

Mary Thigpen

Chair

Richard Nasif

Vice Chair

Richard Agundez, Jr.

Commissioner

Donald Bishop

Commissioner

Susi Kuklinski

Commissioner

Jim Lynch

*Director of Administrative
Services*

Brett Channing

*Deputy Director of
Administrative Services*

Marisol Thorn

*Principal Human Resources
Analyst*

Salina Battisti

Administrative Secretary (HR)

CITY OF EL CAJON

Personnel Commission

AGENDA



March 30, 2017

SPECIAL MEETING

NOTICE OF SPECIAL MEETING PERSONNEL COMMISSION



AGENDA

March 30, 2017 at 2:00 PM
City Council Chamber
200 Civic Center Way
El Cajon, CA 92020



NOTICE IS HEREBY GIVEN that a Special Meeting of the City of El Cajon's Personnel Commission will be held at 2:00 p.m. on **Thursday, March 30, 2017, in the City Council Chambers**, located at 200 Civic Center Way, El Cajon, California, to consider the following:

1. **CALL TO ORDER: Chair Mary Thigpen**
2. **ROLL CALL: Salina Battisti**
3. **PLEDGE OF ALLEGIANCE**
4. **MINUTES OF PREVIOUS MEETINGS**
5. **ORAL COMMUNICATIONS:** Each person who wishes to speak before the Personnel Commission on any matter not listed on the Agenda shall approach the Personnel Commission, give his/her name and address, and limit his/her presentation to three minutes.
6. **ACTION ITEMS:**
 - 6.1. Selection of Chair
 - Review of Classified Job Specifications (6.2 – 6.4)**
 - 6.2. Review of Administrative Secretary
 - 6.3. Review of Secretary
 - 6.4. Review of Secretary to the Chief of Police

7. INFORMATIONAL ITEMS:

Review of Non-Classified Job Specifications (7.1-7.2)

7.1. Review of Executive Assistant to the City Manager and City Attorney

7.2. Assistant Engineer/Licensed Land Surveyor

8. ADJOURNMENT

In accordance with provisions of Government Code Section 54957, no other business shall be considered at this Regular Meeting of the Personnel Commission.

The City of El Cajon endeavors to comply with the Americans with Disabilities Act. If you require assistance or auxiliary aids in order to participate at Personnel Commission meetings, please contact the Human Resources Department at (619) 441-1736 as far in advance of the meeting as possible.

MINUTES PERSONNEL COMMISSION

June 10, 2016 at 9:00 a.m.
City Council Chamber
200 Civic Center Way
El Cajon, CA 92020

NOTICE IS HEREBY GIVEN that a Special Meeting of the City of El Cajon's Personnel Commission will be held at **9:00 a.m. on Friday, June 10, 2016, in the City Council Chambers**, located at 200 Civic Center Way, El Cajon, California, to consider the following:

I. CALL TO ORDER

Vice Chair Nasif calls the meeting to order at 9:00 a.m.

II. ROLL CALL

Commissioners Present: Vice Chair Richard Nasif, Richard Agundez, Jr., Donald Bishop, and Susi Kuklinski

Commissioners Absent: Chair Mary Thigpen

Others Present: Jim Lynch, Director of Human Resources
Judi Gonzalez, Administrative Secretary (HR)

III. PLEDGE OF ALLEGIANCE

Vice Chair Nasif leads the group in reciting the Pledge of Allegiance.

IV. MINUTES OF PREVIOUS MEETINGS

Motion by Commissioner Bishop, seconded by Commissioner Agundez, and carried unanimously by those present, to accept for filing the Minutes of the January 8, 2016, meeting of the Personnel Commission.

V. ORAL COMMUNICATIONS

Each person who wishes to speak before the Personnel Commission on any matter not listed on the Agenda shall approach the Personnel Commission, give his/her name and address, and limit his/her presentation to three minutes.

VI. ACTION ITEMS (None)

VII. INFORMATIONAL ITEMS (No action required)

1. Review of Classification Specifications (Non-Classified)

7.1 IT Network Administrator

Vice Chair Nasif asks if there is any additional information that needs to be shared concerning the job classification. Mr. Lynch states no, but that the educational requirements for the position have changed and standby time has been added. Commissioner Kuklinski asks if this position is below the median for salary. Mr. Lynch states that employees in this position received an additional 2.5% increase in salary. Commissioner Kuklinski asks if they receive per diem pay if they work extra hours. Mr. Lynch replies no. Commissioner Kuklinski asks if the employees can say they do not want to work or are not available to work outside of normal business hours. Commissioner Agundez asks if they are on call. Mr. Lynch responds that they are on call in shifts. Commissioner Agundez asks if this was a negotiation item. Mr. Lynch states yes. Vice Chair Nasif asks if the change in education affects any of the employees currently in this position. Mr. Lynch states no.

Motion by Commissioner Kuklinski, seconded by Commissioner Agundez, and carried unanimously by those present.

2. Review of Classification Specifications (Unrepresented)

7.2 Director of Administrative Services

Commissioner Agundez asks if this is a new position. Mr. Lynch states no, that this is just a reclassified position that is part of the City's reorganization. Lynch advised that Brett Channing will be the Deputy Director of Administrative Services. Commissioner Kuklinski asks who everyone reported to before the reorganization and Mr. Lynch responds the City Manager. Commissioner Kuklinski states that this will help with the varied day-to-day duties of the City Manager.

