

Serena Wright responded that requiring a Level Two is preferred, but not required, and is consistent with the notice provided to the unions.

Vice Chair Stivers advised staff of typographical errors.

Commissioner Zeitlin asked if the job bulletin should specify what type of driver's license is needed; the minimum educational level - should it be at least a high school education or equivalent; and should work schedules be mentioned as they have been in the past?

Serena Wright responded that the updated job bulletin was provided to the Commission on the dais, and their comments have been duly noted.

Moved by Commissioner Zeitlin, seconded by Vice Chair Stivers, the motion to approve the revised open/competitive recruitment bulletin and revised classification specification for Traffic Signal Technician was unanimously carried.

Item A-10: Parks Manager: New Open/Competitive Recruitment Bulletin and Revised Classification Specification

Serena Wright gave overview of staff report.

Chair Motyl asked if this was Don Marquardt's position?

Serena Wright responded, "yes."

Commissioner Whitaker advised staff of typographical errors, and also stated that the trees in the Dog Park need to be maintained.

Commissioner Barriciello asked about changes made to the bulletin received on the dais, specifically, change to reflect "supervisory" experience, accrual of floating holidays, and IRS limits on amount contributed to deferred compensation.

Linda Coll responded that floating holidays are granted in a lump-sum bank at the beginning of the fiscal year, and pro-rated for new employees. Two separate transactions are required to deposit accruals to deferred compensation; employees must designate the specific amount to be contributed to deferred compensation up to the limit(s) set by law.

Moved by Chair Motyl, seconded by Vice Chair Stivers, the motion to approve the new open/competitive recruitment bulletin and revised classification specification for Parks Manager was unanimously carried.

Item A-11: Legal Operations Manager: Revised Classification Specification; Code Enforcement Supervisor: New Recruitment Bulletin and Revised Classification Specification

Serena Wright gave an overview of staff report.

Legal Operations Manager:

Commissioner Whitaker inquired if the Legal Operations Manager performs manager duties. He further questioned if there should be a minimum degree requirement for consistency, and if the incumbent has a degree.

Serena Wright responded that the incumbent does not have a degree, and further stated that she believes there is a value in both education and experience.

Commissioner Whitaker asked, if this is a managerial type of position, shouldn't a minimum of a Bachelor's Degree be required.

Carol Schwab, City Attorney, responded that in her experience, she does not believe a degree is required. For this position, organizational skills, leadership and knowledge of operations are essential.

Commissioner Whitaker questioned that if skills are crucial then why not make a degree requirement.

Carol Schwab responded that, in her experience, some employees with degrees do not have the same skill level of experienced employees.

Commissioner Whitaker responded that he recognizes experience is valuable, and asked about substituting equivalent experience in-lieu of education.

Commissioner Zeitlin added that she also shares the same sentiment that Commissioner Whitaker expressed; as she reads through the job description it appears that the incumbent is doing relatively high level legal work. And based on trying to establish consistency on class specs, it is her memory that the Commission has approved the equivalency language that included a 4 year degree with the caveat of additional experience substituting in lieu of education.

Serena Wright responded that current language will not dissuade applicants from applying and will also give more flexibility to the hiring department.

Carol Schwab stated that she believes the salary is set similar to that of other management positions, and that law enforcement or legal experience is valuable in the position.

Commissioner Whitaker stated that, in his experience, the duties and responsibilities of a Law Office Manager are significantly different than those of a Legal Operations Manager who is responsible for budget preparation and making presentations to the City Council, and that Law Office Managers typically do not have a degree.

Commissioner Barriciello stated she is relying on the experience and expertise of staff, and is comfortable with the specification as written, adding that the position would be overpaid if all he/she did was make copies.

Vice Chair Stivers and Commissioner Barriciello were in agreement with the comments made by Carol Schwab.

Moved by Vice Chair Stivers, seconded by Chair Barriciello, the motion to approve the revised classification specification for Legal Operations Manager did not carry, 2-3:

AYES: Commissioners Barriciello and Stivers

NOES: Commissioners Motyl, Whitaker, and Zeitlin

Discussion continued regarding further revising the classification specification in order to obtain Commission approval.

Serena Wright suggested the inclusion of a bachelor degree in addition to additional experience substituting on a year-for-year basis.

Linda Coll recommended substituting relevant general experience rather than language describing specific experience.

Moved by Commissioner Whitaker, seconded by Vice Chair Stivers, the motion to approve the revised classification specification for Legal Operations Manager was unanimously carried.

Code Enforcement Supervisor:

Chair Motyl asked if a Code Enforcement Supervisor works in a City Hall office.

Serena Wright responded that the position is within the City Attorney's Office.

Commissioner Whitaker advised staff of typographical errors.

Commissioner Barriciello questioned if degree requirements should be different for supervisors versus managers.

Commissioner Whitaker asked if there is a distinction between supervisors and management employees. If there is a consensus, then he would agree that degree requirements should be consistent regardless of the department they work in.

Commissioner Zeitlin responded that we should be consistent with our past practice with language as it pertains to supervisors and managers.

Commissioner Barriciello stated that the class spec is similar to the Legal Operations Manager specification. Should we address the fact that in the reading of the duties of the position, as to planning and organization skills, and supervision of employees, it is not clear whether or not they need a four year college degree.

Carol Schwab responded that this is definitely a management position that supervises subordinates and interprets codes. She wants the ability to fill the position with the best candidate.

Serena Wright stated the position must also exercise a high level of independent judgment.

Chair Motyl suggested using the same equivalency language as Legal Operations Manager.

Moved by Commissioner Whitaker, seconded by Commissioner Zeitlin, the motion to approve the new open/competitive recruitment bulletin and revised classification specification for Code Enforcement Officer, with amended equivalency language, was unanimously carried.