstrate safe work procedures and jail equipment operation.
- Search, process and escort prisoners including proficiency with the materials and equipment used in the booking process.
- Deal with complex, fast paced, and volatile jail-related situations.
- Exercise self-control and good judgment in emergency situations.
- Analyze situations and adapt quickly and effectively.
- Write reports and correspondence and record and transfer data.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing for extended periods occasional sitting; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, and squatting. Lifting – occasional lifting up to 50 pounds, physically restrain prisoners and in an emergency run and push, pull, drag and move prisoners and/or others weighing up to 150 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor jail office environment, but occasionally requires travel to other locations. Work environments may be noisy. Occasional evening, holiday and/or weekend work may be required. Incumbents may also be exposed to prisoner-related health hazards to include blood and other bodily fluids/products, communicable diseases and human borne parasites.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

MAINTENANCE AND CONTRACTS COORDINATOR

DEFINITION

Performs a variety of technical coordinative duties in the oversight of contracted maintenance services with respect to the City's public works related programs including streets, sewer and storm drains, parks, landscaping, tree trimming, street repair, signage and cleaning, and sidewalk repair; ensures contractor compliance with the terms, conditions, standards and specifications determined by the City; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

Exercises direction over the work of contracted maintenance and repair staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of technical coordinative duties in the oversight of contracted maintenance services with respect to the City's public works related programs including streets, sewer and storm drains, parks, landscaping, tree trimming, street repair, signage and cleaning, and sidewalk repair.
- Coordinates maintenance and repair contract development with other City departments as required.
- Coordinates the selection of service providers in accordance with City procurement policies, procedures, rules and regulations.
- Conducts regular inspections of work performed under contracts to ensure proper quality control.
- Coordinates construction or maintenance related project operations and activities with internal City staff and external agencies as needed.
- Assists in the preparation of the budget for contracted services; monitors contract activities and costs on a continuous basis; identifies and resolves budget overruns and variances.

- Monitors the performance of contracted staff on a continuous basis; works with contract service provider to resolve any service deficiencies in a manner consistent with City standards of performance.
- Purchases needed materials and supplies for projects.
- Maintains a variety of logs and other documents which describe work performed on various public works program areas.
- Compiles data and prepares reports with respect to contracted services operations and activities.
- Receives, documents, and responds to residents' complaints regarding public works issues; investigates and coordinates any needed repairs.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED supplemented by specialized training in building trades or construction management.

Experience:

Four (4) years of experience in coordinating the operations, repairs, and maintenance of public works projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a comprehensive public works program including streets, sewer and storm drains, parks, landscaping, tree trimming, street repair, signage and cleaning, and sidewalk repair.
- Principles and practices of contract management and service oversight.
- Methods, techniques and materials used in public works construction and maintenance.
- Codes, ordinances, and policies applicable to construction.
- Proper inspection techniques to examine workmanship and materials.

- Operational characteristics of equipment used in public works construction and maintenance.
- Safety rules, regulations, and practices applied to public works construction and maintenance.
- Levels of authority within the City for the enforcement of contract provisions.
- Principles and practices of budget development and monitoring.
- Principles and practices of research, data compilation and technical report preparation.
- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Directly oversee the work of contracted services for public works construction and maintenance programs.
- Impartially interpret and apply contracted maintenance services provisions within prescribed codes and laws, and City policy.
- Establish project schedules and needed services.
- Conduct pertinent project maintenance oversight activities in a safe and effective manner.
- Analyze and compile technical information on maintenance program operations.
- Review and detect defects and faults in construction and maintenance workmanship and materials.
- Review and detect deviations from City standards, plans, specifications, and codes.
- Prepare and monitor budgets for assigned area.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; Ability to walk on uneven or slippery surfaces; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is performed in a typical indoor and outdoor environment on a year-round basis and requires travel to multiple locations to complete work. Work environments may be noisy. Within the outdoor environment, employees are exposed to inclement weather conditions, fluctuating temperatures, moving vehicles and equipment, and some exposure to fumes and chemicals. Employees may interact with upset or angry members of the public in interpreting and enforcing departmental policies and procedures. Positions may require occasional overtime or weekend work.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

MANAGEMENT ANALYST

DEFINITION

Provides varied, complex and confidential management and operational analysis in support of a department or division; conducts a variety of organizational, operational and administrative studies; performs community outreach and community relations duties on behalf of assigned department or division; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level within the Management Analyst series, responsible for performing the full range of duties within a framework of established procedures, and with only occasional instructions or assistance. This classification is distinguished from the Senior Management Analyst in that the latter classification is assigned significant responsibilities above the journey level; incumbents possess specialized knowledge, skills and abilities, and perform the most complex work assigned to the series; because assignments for positions at the Senior level typically involve issues which have City-wide or community-wide impact, these positions are assigned to the office of the Chief Administrative Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

May exercise functional supervision over technical and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Provides varied, complex and confidential management and operational analysis in support of a department or division; oversees and ensures that the administrative functions of the department or division to which the position is assigned are effectively carried out.
- Conducts special research projects, including gathering, compiling and analyzing information for fiscal, administrative or operational matters; provides alternatives and makes recommendations on courses of action.
- Performs media and community relations and outreach activities, ensuring a forum for community leaders and citizens to express their ideas and concerns with respect to City activities, and to foster trust between the local community and the City; prepares and delivers presentations on City activities to inform the community and receive feedback.

- Researches and compiles data and information in the development of policies and procedures for assigned department or division.
- Prepares complex reports, manuals and other documents for special projects, programs and research; gives presentations on findings.
- Compiles information and maintains complex databases for tracking information for reporting purposes.
- Prepares and administers contracts for projects and programs including determining sources and vendors, coordinating activities and tracking expenditures.
- Prepares grant proposals and monitors grant activities ensuring compliance with funding agency stipulations and reporting requirements.
- Coordinates project and administrative responsibilities with other departments and divisions.
- Assist in preparing budgets by coordinating and compiling data, researching past expenditures, projecting expenditures for the following year and making budget recommendations; monitors and tracks budget expenditures.
- Represents the City, the department and/or the division in meetings and maintains liaison with a variety of public agencies and business leaders.
- Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a Bachelor's Degree in business or public administration, public policy or a related field from an accredited college or university.

Experience:

Three (3) years of experience in providing professional-level administrative or operational support in a staff capacity. The ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of municipal government.
- Operations, services and activities of department to which the position is assigned.

- Codes, policies, regulations and procedures related to department operations.
- Methods and techniques of conducting research and statistical analysis.
- Principles and practices of report development.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Methods and techniques of conducting community outreach, including the use of the media to communicate the City's goals and objectives.
- Techniques for effectively representing the City, including making effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Business correspondence development.
- Principles and practices of budget development and monitoring.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform professional level administrative tasks in area of assignment.
- Compile and analyze complex research, budgetary and operational data.
- Prepare and administer contracts.
- Prepare, administer and monitor budgets.
- Conduct media relations activities.
- Perform community relations and community outreach duties.
- Prepare complex narrative and statistical reports, correspondence, policies and procedures and other written materials.
- Interpret and apply theories, principles, rules and practices in the area of assignment.
- Prepare complex administrative and technical reports.
- Coordinate activities with other City departments and divisions, and external agencies.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Make effective presentations to individuals and groups.

- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

OFFICE ASSISTANT

DEFINITION

Performs a variety of routine clerical and administrative tasks in support of assigned department or division; areas of responsibility include word processing, reception, typing, photocopying and filing; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of routine clerical and administrative tasks in support of assigned department or division.
- Serves as a receptionist by receiving, screening and routing telephone calls; takes and delivers messages; greets and directs visitors to appropriate person.
- Receives and responds to questions and comments from the public in a courteous and timely manner; provides information on department or division services.
- Receives, opens, sorts and distributes incoming mail; delivers to correct recipient; processes outgoing mail.
- Utilizes a variety of office equipment in the performance of duties including computers, typewriters, photocopiers and fax machines.
- Types a variety of documents, reports and forms from rough draft, tape, or verbal instruction; proofreads for accuracy, completeness and proper format.
- Enters and retrieves data from computer; generates records and reports.
- Files documents, reports and forms within a prescribed system.
- Performs routine clerical duties such as photocopying and faxing.
- Compiles materials and documents for reports,
- Schedules facilities for meetings and ensures necessary materials are available at meetings.
- May process and handle confidential and sensitive information.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED.

Experience:

Two (2) years of previous clerical experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices and methods.
- Operational characteristics of a variety of office equipment including switchboards, computers and related devices.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Principles and practices of filing and record retention.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Perform a wide variety of clerical duties including word processing, reception, typing, photocopying and filing.
- Greet visitors and callers and direct as necessary.
- Learn the operations and services of the department or division to which the position is assigned.
- Compile information and data.
- Type and process a variety of documents from rough draft, tape or verbal instruction.
- Enter and retrieve data from a computer with sufficient speed and accuracy.

- Operate modern office equipment including computers and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

PARKING ENFORCEMENT OFFICER

DEFINITION

Performs a variety of duties in support of the City's parking enforcement program; patrols an assigned area for the purposes of enforcing motor vehicle parking regulations; completes administrative duties related to parking enforcement; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of duties in support of the City's parking enforcement program.
- Patrols the streets in an assigned area to cite illegally parked vehicles and to enforce motor vehicle parking regulations; places identifying marks on parked vehicles or records identifying information into a hand-held computer.
- Arranges for removal of unlawfully parked vehicles as authorized by various state and local codes.
- Assists with traffic control at events, accidents other situations; directs vehicular and pedestrian traffic by using appropriate hand signals and whistles.
- Operates and monitors a radio transmitter to keep in contact with supervisors and to inform dispatch of any circumstances requiring police or emergency assistance.
- Makes notes of actions taken and prepares detailed reports describing unusual problems encountered or observed.
- Explains parking and traffic regulations; provides information in response to questions, and gives directions.
- Lifts and attaches vehicle immobilization unit in order to immobilize vehicles.
- Performs administrative duties related to parking enforcement including logs and reports.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED.

Experience:

Two (2) years of parking enforcement or a related program with extensive public contact and interaction.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a parking enforcement program.
- Contents of the City of Bell Employee Safety Handbook.
- Operational characteristics of materials and equipment used in parking enforcement.
- Provisions of the California Vehicle Code as it relates to parking enforcement.
- City policies and procedures with respect to parking enforcement.
- Processes for impounding and storing vehicles.
- Levels of authority within the City for the enforcement of parking violations.
- Safe and efficient work practices as they relate to parking enforcement.
- Common word processing, spreadsheet, and database software.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and County and City laws, codes, ordinances and regulations related to parking enforcement.

Ability to:

- Impartially interpret and apply parking enforcement provisions within prescribed codes and laws, and City policy.
- Conduct pertinent enforcement activities in a safe and effective manner.

- Prepare logs and records.
- Operate equipment and machines used in parking enforcement.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; frequent driving is required; frequent pushing/pulling; frequent bending, kneeling, and squatting. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone. May involve interacting with the public under hostile conditions.

WORKING CONDITIONS

Employees work outdoors; travel from site to site; are exposed to noise, dust, grease, smoke, fumes, gasses, traffic, and inclement weather conditions. Occasional indoor work is performed in an office environment. Occasional evening, holiday and/or weekend work may be required.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

PERMIT TECHNICIAN

DEFINITION

Performs a variety of duties to assist contractors, builders, engineers, architects and the public in the permit application process; accepts, reviews and processes permit applications, and calculates fees; receives, processes, distributes and tracks plan check submittals; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of duties to assist contractors, builders, engineers, architects and the public in the permit application process; accepts, reviews and processes permit applications.
- Receives, evaluates and processes private and commercial customer service requests; ascertains the needs of the customer and provides appropriate assistance and information; processes forms and building permit applications and calculates appropriate fees.
- Collaborates with constituents and inspectors to schedule inspections; documents construction and project status; issues the appropriate documentation with respect to compliance with established building codes and regulations; within established policies and procedures, authorizes and documents permits.
- Receives and processes plan check submittals; compiles tracking status data; distributes to appropriate City staff responsible for plan check review; coordinates commercial and private inspections and notifies appropriate work units.
- Collaborates with City building and code enforcement on permitting issues.
- Receives telephone inquiries from the general public and business community; ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.
- Performs a variety of office administrative tasks such as entering and retrieving data from a computer system; generates reports; prepares letters and memoranda.
- Maintains complex records and filing systems.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to completion of an Associate's Degree in planning, building or construction management.

Experience:

Two (2) years of technical experience supporting a building inspection or planning program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a municipal building inspection and planning department.
- City ordinances, building codes, zoning requirements and special regulations.
- Permit processing policies and procedures.
- The City's fee structure with respect to a variety of building projects.
- Mathematical computations such as addition, subtraction, multiplication and division.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Principles of record keeping and cash handling.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Perform a variety of building related mathematical computations.
- Review plans, drawings and related building documentation for accuracy and completeness to ensure proper processing.
- Research, compile and summarize information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE CAPTAIN

DEFINITION

Performs management and administrative duties within an assigned division of the Police Department by planning, coordinating, and directing its operations, activities and staff; provides highly complex technical and administrative support to the Police Chief; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief.

Exercises direct supervision over lower level sworn officers and non-sworn staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Manages the operations, activities and staff within an assigned division of the Police Department; functional areas of responsibility may include patrol, investigations or administration; ensures all activities are conducted in accordance with laws, ordinances, rules and regulations.
- Develops, plans, and implements the division's goals and objectives; recommends and administers policies and procedures.
- Develops and implements long and short-term strategic plans in support of the division's goals and objectives.
- Continuously monitors and evaluates the efficiency and effectiveness of police operations and services in assigned division; assesses and monitors work load, administrative and support system, and internal reporting relationships; identifies opportunities for improvement; directs implementation of changes.
- Manages the development and administration of the division's budget; forecasts the needs for additional funding for staff, equipment, materials and supplies; directs the monitoring of, and approves, expenditures.
- Provides highly complex technical and administrative support to the Police Chief.
- Selects, trains, motivates and evaluates staff; ensures staff training; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing division to serve the needs of the City.

- Directs the work of division staff consistent with the statutes and regulations for personnel administration.
- May act as the commander for incident command, ensuring the safety of personnel and citizens, and resolving the conflict in a successful manner.
- Coordinates investigation and incident response with other law enforcement agencies to ensure proper integration of same.
- May conduct investigations into major or highly sensitive crimes and incidents; reviews case materials and interviews witnesses and suspects; prepares recommendations on case disposition.
- Represents the department and the division at meetings with the City, external agencies, business leaders and community leaders; attends and participates in community meetings.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to Bachelor's degree with major coursework in in criminal justice, law enforcement or a related field from an accredited university or college.