Commissioner Kuklinski asks why the City created a Principal Analyst position and was it so this person could take on more of the administrative duties. Mr. Lynch responds yes. Commissioner Kuklinski asks what the difference of extensive and significant are. Mr. Lynch says that language was left intentionally vague because a person needs to have experience in all areas. Commissioner Kuklinski asks how the department would defend the experience if you tell someone, in the future, that they are not experienced enough. Lynch states it is discretionary. Nasif says it gives the City wiggle room when hiring and that they need it. Mr. Lynch states there is more flexibility with non-classified positions.

Commissioner Kuklinski asks how many people Mr. Lynch will now be responsible for. Mr. Lynch responds that he will be responsible for double the amount of personnel that he has now. Commissioner Agundez asks if these new positions are MEA. Mr. Lynch responds that they are non-classified, but the personnel they supervise are members of bargaining groups. Commissioner Agundez asks why these weren't opened up for

recruitment. Mr. Lynch says they were just reclassified and not new positions.

Motion by Commissioner Kuklinski, seconded by Commissioner Bishop, and carried unanimously by those present.

7.3 Deputy Director of Administrative Services

Commissioner Kuklinski states that there are no questions.

Motion by Commissioner Bishop, seconded by Commissioner Agundez, and carried unanimously by those present.

7.4 Principal Human Resources Analyst

Commissioner Kuklinski asks why the City didn't ask for an HR certification like IPMA. Mr. Lynch says they thought about it, but wanted to leave it open in case someone with experience didn't have one. Commissioner Kuklinski asks shouldn't it be in the job description if they are grading on the supplemental. Mr. Lynch says they ask questions about all the experience a person has in the supplemental.

Motion by Commissioner Bishop, seconded by Commissioner Kuklinski, and carried unanimously by those present.

VIII. ADJOURNMENT

Motion by Commissioner Agundez, seconded by Commissioner Bishop, and carried unanimously by those present, to adjourn the meeting of the Personnel Commission at 9:21 a.m.

City of El Cajon Personnel Commission Agenda Report

DATE: March 30, 2017

TO: Commission Chair Mary Thigpen
Commissioner Vice Chair, Richard Nasif
Commissioner Richard Agundez
Commissioner Donald Bishop
Commissioner “Susi” Kuklinski

FROM: Jim Lynch, Director of Human Resources

SUBJECT: Selection of Chair and Vice Chair of Commission

BACKGROUND: El Cajon Municipal Code §2.24.080 states that:

At the first meeting of each commission after the first of February of each year, the commissioners shall select one of their members as chairperson and one as vice-chairperson.

Currently, the Chair of the Personnel Commission is Ms. Mary Thigpen. Vice Chair of the Commission is Richard Nasif.

RECOMMENDATION: That the Commission select a Chair and Vice Chair for the current year.

City of El Cajon Personnel Commission Agenda Report

DATE: March 30, 2017

TO: Commission Chair Mary Thigpen
Commissioner Vice Chair, Richard Nasif
Commissioner Richard Agundez
Commissioner Donald Bishop
Commissioner “Susi” Kuklinski

FROM: Jim Lynch, Director of Administrative Services

SUBJECT: Approval of Revisions to Classification Specification: Administrative Secretary

BACKGROUND: The City currently has an approved classification specification for Administrative Secretary. The classification specification was last updated in 2001. Based on similar classifications within other agencies and due to the advancement in technology, the City has proposed revisions to the classification specification. Specifically, the revisions reduce the typing certificate requirement from 65 to 45 words per minute. Other changes are “clean up” changes and non-substantive.

Attached you will find the markup version of the proposed classification specification revisions. A copy of the revised classification specification was provided to the El Cajon Municipal Employee Association (ECMEA), which represents employees in this classification. ECMEA, along with secretarial staff, reviewed and approved the proposed changes.

RECOMMENDATION: That the Commission review and approve the proposed revisions to the attached classification specification. Upon approval, the specification will be submitted to the City Council for final approval.

CITY OF EL CAJON

ADMINISTRATIVE SECRETARY

CLASSIFICATION DESCRIPTION

Function: Under general supervision, to provide secretarial support to a department/~~division director~~, administrative staff and/or City Commission/Committee; perform a variety of clerical tasks; and to perform related work as required.

Class Characteristics:

Employees in this class perform a wide range of secretarial and clerical duties that support ~~the departmental~~ operation of the City. ~~The employee is~~ Employees are required to use more initiative, independent judgment, courtesy, tact and diplomacy in handling citizen inquiries, complaints and related matters than is required of ~~in~~ other clerical classifications.

Representative Duties:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- ~~Meets the public and p~~ Provides the public with information requiring knowledge of City department, City Council and or administrative policies and procedures;
- ~~P~~ prepares agendas, ~~attends~~ and takes minutes of meetings; ~~of citizen, advisory and administrative committees;~~
- ~~_____~~
- Composes and types correspondence and other general materials on general, technical subjects and/or confidential files;
- Logs, routes and tracks scheduled performance evaluations of departmental staff;
- ~~operates a variety of office machines;~~
- Creates, revises and maintains filing systems ~~covering a variety of subject matters;~~
- Prepares layout of departmental material to be printed;
- ~~may be required to log and collect fees for department services;~~
- Conducts inquiries into administrative concerns or problems and may make recommendations for action;
- ~~may type budget and financial reports;~~
- Schedules meetings and appointments for administrative staff;

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Administrative Secretary

- ~~G~~ greets office visitors and screens for referral to appropriate ~~official or office personnel~~;
- ~~requisitions, stores and maintains~~ Maintains control of departmental office and safety supplies;
- Prepare and maintains departmental forms and records retention files;
- ~~may lead the work of other clerical staff~~;
- Prepare and processes payroll records;
- Maintains logs and monitors budget expenditures;
- Takes and transcribes dictation or tapes;
- May provide clerical assistance in support of budget and financial reports;
- May be required to log and collect fees for department services;
- May lead the work of other clerical staff;
- ~~takes and transcribes dictation or tapes~~.

Contacts and Relationships: ~~The employee has~~ Employees in this class have contact with City employees and a variety of persons conducting business with the City. A high degree of courtesy and tact must be demonstrated ~~by the employee due to the varied contacts involved in the job~~ by employees in this class.

Accountability: A major part of the employee's work is performed in accordance with established guidelines and procedures. ~~On a daily basis, the employee~~ Employees on this class exercises considerable independent judgment in the selection and timing of work activities. It is expected that ~~employees in this class the employee will~~ review operations and suggest ways to relieve the department director of routine tasks. Employees in this class normally process information of a confidential and sensitive nature.

Working Conditions: ~~Essentially all of the employee's working hours are spent in an~~ Employees in this class work in an office environment. There may be some light physical work involved in the handling of supplies, files, etc. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The

employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
Physical hazards are minimal.

QUALIFICATIONS GUIDELINES

Experience: At least three years of full-time experience performing the full range of responsible secretarial and/or clerical work, including word processing, screening of visitors, maintenance of filing systems and handling of minor administrative tasks; experience transcribing dictation may be is desirable for some positions.

Special Requirements: ~~Ability to type at a corrected speed of 65 w.p.m.~~

Education: Equivalent to completion of high school, supplemented by course work or special training in secretarial science or business including training in word processing or personal computers.

Special Requirements: Ability to type at a corrected speed of ~~65-45~~ w.p.m., with a maximum of 5 errors.

Physical Condition: ~~Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.~~

~~The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.~~

Abilities/Skills/Knowledge:

- Ability to use word processing, spreadsheet, and other computers application programs; database and presentation applications;
- ~~ability to type at a corrected rate of 65 w.p.m.;~~
- aAbility to establish and maintain complex filing systems and prepare reports;
- aAbility to compose correspondence on routine matters;

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Administrative Secretary

- ~~a~~Ability to assist in the development of office procedures and forms;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Ability to prioritize a variety of assignments;
- ~~e~~Considerable knowledge of ~~modern-relevant~~ office ~~machines~~equipment;
- Considerable knowledge of, business English including spelling, punctuation and grammar;
- Considerable knowledge of office procedures and practices;
- ~~S~~some knowledge of basic bookkeeping procedures;
- ~~good proofreading skills~~;
- ~~ability to take dictation at a speed of 80 w.p.m. is required for some positions.~~

Established: 10/85

Revised: 1/94, 9/98, 2/00, 10/01, 03/17

Formerly: Secretary I

Formerly: Administrative Secretary I

City of El Cajon Personnel Commission Agenda Report

DATE: March 30, 2017

TO: Commission Chair Mary Thigpen
Commissioner Vice Chair, Richard Nasif
Commissioner Richard Agundez
Commissioner Donald Bishop
Commissioner “Susi” Kuklinski

FROM: Jim Lynch, Director of Administrative Services

SUBJECT: Approval of Revisions to Classification Specification: Secretary

BACKGROUND: The City currently has an approved classification specification for Secretary. The classification specification was last updated in 2000. Based on similar classifications within other agencies and due to the advancement in technology, the City has proposed revisions to the classification specification. Specifically, the revisions reduce the typing certificate requirement from 55 to 45 words per minute. Other changes are “clean up” changes and non-substantive.

Attached you will find the markup version of the proposed classification specification revisions. A copy of the revised classification specification was provided to the El Cajon Municipal Employee Association (ECMEA), which represents employees in this classification. ECMEA, along with secretarial staff, reviewed and approved the proposed changes.

RECOMMENDATION: That the Commission review and approve the proposed revisions to the attached classification specification. Upon approval, the specification will be submitted to the City Council for final approval.

CITY OF EL CAJON

SECRETARY

CLASSIFICATION DESCRIPTION

Function: Under general supervision, to perform a variety of ~~typing and~~ clerical tasks; makes arithmetical calculations and operate various office ~~machines~~equipment; assists the public and performs s related work as required.

Class Characteristics: This is the journey level class in the clerical series. Positions in this class differ from Administrative Secretary classification in that the Administrative Secretary has more responsibility for coordinating office operations beyond his/her own duties. Secretaries are expected to apply established procedures and learned techniques in accordance with ~~designated schedules of work completion~~routine assignments.