Experience:

Eight (8) years of experience as a law enforcement officer, including three (3) years of experience at the Lieutenant level.

Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Functions and objectives of the police department and other local, state and federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Department and mandated standard operating policies and procedures.
- Organizational and management practices as applied to the analysis and evaluation of programs.

- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of the criminal justice including law enforcement authorities and the rights of citizens.
- Provisions of the criminal court system.
- Legal rulings impacting department operations.
- Rules of evidence as it pertains to the collection and use of same in criminal investigations.
- Methods and techniques of investigating criminal activity.
- Methods and techniques of interviewing, and eliciting information from, suspects and witnesses.
- Operational characteristics of equipment and materials used in law enforcement programs including vehicles, firearms and restraining instruments.
- Community demographics.
- Methods and techniques of diffusing potentially dangerous situations.
- Modern office practices, methods and computer equipment and any specialized applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to law enforcement programs.

Ability to:

- Plan, organize, direct, monitor and evaluate the operations, services and staff of an assigned division.
- Interpret, explain and apply mandated and department standard operating procedures; ensure compliance of sworn officers and non-sworn staff with same.
- Perform the full range of law enforcement duties within a municipal police department environment.
- Conduct complex external and internal investigations.
- Prepare and administer the division budget.
- Develop and implement division policies and procedures.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.

- Operate within the authorities of the department and the legal system in a judicious manner.
- Conduct fair and impartial investigations into potential crimes.
- Prepare and present clear and concise reports which are complex in nature.
- Gain cooperation through discussion and persuasion.
- Work effectively with the business community as well as representatives from other public agencies to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Think logically and react quickly in emergency situations under hostile conditions.
- Maintain self-control in challenging and dangerous situations.
- Ensure the proper use and maintenance of assigned law enforcement vehicles and firearms.
- Maintain physical and emotional conditions necessary to perform assigned duties.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Operate modern office equipment including computer equipment and specialized applications.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain and retain licensures required to operate law enforcement vehicles.

Possession of a P.O.S.T. Mangement Certificate

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals ranging from light to heavy weights; walk, stand, sit, or run for prolonged periods of time; frequently stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to

heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; speak and hear to exchange information in emotionally charged situations; operate a vehicle to travel under emergency conditions to various locations; ability to operate and use specialized law enforcement tools and equipment including firearms, restraining instruments, and handcuffs. Emotional/Psychological –extensive decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS

Reactive emergency, natural or man-made disasters and routine/emergency peace keeping environments with extensive travel in a vehicle or on foot. The employee may be exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat; exposure to hostile environments; extensive public contact. The noise level in the work environment is usually moderate, but may be very loud due to sirens, firearm training, and other loud sounds. Incumbents are required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries in the assignment of their duties.

**DRAFT CLASSIFICATION SPECIFICATION
CITY OF BELL**

POLICE CHIEF

DEFINITION

Plans, directs, manages, coordinates and supervise programs, functions and activities for the Police Department encompassing patrol, investigations, jail operations, neighborhood policing, crime prevention, parking enforcement and administrative support services; conducts strategic planning for the department; develops and implements departmental policies and procedures; develops and manages the department's annual budget; provides highly complex technical and administrative support, and serves as an advisor to the Chief Administrative Officer and City Council; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Chief Administrative Officer.

Exercises direct supervision over sworn and non-sworn management, supervisory, professional, and technical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, directs and coordinates programs, functions and activities for the Police Department encompassing patrol, investigations, jail operations, neighborhood policing, crime prevention, parking enforcement and administrative support services.
- Develops policies and procedures and ensures that activities are conducted in accordance with laws, ordinances, rules and regulations.
- Develops, plans, and implements department goals and objectives; recommends and administers policies and procedures.
- Develops and implements long and short-term strategic plans in support of department and community policing related goals and objectives.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support system, and internal reporting relationships; identifies opportunities for improvement; directs implementation of changes.
- Manages the development and administration of the department's budget; forecasts the needs for additional funding for staff, equipment, materials and supplies; directs the monitoring of, and approves, expenditures.

- Provides highly complex technical and administrative support, and serves as advisor to City Council and the Chief Administrative Officer on law enforcement matters.
- Coordinates the department's activities with those of other departments and outside agencies and organizations.
- Plans, directs and coordinates the department's work program; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Selects, trains, motivates and evaluates staff; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; ensures the provision of a high performing department to serve the needs of the City.
- May direct highly complex and high profile investigations.
- Coordinates law enforcement activities with City departments and other law enforcement agencies to ensure an integrated response.
- Assumes responsibility for public relations activities for the department by responding to questions from the media and the general public; attends community events to provide the public with information on department services and operations.
- Represents the City and the department in various boards, committees, and with community business and citizen leaders.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to Bachelor's Degree in criminal justice or a related field from an accredited university or college.

Experience:

Seven (7) years of progressively responsible administrative and supervisory management experience in law enforcement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a comprehensive municipal police department encompassing patrol, investigations, jail operations, neighborhood policing, crime prevention, and parking enforcement.
- Functions and objectives of the police department and other local, state and federal law enforcement agencies.
- Principles and practices of strategic plan development and implementation.
- Principles and practices of public administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Community demographics.
- Principles of the criminal justice system including law enforcement authorities and the rights of citizens.
- Provisions of the criminal court system.
- Legal rulings impacting department operations.
- Rules of evidence as it pertains to the collection and use of same in criminal investigations.
- Public relations techniques.
- Operational characteristics of equipment and materials used in law enforcement programs including vehicles, firearms and restraining instruments.
- Methods and techniques of diffusing potentially dangerous situations.
- Comprehensive knowledge of all local, State, and Federal rules, regulations, and pertinent ordinances and mandates affecting law enforcement services.

Ability to:

- Plan, direct and control the administration and operations of the Police Department.
- Represent the City's interests before other agencies.
- Identify and respond to public and City Council issues and concerns.
- Prepare and administer the department budget.

- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Interpret, explain and apply mandated and department standard operating procedures; ensure compliance of sworn officers and non-sworn staff with same.
- Conduct complex external and internal investigations.
- Gain cooperation through discussion and persuasion.
- Operate within the authorities of the department and the legal system in a judicious manner.
- Work effectively with the business community as well as representatives from other public agencies to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Think logically and react quickly in emergency situations under hostile conditions.
- Maintain self-control in challenging and dangerous situations.
- Ensure the proper use and maintenance of assigned law enforcement vehicles and firearms.
- Maintain physical and emotional conditions necessary to perform assigned duties.
- Communicate clearly, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional

hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration, public contact; occasional working alone.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE DISPATCHER

DEFINITION

Performs a variety of duties in support of the City's emergency systems dispatching operations within the Police Department; evaluates nature of services/information received and determines proper course of action; follows departmental standard operating policies and procedures in carrying out the correct course of action; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of duties in support of the City's emergency dispatching operations including receiving and responding to emergency and non-emergency calls for assistance.
- Receives and responds to incoming 911 emergency and non-emergency telephone and radio calls; elicits information from callers with respect to the nature of the situation; assesses situation and dispatches appropriate units or equipment to handle emergency and non-emergency calls for assistance.
- Responds to requests from patrol units with respect to a variety of required information; uses computer system to request information from other local, regional or national law enforcement agencies to respond to officer's requests.
- During emergency responses, maintains contact with local units on assignment and with personnel from other law enforcement agencies until situation is resolved.
- Operates a variety of specialized computer systems in the performance of duties; enters and retrieves data; maintains a variety of logs and records.
- Within established guidelines, provides information on emergency services operations and activities to members of the public.
- Ensures all work related actions and responses taken are compliant with the standard operating policies and procedures established by the Department.
- Compiles data and prepares reports of calls for service, equipment dispatched, and disposition of calls for assistance.