Representative Duties:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Maintains forms, templates, records, reports, applications and other materials;
- ~~and e~~Ensures accuracy, completeness and conformity of documents within established procedures;
- Posts a variety of information from standardized media to various types of control records;
- Types letters and other materials s from rough drafts, verbal instructions or audio tapes;
- Composes routine correspondence;
- Notifies other employees and members of the public of actions taken;
- Assembles information from various sources for records and reports;
- Files and retrieves information;
- Prepares departmental payroll records;
- ~~performs arithmetical calculations~~MT1;
- answers inquiries about routine procedures and policies;

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Secretary

- ~~• maintains inventories and mailing lists [MT2];~~
- eCollects fees and prepares invoices;
- Processes licenses and permits;
- ~~and d~~Distributes equipment;
- Operates a variety of office equipment ~~including a personal computer;~~
- Orders office and department supplies;
- eOpens, routes and may deliver mail;
- Communicates information ~~by radio, teletype, telephone, facsimile, email and/or over the counter~~ to the public and/or other agencies;
- May train other clerical employees;
- ~~• assists the public in person or on the telephone [MT3].~~

In the ~~police records~~Police Records assignment:

In addition to duties listed above:

- Assigns case numbers;
- Processes, photocopies, routes and files arrest, crime and impound reports;
- Transcribes from tape arrest, crime and accident reports;
- Conducts searches of law enforcement computer systems for criminal histories, warrants, stolen vehicles, DMV records and other police related information;
- Releases information to law enforcement personnel, other public or private agencies, and the public in accordance with departmental policy and Department of Justice guidelines;
- Enters stolen/repossessed/impounded/stored/towed vehicles, stolen/lost property, wanted/missing persons, stolen/registration of guns, evidence and pawn slips into appropriate law enforcement computer systems;
- Fingerprints the public and sex/drug/arson registrants;

- Serves and “calls off” civil and criminal subpoenas of department personnel;
- Makes microfilm copies;
- Answers interstate and local law enforcement communicationsteletypes within time constraints;
- Notifies proper parties of towed/stored vehicles with 72 hours within established department time;
- Prepare press releases;
- Handle ~~does~~ alarm billing;
- Confirm Department of Justice records on stolen vehicles, missing persons and stolen guns as required.

Contacts and Relationships: ~~The employee has~~ Employees in this class have a variety of contacts with the public and other employees on a daily basis. In most cases, ~~the employee is giving or~~ employees are providing and/or receiving information necessary to the work flow. The frequent contacts must be positive to ensure public satisfaction with services rendered.

Accountability: ~~The employee~~ Employees in this class are responsible ~~is responsible~~ for the completion of work in accordance with established schedules, quality standards and assignments. Confidentiality, tact, diplomacy and courtesy are required in the completion of duties.

Working Conditions: Police Records assignments are generally rotating shifts outside of the normal working hours or work week in a “pool” arrangement.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to move about the office; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

QUALIFICATIONS GUIDELINES

Experience: At least one year of full-time experience in word processing and performing diversified clerical work which includes filing, telephone reception and public contact.

Education: Educational achievement equivalent to completion of high school supplemented by training in typing and office practices.

Special Requirements:

Ability to type at a corrected speed of 55-45 w.p.m., with a maximum of 5 errors.

May be required to be deputized as a Clerk of the Court to work certain assignments in the Police Departments.

~~**Working Conditions:**~~ ~~Police Records assignments are generally to rotating shifts outside of the normal working hours or work week in a “pool” [T4] arrangement.~~

~~**Physical Condition:**~~ ~~Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others. [T5] Essentially all of the employee’s working hours are spent in an office and the work is primarily sedentary. Assignments may involve prolonged periods at a video display terminal.~~

~~While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to move about the office; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.~~

~~The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.~~

~~The noise level in the work environment is quiet to moderately noisy.~~

~~**Tools and Equipment Used:**~~ ~~Multi-line telephone console; personal computer; copy machine; postage machine; fax machine; base radio; 10-key calculator.~~

~~**Experience:**~~ ~~At least one year of experience in word processing and performing diversified clerical work which includes filing, telephone reception and public contact.~~

~~**Education:**~~ ~~Educational achievement equivalent to completion of high school supplemented by training in typing and office practices.~~

Abilities/Skills/Knowledge:

- Ability to use word processing, spreadsheet, and other computers application programs;
- Ability to use correct grammar, punctuation and spelling;
- Working knowledge of office practices, procedures and methods;

City of El Cajon
Secretary

- ~~a~~Ability to perform clerical work in accordance with established procedures, practices and schedules;
- A~~a~~bility to make arithmetical computations;
- ~~ability to use correct grammar and spelling;~~
- aAbility to deal effectively and courteously with the public;
- aAbility to transcribe recorded tapes from a variety of voices and radio transmissions;
- ~~good proofreading skills;~~
- ~~ability to operate general software programs for word processing, spreadsheets and database management;~~
- A~~a~~bility to alphabetize or numerically/chronologically sort materials.

Special Requirements:

~~Ability to type at a speed of at least 35 net w.p.m. with a maximum of five (5) errors.~~

~~May be required to be deputized as a Clerk of the Court to work certain assignments in the Police Departments.~~

Revised: 7/89; 2/00, 03/17
Formerly: Intermediate Clerk Typist

City of El Cajon Personnel Commission Agenda Report

DATE: March 30, 2017

TO: Commission Chair Mary Thigpen
Commissioner Vice Chair, Richard Nasif
Commissioner Richard Agundez
Commissioner Donald Bishop
Commissioner “Susi” Kuklinski

FROM: Jim Lynch, Director of Administrative Services

SUBJECT: Approval of Revisions to Classification Specification: Secretary to the Chief of Police

BACKGROUND: The City currently has an approved classification specification for Secretary to the Chief of Police. The classification specification was last updated in 2013. Based on similar classifications within other agencies and due to the advancement in technology, the City has proposed revisions to the classification specification. Specifically, the revisions reduce the typing certificate requirement from 55 to 45 words per minute.

Attached you will find the markup version of the proposed classification specification revisions. A copy of the revised classification specification was provided to the El Cajon Municipal Employee Association (ECMEA), which represents employees in this classification. ECMEA, along with secretarial staff, reviewed and approved the proposed changes.

RECOMMENDATION: That the Commission review and approve the proposed revisions to the attached classification specification. Upon approval, the specification will be submitted to the City Council for final approval.

CITY OF EL CAJON

SECRETARY TO THE CHIEF OF POLICE

CLASSIFICATION DESCRIPTION

Function: Under administrative direction, to perform a variety of complex secretarial work requiring specialized knowledge and experience; supervise, train and evaluate the performance of assigned clerical staff; and perform related work as required.

Class Characteristics: The employee in this class report directly to the Chief of Police. The employee supervises, trains and evaluates the performance of assigned clerical staff. The employee is required to use a high level of courtesy, tact, diplomacy and political acumen in handling the Chief's incoming calls, visitors, citizen inquiries, complaints and related matters. The Secretary to the Chief of Police relieves the Chief of Police of routine tasks and assists in the completion of administrative functions.

Representative Duties:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides secretarial support to the Chief of Police;
- Prepares agendas, attend and take minutes of meetings of citizen, advisory and administrative committees;
- Composes and types correspondence and other materials on general, technical subjects and/or confidential files;
- Logs, routes and tracks scheduled performance evaluations of departmental staff;
- Operates a variety of office equipment including personal computers, typewriters, calculators, and copiers;
- Greets the public and provides information requiring knowledge of department, City Council and administrative policies and procedures;
- Creates, revises and maintains filing systems;
- Conducts inquiries into administrative concerns or problems and may make recommendations for action;
- Types budget and financial reports;
- Prepares and processes payroll;
- Schedules meetings and appointments for Chief of Police;
- Greets office visitors and screen for referral to appropriate official or office;
- Maintains departmental office supplies;

City of El Cajon
Secretary to the Chief of Police

- Maintains departmental forms, records retention and historical files;
- Supervises, trains, assigns and evaluates the performance of other clerical staff;
- Coordinates departmental recognition and events.

Contacts and Relationships: The employee has contact with department employees, City employees, and a variety of persons conducting business with the City, including high ranking individuals from various community and/or political organizations. The nature of the contacts and individuals involved is such that the employee must demonstrate a high degree of political acumen, courtesy, tact and efficiency.

Accountability: A major part of the employee's work is performed in accordance with established guidelines and procedures. However, on a day-to-day basis, the employee is responsible for improving department clerical support efficiency including, but not limited to, writing departmental procedures manuals, cross-training clerical staff and recommending changes in forms, filing and other related formats. Employees in this class are required to process information of a sensitive or confidential nature as well as to review the productivity of other clerical employees.

Working Conditions: Essentially all of the employee's working hours are spent in an office. There may be some light physical work involved in the handling of supplies, files, etc. Physical hazards are relatively non-existent.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

QUALIFICATIONS GUIDELINES

Experience: At least four years of progressively responsible, journey-level clerical and/or secretarial full-time experience. Experience working for executive staff is desirable.

Education: Equivalent to completion of high school, supplemented by course work or special training in secretarial science, office practices, or a related field.

Special Requirements: Ability to type at a corrected speed of 45 w.p.m., with a maximum of 5 errors.

City of El Cajon
Secretary to the Chief of Police

Abilities/Skills/Knowledge:

The following generally describes the abilities, skills and knowledge required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Skill to appropriately handle sensitive political situations and information;
- Ability to establish and maintain effective working relationships with high-ranking officials, other employees and the public;
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records and reports;
- Ability to use computer applications, including electronic mail, word processing spreadsheet, presentation applications, and special databases;
- Ability to establish and maintain complex filing systems;
- Ability to compose correspondence on routine matters and prepare reports;
- Ability to assist in the development of office procedures and forms;
- Ability to determine work priorities for a variety of assignments of a work group;
- Ability to supervise, train and evaluate the work of subordinates;
- Considerable knowledge of modern office machines, business English, office procedures and practices;
- Considerable skill in proofreading.

Established: 10/01

Revised: 08/13

Reviewed by City Manager:

Approved by Personnel Commission: 08/28/2013

Approved by City Council: 09/10/2013

Formerly: Administrative Secretary II

City of El Cajon Personnel Commission Agenda Report

DATE: March 30, 2017

TO: Commission Chair Mary Thigpen
Commissioner Vice Chair, Richard Nasif
Commissioner Richard Agundez
Commissioner Donald Bishop
Commissioner “Susi” Kuklinski

FROM: Jim Lynch, Director of Administrative Services

SUBJECT: Review of Revisions to Classification Specification: Executive Assistant to the City Manager/City Attorney

BACKGROUND: The City currently has an approved classification specification for Executive Assistant to the City Manager/City Attorney. The classification specification was last updated in 2012. Based on similar classifications within other agencies and due to the advancement in technology, the City has proposed revisions to the classification specification. Specifically, the revisions reduce the typing certificate requirement from 70 to 45 words per minute.