- May serve as matron, performing searches of suspects in custody.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED.

Experience:

Two (2) years of full-time clerical experience involving substantial public contact, preferably in a police or fire department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a municipal police department.
- Operational characteristics and use of specialized police operations computer applications including computer aided dispatch systems, and local, regional and national criminal justice systems.
- Standard operating policies and procedures used by the Department for emergency and non-emergency response situations.
- Methods and techniques of eliciting critical information from distressed callers in time of crisis.
- Recordkeeping methods and procedures.
- Methods and techniques of conducting searches of individuals in custody.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- Modern office administrative procedures, including the use of standard office equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Evaluate the nature of non-emergency and emergency calls and dispatch appropriate units.
- Remain calm, act quickly, and use good judgment in emergency and non-emergency situations.
- Effectively operate computer aided dispatch system rooms, 9-1-1 telephone equipment, and radio equipment.
- Read and interpret manuals and codes related to work performed.
- Compile information and maintain records.
- Work a variety of shifts including nights, weekends, and holidays.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent sitting for extended periods; occasional driving may be required, depending upon assignment; occasional bending, kneeling, and squatting. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; extensive public contact over the telephone; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. Work environments may be noisy. Evening, holiday and/or weekend work may be required.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE LIEUTENANT

DEFINITION

Performs supervisory and administrative duties within an assigned unit of the Police Department by planning, coordinating, and directing its operations, activities and staff; serves as Watch Commander on an assigned shift; performs complex law enforcement duties; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher level sworn supervisory and management officers.

Exercises direct supervision over lower level sworn officers and non-sworn staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, directs and coordinates the operations, services and activities within an assigned unit of the Police Department.
- Serves as Watch Commander on an assigned shift assuming responsibility for directing all actions within a critical incident or accident.
- Establishes operating policies and procedures; plans goals and objectives of the unit to comply with State and federal laws, and ensures that the department's mission of law enforcement is defined and achieved throughout the unit.
- Assists in the development and implementation of the unit's goals and objectives; ensures communication of goals and objectives to all staff within the unit.
- Coordinates investigation and incident response with other law enforcement agencies to ensure proper integration of same.
- Conducts investigations into major or highly sensitive crimes and incidents; reviews case materials and interviews witnesses and suspects; prepares recommendations on case disposition.
- Conducts investigations into citizen complaints with respect to officers' actions; interviews all parties ensuring their rights are preserved within the process; prepares recommendations on the disposition of complaint and any disciplinary action required.

- Directs the work of unit staff consistent with the statutes and regulations for personnel administration.
- Reviews incident reports, required forms, summons, records, and related documents prepared by subordinates.
- Develops and administers the unit's annual budget; monitors expenditures for compliance with budget and resolves variances.
- Represents the department and the unit at meetings with the City, external agencies, business leaders and community leaders; attends and participates in community meetings.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to Bachelor's degree with major coursework in in criminal justice, law enforcement or a related field from an accredited university or college.

Experience:

Six (6) years of experience as a law enforcement officer, including two (2) years of experience at the Sergeant level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement program
- Functions and objectives of the police department and other local, state and federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.

- Department and mandated standard operating policies and procedures.
- Mandated training requirements.
- Operational characteristics of equipment and materials used in law enforcement programs including vehicles, firearms and restraining instruments.
- Principles of the criminal justice including law enforcement authorities and the rights of citizens.
- Provisions of the criminal court system.
- Legal rulings impacting department operations.
- Rules of evidence as it pertains to the collection and use of same in criminal investigations.
- Methods and techniques of investigating criminal activity.
- Methods and techniques of interviewing, and eliciting information from, suspects and witnesses.
- Community demographics.
- Methods and techniques of diffusing potentially dangerous situations.
- Modern office practices, methods and computer equipment and any specialized applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to law enforcement programs.

Ability to:

- Plan, coordinate, and direct the operations, services and staff in an assigned unit.
- Interpret, explain and apply mandated and department standard operating procedures; ensure compliance of sworn officers and non-sworn staff with same.
- Perform the full range of law enforcement duties within a municipal police department environment.
- Conduct complex external and internal investigations.
- Prepare and administer the unit budget.
- Develop and implement unit policies and procedures.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.

- Operate within the authorities of the department and the legal system in a judicious manner.
- Conduct fair and impartial investigations into potential crimes.
- Prepare complex reports and analyses.
- Gain cooperation through discussion and persuasion.
- Work effectively with the business community as well as representatives from other public agencies to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Think logically and react quickly in emergency situations under hostile conditions.
- Maintain self control in challenging and dangerous situations.
- Ensure the proper use and maintenance of assigned law enforcement vehicles and firearms.
- Maintain physical and emotional conditions necessary to perform assigned duties.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Operate modern office equipment including computer equipment and specialized applications.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain and retain licensures required to operate law enforcement vehicles.

Possession of an Advanced P.O.S.T. Certificate

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals ranging from light to heavy weights; walk, stand, sit, or run for prolonged periods of time; frequently stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to

heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; speak and hear to exchange information in emotionally charged situations; operate a vehicle to travel under emergency conditions to various locations; ability to operate and use specialized law enforcement tools and equipment including firearms, restraining instruments, and handcuffs. Emotional/Psychological –extensive decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS

Reactive emergency, natural or man-made disasters and routine/emergency peace keeping environments with extensive travel in a vehicle or on foot. The employee is often exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat; exposure to hostile environments; extensive public contact. The noise level in the work environment is usually moderate, but may be very loud due to sirens, firearm training, and other loud sounds. Incumbents are required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries in the assignment of their duties.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE OFFICER

DEFINITION

Performs a variety of duties to enforce laws and ordinances; ensures the protection of the lives and properties of the City's citizens and the general public; performs crime investigation and prevention duties; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level sworn supervisory and management officers.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of duties to enforce laws and ordinances and ensure the protection of the lives and properties of the City's citizens and the general public.
- Patrols the City in a patrol car, or a motorcycle, or on foot; responds to calls for service; operates radios and other communication devices to maintain effective flow of communication.
- Responds to calls for services; assesses situation and determines most appropriate course of action; detects criminal activities; pursues suspects; makes arrests and processes suspects.
- Conducts investigations; conducts a preliminary investigation at the scene of a crime; searches area for suspects or evidence; interviews suspects, witnesses and victims; and gathers evidence.
- Promotes a safe community; speaks to merchants and citizens regarding potential problems in the area; explains laws, ordinances, and citizen rights in resolving disputes; attends community meetings.
- Provides traffic enforcement at accidents, fires and other incidents.
- Serves warrants and subpoenas as necessary.
- Operates law enforcement vehicles under normal and emergency situations, using effective and appropriate measures.
- Completes administrative duties; documents activities and maintains records.
- Prepares for and attends court; reviews applicable documents, and testifies.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED.