Attached you will find the markup version of the proposed classification specification revisions. This is a Confidential classification and is not covered by a bargaining group.

RECOMMENDATION: That the Commission review and provide suggestions on the proposed revisions to the attached classification specification. Upon approval, the specification will be submitted to the City Council for final approval.

CITY OF EL CAJON

EXECUTIVE ASSISTANT TO THE CITY MANAGER/CITY ATTORNEY

CLASSIFICATION DESCRIPTION

Function: Under general supervision, performs a variety of complex paraprofessional, administrative support duties in the City Manager's Office or City Attorney's Office requiring specialized knowledge and experience; may supervise, train and evaluate the performance of assigned clerical staff; performs related work as required.

Class Characteristics: The incumbent in this class performs specialized and complex tasks for the City Manager, City Council (which also functions as the El Cajon Housing Authority) and/or City Attorney that distinguishes the incumbent from employees in the clerical classes. This classification has been designated confidential by City Council action, i.e., privy to labor relations information and instructions to the City's labor negotiating teams from the City Council, and litigation matters handled by the City Attorney's Office.

Representative Duties:

- Takes and transcribes dictation from draft, tapes and/or rough notes;
- drafts ordinances, resolutions and council reports, with or without direction from professional staff;
- prepares a variety of statistical reports, proclamations, agreements and other documents; screens visitors, calls, and mail;
- responds to inquiries received in person, over the telephone, via e-mail and/or through the mail regarding City codes, ordinances, policies and procedures;
- schedules appointments and/or meetings, makes travel/lodging arrangements for departments' staff and City Council members;
- assists in development and implementation of office systems and procedures;
- creates, revises and maintains filing systems covering a variety of subjects;
- maintains inventory of equipment, supplies and forms;
- may process department payroll;
- assists with claims processing and liability and property insurance matters;
- operates a variety of office machines;
- may monitor budget expenditures and order supplies and equipment;
- may supervise, train and evaluate the performance of assigned clerical staff.

Contacts and Relationships: The employee has contact with department directors, City employees, elected officials, City Attorney staff, outside legal counsel, the general public, other government agencies, and a variety of persons conducting business with the City.

City of El Cajon
Executive Assistant to the City Manager/City Attorney

In many cases, the employee is responding to requests for and disseminating information in accordance with established guidelines. There are situations where the employee is required to use exceptional discretion and independent judgment in addressing issues brought to the attention of the City Manager's Office and/or the City Attorney's Office.

Accountability: Because the employee has access to information of a sensitive or confidential nature, discretion, tact, good judgment, and aplomb are hallmarks of the incumbent. The employee also exercises latitude in the timing and selection of work activities. It is expected that the employee will review operations and suggest ways to relieve the departments' professional staff of routine tasks.

Working Conditions: Most of the employee's time is spent in the office. Attendance at evening meetings may be required. Physical hazards are relatively non-existent.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Experience: Extensive experience performing the full range of administrative support duties including typing, taking dictation/transcription, screening visitors and telephone calls, maintenance of filing systems, handling of administrative projects and tasks. Considerable experience in using computers is required. Knowledge of very basic legal principles and governmental operations is desirable. Supervisory experience is required.

Education: Educational achievement equivalent to graduation from high school supplemented by coursework or training in secretarial science and/or business administration.

Abilities/Skills/Knowledge:

- Ability to use advanced word processing, spreadsheet, database, and presentation applications and to type at a corrected rate of 70-45 wpm;
- ability to transcribe proficiently;
- ability to compose correspondence;
- ability to prepare accurate reports from statistical or general information;

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Executive Assistant to the City Manager/City Attorney

- ability to establish and maintain complex filing systems;
- ability to develop and implement office procedures;
- ability to establish and maintain effective working relationships with the public, City officials and other City employees;
- ability to prioritize work assignments and work independently;
- skill in operating word processing systems;
- exceptional skill in proofreading;
- considerable knowledge of modern office equipment, practices and procedures;
- ability to train and supervise clerical staff;
- ability to take dictation at a corrected rate of 80 wpm, should the City Manager and City Attorney desire.

Established: 8/01

Revised: 11/95; 9/04; 02/12

Reviewed by City Manager: 02/12

Approved City Council: 09/04; 02/12

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City of El Cajon Personnel Commission Agenda Report

DATE: March 30, 2017

TO: Commission Chair Mary Thigpen
Commissioner Vice Chair, Richard Nasif
Commissioner Richard Agundez
Commissioner Donald Bishop
Commissioner “Susi” Kuklinski

FROM: Jim Lynch, Director of Administrative Services

SUBJECT: Review of Revisions to Classification Specification:
Assistant Engineer/Licensed Land Surveyor

BACKGROUND: The City currently has an approved classification specification for the combined Assistant Engineer/Licensed Land Surveyor classification. The classification specifications was last updated in February 2008. The City continuously strives to make improvements and to ensure that the specifications reflect the current job duties

As such, the Public Works Department has proposed revisions to the classification specification for Assistant Engineer/Licensed Land Surveyor, including separating the combined classification into two distinct classifications. The reason for the separation is that over time, incumbents in the Assistant Engineer classification have been more narrowly focused on engineering issues while the Licensed Land Surveyor has focused on construction-related duties.

A markup version of each of the proposed classification specifications is attached. A copy of each revised classification specification was provided to the Mid Management and Professional Employees’ Group (MMPEG), which represents employees in this classification. MMPEG reviewed and approved the proposed changes.

RECOMMENDATION: That the Commission review and provide suggestions on the proposed revisions to the attached class specifications. Upon approval, the specifications will be submitted to the City Council for final approval.

CITY OF EL CAJON

ASSISTANT ENGINEER* / ~~LICENSED LAND SURVEYOR~~ (NON-CLASSIFIED)

CLASSIFICATION DESCRIPTION

Function: Under general supervision, supervises and participates in professional level engineering ~~or land surveying~~ work; performs related work as required.

Class Characteristics: Positions in this class are journey-level civil engineering positions ~~or land surveying positions~~. Employees in this class perform more responsible duties and receive less supervision than the position of Junior Engineer and may be assigned supervisory duties.

Representative Duties: Generally assigned to perform tasks requiring demonstration of professional knowledge in civil engineering ~~or land surveying principles~~; supervises, trains and evaluates the work of subordinate personnel.

Applicable to All Engineering Assignments:

- Prepares ~~and supervises the preparation of~~ legal descriptions and grant deeds;
- Provides technical assistance and assists staff members on various engineering assignments.
- Coordinates and confers with other City personnel and departments, representatives of other public and private agencies and the public;
- Assists in budget preparation;
- Supervises and prepares background and staff reports for City Council and Planning Commission;
- Supervises, trains and evaluates subordinate personnel;

Engineering Design Assignment:

- Supervises and participates in the preparation of preliminary and final engineering plans, specifications and cost estimates for street improvements, drainage facilities, sanitary sewers and related structures;
- Supervises and participates in the preparation of plan layouts, details and drawings;
- Supervises and participates in the preparation of engineering calculations related to hydraulics, structural analysis, surveying and highway design;

City of El Cajon
Assistant Engineer/~~Licensed Land Surveyor~~

- Utilizes computer-aided design and drafting systems;
- Coordinates the work of field survey crews;
- Assists in preparation of special assessment districts, funding applications for federally funded and other projects, and Environmental Impact Analysis;
- Prepares petitions and reports;
- Duties may also include assignments normally performed by other Assistant Engineer assignments.

Engineering Private Development Assignment:

- Supervises, reviews and checks tentative and final subdivision maps for accuracy, design and completeness;
- Reviews specifications and improvement plans for accuracy;
- Coordinates and negotiates with private engineers and developers regarding requirements for developments;
- Supervises and reviews preparation of planning actions;
- Duties may also include assignments normally performed by other Assistant Engineer assignments.

Engineering Traffic Assignment:

- Performs engineering design of traffic projects, including roadway lighting, traffic signals, signing and striping plans;
- Checks traffic control plans and related specifications for other Public Works divisions;
- Conducts and updates inventories of traffic control devices;
- Updates and uses computerized special reports;
- Receives, investigates and deals with public on service requests and related matters;
- Orders and reviews work of traffic operations section and signal service contractor, including signing and striping by City forces;
- Reviews planning actions for traffic related Public Works comments;

City of El Cajon
Assistant Engineer/~~Licensed Land Surveyor~~

- Duties may also include assignments normally performed by other Assistant Engineer assignments.

Engineer Wastewater Assignment:

- Utilizes computer-aided design and drafting systems, as well as geographical information systems;
- Administers the City's Asset Management System and environmental compliance, which includes sewer facilities, pavement, storm drains, traffic devices, public properties and structures;
- Supervises and participates in the preparation of reports and correspondence related to sanitary sewer.
- Receives, investigates and deals with public on technical sewer account review requests and related matters;
- Participates in updates to inventories and classifications of sewer accounts;
- Duties may also include assignments normally performed by other Assistant Engineer assignments.

As Licensed Land Surveyor:

- ~~• Coordinates, supervises, and performs as the lead member of an engineering land survey crew;~~
- ~~• Performs survey calculations, documents, processes and collects field data;~~
- ~~• Develops topographic maps and provides construction staking for City projects;~~
- ~~• Researches, selects, implements, trains, supervises, and operates various land survey computers, equipment, and software;~~
- ~~• Determines and locates lines, angles, distances, elevations, rights-of-way, and property boundaries;~~

City of El Cajon
Assistant Engineer/~~Licensed Land Surveyor~~

- ~~• Drafts Auto CADD improvement plans, maps, and topographic structures;~~
- ~~• Assists the public with engineering policies, procedures, and records;~~
- ~~• Prepares and supervises the preparation of legal descriptions, grant deeds, and corner records;~~
- ~~• Reviews engineering permits and planning actions;~~
- ~~• Reviews of parcel maps and final maps for accuracy, completeness and conformance to local ordinances and the Subdivision Map Act.~~
- ~~• Signs and stamps the following documents for compliance with the Subdivision Map Act and the Land Surveyors Act: Corner Records, Record of Surveys, Legal Descriptions, Parcel Maps, and Subdivision Maps.~~

Contacts and Relationships: Contacts are varied to include engineers, contractors, job superintendents, property owners, developers, other City departments, and others who must comply with City engineering standards and specifications.

Accountability: The employee is accountable for the efficient, accurate and timely completion of work assigned within the parameter established by the department.