Experience:

Two years of experience serving in a sworn law enforcement officer is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation, services and activities of a comprehensive municipal law enforcement program.
- Operational characteristics of equipment and materials used in law enforcement programs including vehicles, firearms and restraining instruments.
- Mandated and department standard operating procedures.
- Basic principles of the criminal justice including law enforcement authorities and the rights of citizens.
- Provisions of the criminal court system.
- Rules of evidence as it pertains to the collection and use of same in criminal investigations.
- Methods and techniques of investigating criminal activity.
- Methods and techniques of interviewing, and eliciting information from, suspects and witnesses.
- Community demographics.
- Geographic locations within assigned patrol areas.
- Methods and techniques of diffusing potentially dangerous situations.
- Modern office practices, methods and computer equipment and any specialized applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to law enforcement programs.

Ability to:

- Perform the full range of law enforcement duties within a municipal police department environment.
- Think logically and react quickly in emergency situations under hostile conditions.
- Maintain self control in challenging and dangerous situations.
- Operate within the authorities of the department and the legal system in a judicious manner.
- Conduct fair and impartial investigations into potential crimes.
- Interpret maps, street guides and digital information systems.
- Retain and recall important details from discussions, observations and written materials.
- Ensure the proper use and maintenance of assigned law enforcement vehicles and firearms.
- Maintain physical and emotional conditions necessary to perform assigned duties.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Operate modern office equipment including computer equipment and specialized applications.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain and retain licensures required to operate law enforcement vehicles.

Possession of a Basic P.O.S.T. certification.

PHYSICAL AND MENTAL REQUIREMENTS/WORKING CONDITIONS

Mobility: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals ranging from light to heavy weights; walk, stand, sit, or run for prolonged periods of time; frequently stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; speak and hear to exchange information in emotionally charged situations; operate a vehicle to travel under emergency

conditions to various locations; ability to operate and use specialized law enforcement tools and equipment including firearms, restraining instruments, and handcuffs. Emotional/Psychological –extensive decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS

Reactive emergency, natural or man-made disasters and routine/emergency peace keeping environments with extensive travel in a vehicle or on foot. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat; exposure to hostile environments; extensive public contact. The noise level in the work environment is usually moderate, but may be very loud due to sirens, firearm training, and other loud sounds. Incumbents are required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries in the assignment of their duties.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE SERGEANT

DEFINITION

Performs supervisory law enforcement duties on an assigned shift; ensures officers are properly trained and compliant with mandated and departmental rules and regulations; performs complex law enforcement duties; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level sworn supervisory and management officers.

Exercises direct supervision over lower level sworn officers and non-sworn staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, prioritizes, assigns, supervises, and reviews the work of sworn law enforcement officers involved in enforcing laws and ordinances, and ensuring the protection of the lives and properties of the City's citizens and the general public.
- Serves as the first level supervisor on an assigned shift; prepares and administers briefings; assigns patrol beats; supervises and directs sworn and non-sworn staff operations and activities.
- Ensures officers receive the training necessary to perform their duties; monitors officer compliance with mandated training requirements and directs the scheduling of same.
- Prepares, processes, and maintains a variety of written reports and records pertaining to shift operations and activities.
- Reviews incident reports, required forms, summons, records, and related documents prepared by subordinates.
- Coordinates police activities with other units in the department or other City departments and divisions; coordinates operations and services with other law enforcement agencies.
- Interprets, conveys, and ensures implementation of department policies, procedures, and methods; ensures that personnel have clear guidelines of authority and responsibility.

- Patrols the City in a patrol car, or a motorcycle, or on foot; responds to calls for service; operates radios and other communication devices to maintain effective flow of communication.
- Responds to calls for services; assesses situation and determines most appropriate course of action; detects criminal activities; pursues suspects; makes arrests and processes suspects.
- Conducts investigations; conducts a preliminary investigation at the scene of a crime; searches area for suspects or evidence; interviews suspects, witnesses and victims; gathers evidence.
- Promotes a safe community; speaks to merchants and citizens regarding potential problems in the area; explains laws, ordinances, and citizen rights in resolving disputes; attends community meetings.
- Operates law enforcement vehicles under normal and emergency situations, using effective and appropriate measures.
- Prepares for and attends court; reviews applicable documents, and testifies.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED supplemented by specialized courses in police science, criminal justice or a related field.

Experience:

Four (4) years of experience as a police officer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement program
- Functions and objectives of the police department and other local, state and federal agencies.
- Department and mandated standard operating policies and procedures.

- Mandated training requirements.
- Principles of supervision, training, and performance evaluation
- Operational characteristics of equipment and materials used in law enforcement programs including vehicles, firearms and restraining instruments.
- Principles of the criminal justice including law enforcement authorities and the rights of citizens.
- Provisions of the criminal court system.
- Legal rulings impacting department operations.
- Rules of evidence as it pertains to the collection and use of same in criminal investigations.
- Methods and techniques of investigating criminal activity.
- Methods and techniques of interviewing, and eliciting information from, suspects and witnesses.
- Community demographics.
- Geographic locations within assigned patrol areas.
- Methods and techniques of diffusing potentially dangerous situations.
- Modern office practices, methods and computer equipment and any specialized applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to law enforcement programs.

Ability to:

- Direct and supervise the operations, staff and activities on an assigned shift.
- Supervise, schedule, train, discipline and evaluate subordinate staff.
- Interpret, explain and apply mandated and department standard operating procedures; ensure compliance of sworn officers and non-sworn staff with same.
- Perform the full range of law enforcement duties within a municipal police department environment.
- Conduct criminal investigations.
- Think logically and react quickly in emergency situations under hostile conditions.
- Maintain self control in challenging and dangerous situations.

- Operate within the authorities of the department and the legal system in a judicious manner.
- Conduct fair and impartial investigations into potential crimes.
- Interpret maps, street guides and digital systems.
- Prepare a variety of reports on shift operations and activities.
- Retain and recall important details from discussions observations and written materials.
- Ensure the proper use and maintenance of assigned law enforcement vehicles and firearms.
- Maintain physical and emotional conditions necessary to perform assigned duties.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Operate modern office equipment including computer equipment and specialized applications.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Possession of, or the ability to obtain and retain licensures required to operate law enforcement vehicles.