Working Conditions: Work is primarily in an office setting; however, some field work is occasionally required to inspect sites under consideration for development or construction.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is frequently required to sit, ~~and~~ talk and hear; use hands to ~~finger,~~ handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities requested by this job include close vision and the ability to adjust focus.

Experience: At least one year of full time experience in civil engineering in the area(s) of ~~involving~~ design, traffic, construction or surveying.

City of El Cajon
Assistant Engineer/~~Licensed Land Surveyor~~

Education: Educational achievement equivalent to graduation from Four-year College or university with a degree in civil engineering or possession of an Engineer-in-Training (EIT) Certificate from the State of California. ~~Or, educational achievement equivalent to graduation from a two-year college and registration as a Licensed Land Surveyor with the State of California.~~

Abilities/Skills Knowledge:

- Ability to prepare plans and specifications and to review cost estimates;
- Ability to prepare comprehensive reports;
- Supervisory ability;
- Ability to establish and maintain effective working relationships with City personnel and the public;
- Ability to use computers;
- Knowledge of computer-aided design and drafting (CADD) systems;
- Knowledge of the principles and practices of civil, structural and hydraulic engineering;
- Knowledge of municipal public works design and construction;
- ~~Knowledge of topographical and construction surveying.~~

Special Requirements: A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

- * In agreement with the State Board of Registration for Professional Engineers, non-registered personnel cannot use the protected title Civil Engineer in identifying themselves. A non-registered individual in this classification would use the title Assistant Engineer for identification purposes.

CITY OF EL CAJON

Assistant Engineer/~~Licensed Land Surveyor~~

Revised: 3/91; 1/08; 8/15

Reviewed by City Manager: 02/05/2008; 8/2015

Approved City Council: 02/12/2008; 08/11/2015

CITY OF EL CAJON
Licensed Land Surveyor

CITY OF EL CAJON
LICENSED LAND SURVEYOR
(NON-CLASSIFIED)

CLASSIFICATION DESCRIPTION

Function: Under general supervision, supervises and participates in professional level land survey work and engineering survey work; performs related work as required.

Class Characteristics: Positions in this class are ~~as a journey-level~~ licensed land surveying positions. Employees in this class may be assigned supervisory duties^(MT1).
~~Employees in this class perform more responsible duties and receive less supervision than the position of Junior Engineer and may be assigned supervisory duties.~~

Representative Duties: Generally assigned to perform tasks requiring demonstration of professional knowledge in land surveying principles; supervises trains and evaluates the work of support personnel.

- Coordinates, supervises, assigns and trains field surveying staff;
- Acts as lead member of an engineering land survey team;
- Performs survey calculations, documents processes and collects field data;
- Develops topographic maps and provides construction staking for City projects;
- Researches, selects, implements, trains, supervises_ and operates various land survey computers, equipment, and software;
- Establishes procedures and techniques for determinations involving the location of points, control lines, boundary lines and areas;
- Determines and locates lines, angles, distances, elevations, rights-of-way, and property boundaries;
- Drafts Auto CADD improvement plans, maps, and topographic structures;
- Assists the public with engineering policies, procedures, and records;

- Prepares and supervises the preparation of legal descriptions, grant deeds, and corner records;
- Reviews engineering permits and planning actions;
- Reviews parcel maps and final maps for accuracy, completeness and conformance to local ordinances and the Subdivision Map Act.
- Signs and stamps [on behalf of the City](#) the following documents for compliance with the Subdivision Map Act and the Land Surveyors Act: Corner Records, Record of Surveys, Legal Descriptions, Parcel Maps, and Subdivision Maps.
- Provides technical assistance and assists staff members on various engineering assignments.
- Coordinates and confers with other City personnel and departments, representatives of other public and private agencies and the public;
- **Assists in budget preparation**^[MT2];
- Supervises and prepares background ~~and staff reports~~ [information](#) for City Council and Planning Commission.

Contacts and Relationships: Contacts are varied to include engineers, contractors, job superintendents, property owners, developers, other City departments, and others who must comply with City engineering standards and specifications.

Accountability: The employee is accountable for the efficient, accurate and timely completion of work assigned within the parameter established by the department.

Working Conditions: Work is ~~primarily in an~~ [isn a combination of field work and office setting; however, some field work is occasionally required to inspect sites under consideration for development or construction.](#)

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

While performing the duties of this job, the employee is frequently required to sit and talk and hear, use hands to finger, handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities requested by this job include close vision and the ability to adjust focus.

Experience: Experience that would likely provide the required knowledge and abilities to perform the duties of this classification.

~~At least one year of full-time experience in civil engineering in design, traffic, construction and or surveying.~~

Education: Educational achievement equivalent to graduation from a two-year college and registration as a Licensed Land Surveyor with the State of California.

Abilities/Skills Knowledge:

- ~~Ability to prepare plans and specifications and to review cost estimates;~~
- Ability to prepare comprehensive reports;
- Supervisory ability;
- Ability to establish and maintain effective working relationships with City personnel and the public;
- Ability to use computers;
- Knowledge of computer-aided design and drafting (CADD) systems;
- ~~Knowledge of the principles and practices of civil, structural and hydraulic engineering;~~
- Knowledge of municipal public works design and construction;
- Knowledge of topographical and construction surveying.

Special Requirements: A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

New: TBD

Reviewed by City Manager: TBD

Approved City Council: TBD