Possession of a Basic P.O.ST. certification.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals ranging from light to heavy weights; walk, stand, sit, or run for prolonged periods of time; frequently stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; speak and hear to exchange information in emotionally charged situations; operate a vehicle to travel under emergency conditions to various locations; ability to operate and use specialized law enforcement tools and equipment including firearms, restraining instruments, and handcuffs.
Emotional/Psychological –extensive decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS

Reactive emergency, natural or man-made disasters and routine/emergency peace keeping environments with extensive travel in a vehicle or on foot. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat; exposure to hostile environments; extensive public contact. The noise level in the work environment is usually moderate, but may be very loud due to sirens, firearm training, and other loud sounds. Incumbents are required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries in the assignment of their duties.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE SERVICES ASSISTANT

DEFINITION

Performs a variety of administrative and clerical duties in support of Police Department operations including police records and reports, and court filing clerk related tasks; receives and responds to questions from the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of administrative and clerical duties in support of Police Department operations including police records and reports, and court filing clerk related tasks.
- Answers calls or receives written requests from multiple sources for information about vehicle releases, police reports, traffic tickets, and arrests; determines nature of request and within department standard operating procedures, provides a response or refers to a higher level supervisor or manager.
- Provides front counter duties; greets members of the public in person; determines purpose of visit and within standard operating procedures, provides a response or refers to higher level supervisor or manager.
- Serves as court filing clerk; receives, enters data and transports police packets to the various court systems within the local area; waits for response or subpoena; enters responses into the Department's computer system; returns packet to appropriate party and/or files same.
- Provides administrative support to the property and evidence program; following departmental procedures, tags and stores found property and evidence; distributes notification letters for found property; takes evidentiary items to the crime laboratory.
- Assists in the disposition of criminal complaints for adults and juveniles.
- Receives information and enters police reports into the Department's records management system.
- Provides clerical administrative support to the vehicle release program; distributes notifications; verifies vehicle ownership; and receives payments for impounded, stored and recovered vehicles.

- Provides general clerical support involving the use of standard office equipment including telephones, photocopiers and fax machines.
- Performs background checks as assigned.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED.

Experience:

Two (2) years of clerical experience, preferably in a law enforcement environment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a municipal police department.
- Standard operating policies and procedures within assigned areas of responsibility.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications, and any other specialized applications used within a police department.
- Operational practices, processes and standards within assigned area including court services, and police record retention.
- Rules and regulations governing the collection, tagging and retention of evidence.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection.
- Basic mathematics.
- Principles and practices of complex record keeping.
- Cash handling methods.
- Methods and techniques of providing quality customer service to City staff and members of the public.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform responsible clerical administrative tasks within assigned area with accuracy and speed.
- Provide varied, confidential and responsible administrative support requiring the use of independent judgment, tact and discretion.
- Explain a wide variety of Department policies and procedures to members of the public.
- Research, compile and summarize information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Receive, process, tag and store evidence collected from crime scenes.
- Operate modern office equipment including computer equipment and specialized law enforcement applications.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; extensive public contact; occasional working alone.

City of Bell
Classification Specification
Police Services Assistant

WORKING CONDITIONS

Work is typically performed in an indoor office environment. Work environments may be noisy. Occasional evening, holiday and/or weekend work may be required.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE SERVICES SUPERVISOR

DEFINITION

Performs a variety of duties in supervising the operations, services and staff within the Police Department's Records Bureau; functional areas of responsibility include the maintenance of confidential files and records, criminal records and reports, and arrest and citations reports; ensures compliance with the Department's and mandated rules, regulations, policies and procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of duties in supervising the operations, services and staff within the Police Department's Records Bureau; functional areas of responsibility include the maintenance of confidential files and records, criminal records and reports, and arrest and citations reports.
- Plans, directs, and supervises the work of staff engaged in records and reports maintenance; assigns work; makes hiring decisions; supervises, trains, disciplines and evaluates the work of assigned staff.
- Directs the orderly maintenance, public availability, confidentiality and security of police records; establishes work and operational standards, ensuring timely work flows and accurate outcomes.
- Answers citizen's routine questions and requests with respect to submission of Public Records requests; receives, reviews and responds to Public Records Requests within established policies, procedures, rules and regulations.
- Receives and reviews subpoenas for records and reports; utilizes established policies and procedures in response to such requests.
- Reviews policies and procedures with respect to records management; prepares recommendations on updates and changes to the process.
- Performs data into records system for all issued departmental reports; files all crime reports within established guidelines.

- Conducts a second party check on validation of data entered into the system by subordinate staff to ensure accuracy and compliance with mandated standards.
- Receives requests from the general public on a variety of police records issues; researches and within established guidelines, prepares a response, or refers to higher level staff for their action.
- Coordinates Records Bureau operations with other City departments and divisions.
- Conducts staff training on the department's computer system and/or operational changes.
- Validates the monthly NCIC report log to ensure currency of information and prepares any required letters or notifications.
- Gathers and generates departmental criminal statistics in compliance with mandated requirements.
- Utilizes a variety of specialized equipment and databases used in police records operations.
- Appears in court and testifies on police records issues as needed.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED supplemented by specialized training in criminal justice or a related field.

Experience:

Four (4) years of police records experience, including one (1) year in a supervisory capacity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a municipal police department, and the role of the Records Bureau in its operations.
- Principles and practices of supervision, training, discipline and performance evaluation.

- Applicable rules and regulations related to the storage, retrieval, release and retention of confidential police reports and records.
- Operational characteristics of a variety of specialized computer systems used in police reports and records retention.
- Court systems procedures as they relate to police reports and records.
- Methods and techniques of business correspondence and report writing.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Principles and practices of complex record keeping and retention.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Supervise the daily operations of a records and reports maintenance function within a municipal police department.
- Supervise, schedule, train, discipline and evaluate subordinate staff.
- Understand, interpret and apply rules, regulations, policies and procedures and respond accordingly in a given situation.
- Revise and recommend work flow operations and updates to policies and procedures.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Coordinate Records Bureau operations with other City departments and divisions.
- Compile data and statistics, and prepare reports.
- Use specialized programs and software systems specific to the police records and reports function.
- Operate modern office equipment including computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.

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

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent sitting for extended periods; occasional driving may be required, depending upon assignment; occasional bending, kneeling, and squatting. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; extensive public contact over the telephone; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. Work environments may be noisy. Evening, holiday and/or weekend work may be required.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

RECREATION ASSISTANT

DEFINITION

Performs a variety of duties in support of the City's recreation programs; provides responsible customer service to program participants and the general public; assists in coordinating and implementing special events; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Participates in the day-to-day operations of assigned recreation program or site/center; assists in organizing daily events, activities and classes.
- Performs a variety of customer services functions, including initial greetings, answering the multi-line phone system, forwarding calls, and checking facility users in and out.
- Assists with registration; reviews applications for completeness; accepts and approves new registrations.
- Provides specific recreational information to the general public, including explaining recreation center/site rules and regulations to participants and providing directions when necessary.
- Collects money and issues receipts.
- Maintains responsibility for conference room rental contracts, including setting up appropriate groups with available times, collecting fees, and properly recording rental time in specified calendar.
- Compiles records with respect to facilities or program to which the position is assigned.
- Assists in scorekeeping for sports programs as assigned.
- Opens and closes assigned recreational facility; secures, maintains and cleans facility; prepares program sites various programs and activities, including setting up and taking down equipment.
- Participates in a variety of program operations and facility maintenance activities such as cleaning and sanitizing rooms, furniture, play, sports, or pool equipment; cleans windows, dusts, vacuums, and wipes down equipment; restocks restrooms.

- Assists with maintenance of records and files on all participants, updating emergency and other pertinent information on a regular and as needed basis.
- Promotes safety and renders first aid as required.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to High School Diploma or GED.

Experience:

A minimum of six months of work experience in a recreational facility or related customer service environment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of recreation programs.
- Operational characteristics of equipment used in recreation programs.
- Safety principles and practices, including basic first aid and health/hygiene.
- Basic principles of record keeping.
- Cash handling techniques.
- Modern office practices, methods and computer equipment including specialized applications.
- Business arithmetic.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Provide assistance in a variety of recreation programs.
- Effectively interact with a variety of recreation program participants from diverse ethnic and socio-economic backgrounds.
- Maintain recreational facilities and equipment in a clean, safe and secure manner.
- Handle cash related transactions in an accurate manner.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Individuals who do not meet this requirement due to a disability, will be reviewed on a case-by-case basis.

Standard First Aid Certificate issued by the American Red Cross.

CPR Certification.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – work in a standard office or recreational facility setting, use standard office equipment, including a computer; mobility to lead groups in activities; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent public contact; occasional working alone.

WORKING CONDITIONS

Employees may be required to work various day and evening shifts, as assigned. Work is performed in an office and/or recreational facilities environment or outdoors in a variety of weather and temperature conditions with moderate noise levels, and no direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids rendering

*City of Bell
Classification Specification
Recreation Assistant*

First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

RECREATION COORDINATOR

DEFINITION

Performs a variety of duties in planning, organizing and implementing a City-wide program or multiple community center-specific programs; program activities may include youth sports, adult sports, child care, elder care, community center events and related recreational services; develops promotional materials for assigned program; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

Exercises functional supervision over lower level recreation program staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, organizes and implements the day-to-day operations of assigned City-wide recreation program or multiple community center-specific programs; program areas may include youth or adult sports, child care, elder care, community center events and related recreational services.
- Ensures program activities are appropriate for the age groups of the participants, and in compliance with Federal, State, and local laws, regulations, codes and guidelines.
- Assists in development of the budget for assigned program area; monitors budget expenditures and provides recommendations on how to resolve any variances.
- Determines the necessary materials, equipment and staffing needed to implement program activities.
- Issues, receives and ensures the proper equipment is used for the assigned program area; instructs participants in the safe use of same.
- Undertakes program marketing activities by developing flyers, calendars, newsletters, and other promotional materials to inform the community of programs and upcoming events.
- Works with community groups and residents in the development and coordination of program; oversees and coordinates scheduling of activities, games, and events.
- Prepares financial reports related to program participation and revenues.

- Coordinates program activities with other government and community agencies.
- Monitors and evaluates the effectiveness of the assigned program, activities, and special events and recommends improvements or modifications.
- Assists in the recruitment, selection and scheduling of part-time staff and volunteers; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily staff schedules; when applicable, provides input into performance evaluations.
- Promotes safety and renders first aid as required.
- Coordinates and participates in a variety of program operations and facility maintenance activities, including sports fields and related facilities.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

High School Diploma or GED supplemented by college-level coursework in recreation, early childhood education, child development, or related field.

Experience:

Four (4) years of work experience in recreation programs or a closely related environment, including two (2) years of lead or supervisory experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a comprehensive municipal recreation program.
- Operational characteristics of equipment and materials used in assigned program area.
- Principles, practices, methods, techniques and service delivery needs for assigned program area.
- Principles and practices of program administration including budgeting.
- Principles of lead supervision and training.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to the program area to which assigned.
- Community demographics.

- Community resources available to supplement program activities.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure activities through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- A variety of games, sports, and other recreational activities appropriate to various ages of participants.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and health/hygiene.
- Principles of complex record keeping.
- Modern office practices, methods and computer equipment including specialized applications.
- Business arithmetic and basic statistical techniques.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to the program area and facilities to which assigned.

Ability to:

- Plan, coordinate and implement assigned recreation program.
- Lead, direct, plan and review the work of assigned staff.
- Evaluate assigned program effectiveness and make adjustments as needed.
- Plan and prepare recreation activity schedules, staffing schedules, rosters, flyers, reports and other related program materials.
- Effectively interact with a variety of recreation program participants from diverse ethnic and socio-economic backgrounds.
- Ensure the proper maintenance of facilities and equipment for assigned program area.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Prepare budgets and reports on program activities.
- Maintain and update a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Individuals who do not meet this requirement due to a disability, will be reviewed on a case-by-case basis.

Standard First Aid Certificate issued by the American Red Cross.

CPR Certification.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – work in a standard office and recreational facility setting, use standard office equipment, including a computer; mobility to lead groups in activities; frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS

Employees may be required to work various day and evening shifts, as assigned. Work is performed in an office and/or recreational facilities environment or outdoors in a variety of weather and temperature conditions with moderate noise levels, and no direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

RECREATION LEADER

DEFINITION

Provides support to the City's recreational programs by assisting in the planning and coordination of a recreation program or site activity; provides responsible customer service to program participants; assists in coordinating and implementing special events; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

Exercises functional supervision over lower level recreation program staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Provides support to the City's recreational programs by assisting in the planning and coordination of a recreation program or site activity; assists in organizing daily events, activities and classes.
- Develops and leads assigned activities in such areas as adult sports, youth sports, arts and crafts, and related types of programs.
- Assists with registration, including familiarization with new enrollments, accepting and approving new registrations, forwarding inquiries to appropriate individual(s), and checking documentation for completeness.
- Provides specific recreational information to the general public, including explaining recreation center/site rules and regulations to participants and providing directions when necessary.
- Oversees participant use of program equipment, ensuring the safe use of same.
- Assists in program marketing activities by developing flyers and brochures to inform the community of program activities and upcoming events.
- Performs a variety of customer services functions, including initial greetings, answering a multi-line phone system, forwarding calls, and checking facility users in.
- Collects money and issues receipts, accounting for all money received.
- Maintains a variety of files and databases with respect to program activities and participation.

- Promotes safety and renders first aid as required.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

High School Diploma or GED supplemented by college-level coursework in recreation, early childhood education, child development, or related field.

Experience:

Two (2) years of work experience in a recreational facility or similar environment, including one (1) year of lead experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Operations, services and activities of a comprehensive municipal recreation program.
- Operational characteristics of equipment and materials used in assigned program area.
- Principles of lead supervision and training.
- A variety of games, sports, and other recreational activities appropriate to various ages of participants.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and health/hygiene.
- Principles of record keeping.
- Methods of handling cash.
- Modern office practices, methods and computer equipment, including specialized applications.
- Business arithmetic and basic statistical techniques.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to the program area and facilities to which assigned.

Ability to:

- Lead recreation activities within assigned program.
- Provide instructions to participants in assigned program.
- Lead, direct, plan and review the work of assigned staff.
- Prepare recreation activity schedules, staffing schedules, rosters, flyers, reports and other related program materials.
- Effectively interact with a variety of recreation program participants from diverse ethnic and socio-economic backgrounds.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Prepare basic reports on program activities.
- Maintain and update a variety of files and records.
- Operate modern office equipment including computer equipment and specialized software applications.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Individuals who do not meet this requirement due to a disability, will be reviewed on a case-by-case basis.

Standard First Aid Certificate issued by the American Red Cross.

CPR Certification.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – work in a standard office and recreational facility setting, use standard office equipment, including a computer; mobility to lead groups in activities; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using

a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and public contact; occasional working alone.

WORKING CONDITIONS

Employees may be required to work various day and evening shifts, as assigned. Work is performed in an office and/or recreational facilities environment or outdoors in a variety of weather and temperature conditions with moderate noise levels, and no direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

RECREATION SUPERVISOR

DEFINITION

Performs a variety of duties in planning, evaluating, supervising and implementing the operations, services and activities of the City's recreation centers and programs; develops and administers effective marketing programs; develops and monitors program budget; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Services.

Exercises direct and functional supervision over lower level recreation program staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Performs a variety of duties in planning, evaluating, supervising and implementing the operations, services and activities of recreation centers and programs.
- Plans, directs, and supervises the work of staff engaged in the development, implementation and delivery of recreation programs; assigns work; makes hiring decisions; supervises, trains, disciplines and evaluates the work of assigned staff.
- Plans, organizes, and coordinates a wide variety of recreational and community service programs at a park, center and/or other recreation facility, including meeting with public groups and community leaders to explain and promote programs; schedules activities and programs; coordinates programs with those of other departments and agencies.
- Designs and administers a marketing program to increase community knowledge of available programs and increase program participation.
- Reviews requests for equipment and materials; makes recommendations on the purchase or repair of same; maintains accurate equipment and inventory files and records.
- Develops and administers program budget; monitors expenditures to ensure compliance with budget; identifies and resolves budget variances.
- Monitors program activities to ensure they are running smoothly; receives and responds to questions and complaints.

- Monitors program effectiveness in terms of cost, participation levels and how well it meets the needs of the community; recommends program modification or termination.
- Prepares a variety of documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.
- Coordinates program activities with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups; provides necessary coordination of services.
- Attends and represents the City and the department at conferences, community meetings, and inter-agency/community collaborative efforts to enhance services provided to the community.
- Performs administrative duties including, but not limited to, handling the mail, approving purchase requisitions and invoices, and ordering materials, equipment and supplies.
- Ensures compliance with relevant health, safety and licensing laws and guidelines; ensures all records are maintained in accordance with state and local regulatory agencies.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a Bachelor's Degree in Recreation, Physical Education or a related field from an accredited university or college.

Experience:

Five (5) years of professional recreation experience, including (2) years of supervisory experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Operations, services and activities of a comprehensive municipal recreation program.
- Operational characteristics of equipment and materials used in a wide variety of recreation programs.
- Principles and practices of supervision, training, discipline and performance evaluation.

- Principles, practices, methods, techniques and service delivery needs for recreation programs.
- Principles and practices of budget development and administration.
- Recreation program development methods and practices.
- Principles and practices of marketing program development.
- Principles and practices of managing recreational programs for community parks, community centers, aquatic centers and/or athletic facilities.
- Principles and practices of program administration.
- Community demographics.
- Community resources available to supplement program activities.
- Recreational, cultural, age-specific, and social needs of the community.
- Safety principles and practices, including first aid and health/hygiene.
- Principles of complex record keeping.
- Modern office practices, methods and computer equipment including any specialized applications.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Federal, State and local laws, regulations, codes and guidelines related to program operations and services.

Ability to:

- Plan, supervise, implement and monitor recreation programs for a diverse community.
- Supervise, schedule, train, discipline and evaluate subordinate staff.
- Evaluate program effectiveness and make adjustments as needed.
- Develop and implement marketing strategies for programs.
- Work effectively with community leaders and other agencies to ensure the development of programs which best serve the community.
- Elicit business community sponsorship for program activities.
- Effectively interact with a variety of recreation program participants from diverse ethnic and socio-economic backgrounds.
- Ensure the proper maintenance of facilities and equipment for assigned program area.

- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Prepare and monitor budget.
- Maintain and update a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized applications.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Some positions require the possession of, or the ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Standard First Aid Certificate issued by the American Red Cross.

CPR Certification.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. Work environments may occasionally be noisy. Occasional evening, holiday and/or weekend work may be required.

DRAFT

DRAFT CLASSIFICATION SPECIFICATION

CITY OF BELL

SENIOR MANAGEMENT ANALYST

DEFINITION

Provides City-wide varied, complex and confidential management and operational analysis in support of the Office of the Chief Administrative Officer; areas of responsibility may include legislative, fiscal, operational or administrative operations; performs high profile and sensitive community outreach and community relations duties on behalf of the Office of the Chief Administrative Officer; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level within the Management Analyst series. This classification is distinguished from the journey level Management Analyst in that positions at the Senior level are assigned significant responsibilities above the journey level and possess specialized knowledge, skills and abilities required to perform the work. Incumbents at the Senior level perform the most complex work assigned to the series; because assignments for positions at the Senior level typically involve issues which have City-wide or community-wide impact, these positions are assigned to the office of the Chief Administrative Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Administrative Officer or the Mayor.

May exercise functional supervision over technical and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Provides City-wide varied, complex and confidential management and operational analysis in support of the Office of the Chief Administrative Officer; areas of responsibility may include legislative, fiscal, operational or administrative operations.
- Researches and compiles data and information in the development of City-wide policies and procedures; recommends and designs policy content.
- Reviews, analyzes and interprets the intent and impact of new or proposed legislative actions on City operations; develops recommendations on how to address impact.
- Provides highly complex administrative support to the Chief Administrative Officer and the Mayor; may represent the City's interests in specific meetings or matters as determined by the Chief Administrative Officer or the Mayor.

- Prepares budgets by coordinating and compiling data, researching past expenditures, projecting expenditures for the following year and making budget recommendations; monitors and tracks budget expenditures.
- Conducts special research projects, including gathering, compiling and analyzing information for fiscal, administrative or operational matters; provides alternatives and makes recommendations on courses of action.
- Performs high profile and sensitive media and community relations and outreach activities ensuring a forum for community leaders and citizens to express their ideas and concerns with respect to City activities, and to foster trust between the local community and the City.
- Prepares complex reports, manuals and other documents for special projects, programs and research; gives presentations on findings.
- Conducts specialized and complex research with respect to the City's organizational structure and staffing and makes recommendations on same.
- Prepares grant proposals and monitors grant activities ensuring compliance with funding agency stipulations and reporting requirements.
- Coordinates project and administrative responsibilities with other City departments and divisions, as well as external agencies and business leaders.
- Perform other duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a Bachelor's Degree in business or public administration, public policy or a related field from an accredited college or university.

Experience:

Five (5) years of experience in providing complex professional-level administrative, legislative, fiscal or operational support in a staff capacity. The ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of municipal government.

- Authorities and accountabilities vested in the Chief Administrative Officer, the Mayor and City Council.
- The legislative process and its impact on local government purpose.
- Theories, operational practices and principles in area of assignment.
- Principles and practices of budget development and monitoring.
- Methods and techniques of conducting high profile and sensitive community outreach activities including the use of the media to effectively communicate the City's goals and objectives.
- Methods and techniques of conducting highly complex research and statistical analysis.
- Principles and practices of report and business correspondence development.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Techniques for effectively representing the City, including making effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform highly complex professional level administrative, fiscal, legislative or operational tasks in support of the Chief Administrative Officer, the Mayor and City Council.
- Manage the City's legislative program initiatives and responses to legislation.
- Compile and analyze complex research, budgetary and operational data.
- Prepare, administer and monitor budgets.
- Perform high profile and sensitive community relations and community outreach duties.
- Analyze complex data, apply sound judgment and formulate policy related recommendations.
- Prepare complex narrative and statistical reports, correspondence, policies and procedures and other written materials.
- Interpret and apply theories, principles and practices in assignments.

- Coordinate activities with other City departments and divisions, external agencies and business leaders.
- Make effective presentations to individuals and groups.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; occasional public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.