

MEETING DATE: 3/9/09

AGENDA ITEM: 1) Approval of the Revised Classification Specifications for Transportation Director and Public Works Director/City Engineer; and 2) Adoption of a Resolution Revising the Salary Schedule and Rescinding Resolution No 2009-R010.

ATTACHMENTS

	<u>Pages</u>
1. Revised Classification Specification for Transportation Director	1-2
2. Revised Classification Specification for Public Works Director/ City Engineer	3-4
3. Labor Market Survey and Classification Specifications	5-45
4. Resolution and Exhibit A	46-56
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TRANSPORTATION DIRECTOR

DEFINITION

The occupant of this classification is in the unclassified service. This exempt executive level classification serves as head of the Transportation Department, assuming management responsibility for local transportation policy, planning, and projects; mandated air quality programs; the City's equipment maintenance garage which services all city vehicles and various maintenance equipment; oversight of the City's Equipment Replacement Fund and the purchase of all new vehicles, and ensuring the municipal transit system is properly planned, designed, operated and maintained in a technically competent and economical manner. Additionally, this position will provide support for special transportation projects that impact the City and serves as a member of the City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Manager. Responsibilities include supervision of department management and support staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Plans, organizes and directs the department's day-to-day operations.
2. Oversees local transportation policy, planning, and projects while ensuring coordination with other agencies and inter-departmental efforts.
3. Supports multi-departmental staff efforts on complex transportation projects that impact Culver City.
4. Evaluates short and long range transportation needs and produces multi-year plans.
5. Reviews complex documents including Environmental Impact Reports for potential impacts to Culver City. Provides input in relation to negotiating transportation mitigations with developers.
6. Ensures the City's ability to meet future municipal transit program requirements within financial constraints.
7. Coordinates the City's transit policy with other regional transportation programs.
8. Represents the interests of Culver City and the Transportation Department before federal, state, and local agencies. Analyzes proposed transportation legislation for impact on Culver City, recommending City Council action concerning such legislation and strongly presenting the City's position before appropriate legislative and administrative bodies.
9. Manages transportation grant programs including applications, administration and evaluation. Ensures compliance with grant fund rules and regulations.
10. Responsible for oversight of the City's mandated air quality programs.
11. Ensures that City equipment is properly maintained in a cost effective manner.
12. Responsible for keeping the transportation facility and all City fueling sites properly maintained and regulatory compliant.
13. Maintains a competent and motivated work force, with emphasis at middle management and first line supervisor levels, through effective training, performance evaluation and disciplinary procedures.
14. Coordinates the work of the Transportation Department with other City departments. Assumes a leadership role in developing, planning, scheduling, and control techniques.
15. Prepares the departmental annual budget assuring adequate documentation of the objectives of the department. Keeps actual expenditures within limits set.
16. Meets regularly with the City Manager regarding the work activities and the workload of the Transportation Department.

Revised January 2009

Revised July 2006

November 1998

17. Responds in a meaningful and timely fashion to public concerns, problems, and complaints.
18. Recommends purchase and disposition of motor coaches and related equipment.
19. Oversees the purchase/replacement of City equipment through the Equipment Replacement Fund.
20. Regularly attends City Council meetings.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles, techniques, and practices of managing a municipal transit system.
- Safety procedures relative to municipal transit operations.
- Federal, state, and local regulations governing the operation of a municipal transit system.
- Transportation policy and planning.
- Budget preparation and control.
- Applicable regulations regarding air quality, congestion management, or other pertinent regulatory requirements.
- Principles of management, supervision and training.

Skill and Ability to:

- Maintain effective working relationships with other employees, City officials, elected officials, employees of other agencies, and the general public.
- Interpret laws, rules, and regulations pertinent to a municipal transit system.
- Analyze data and prepare written and oral reports.
- Communicate effectively both verbally and in writing.
- Select, develop, motivate, and direct employees.
- Develop and implement transportation programs.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in public or business administration or related field, supplemented by courses in transportation, and five years increasingly responsible supervisory work experience in bus transportation system operations, including three years of experience at a transportation manager or assistant director level.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings, weekends and/or holidays.

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

The occupant of this classification is in the unclassified service. This exempt executive level classification serves as the head of the Public Works Department directing the operations of maintenance services which includes streets, sewers, trees, facility maintenance, traffic signals and street lights, graffiti abatement, parking meters, refuse collection and disposal, and municipal engineering services. The position functions as the lead staff person for regional transportation projects that impact the City and serves as a member of the City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Manager. Responsibilities include the supervision of department management and support staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises the control and coordination of public works projects, including the capital improvement program, assuring adherence to municipal code requirements, policy guidelines, federal and state laws, direction of the City Manager, and established engineering standards.
2. Supervises the services regarding the maintenance of trees, solid waste and recycling collection, traffic signals and street lights, street and sewer operations, and such other operations as may be assigned.
3. Works closely with other local jurisdictions primarily through the Westside Cities Council of Governments to develop coordinated regional and sub-regional traffic programs.
4. Develops and evaluates short and long range local and regional traffic needs of the City.
5. Leads multi-departmental efforts on complex traffic projects that affect the City.
6. Appears before commissions and committees, the City Council, and governmental regulatory agencies to provide data and recommendations on public works, engineering and traffic related matters affecting the City. Represents the City on regional and state technical and engineering committees.
7. Establishes and monitors annual performance objectives for the Public Works Department and ensures their attainment.
8. Develops and administers the budget for the Public Works Department. Assures delivery of optimum service levels within the constraints of the budget.
9. Maintains a competent and motivated work force by selecting, training, motivating, developing, disciplining, and evaluating subordinates.
10. Keeps abreast of and utilizes, where appropriate, new public works programs, procedures and technologies.
11. Maintains a competent and motivated work force through effective training, performance evaluation and disciplinary procedures.
12. Coordinates the work of the Public Works Department with other City departments
13. Meets regularly with the City Manager regarding the work activities and the workload of the Public Works Department.
14. Regularly attends City Council meetings.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Design, construction, and maintenance of complex capital improvement program projects.
- Materials, engineering methods, and problems involved in the planning, design, construction, and contract administration of capital improvements program projects. Principles and practices of civil, structural, and hydraulic engineering and public works improvement projects.
- Principles and practices of modern planning, management, and organizational techniques.
- Principles and practices of traffic engineering as related to municipal transportation systems.
- Principles and practices of municipal maintenance operations including refuse collection and disposal.
- Principles and practices related to regional and sub-regional traffic programs.
- State and local traffic laws and regulations.
- Techniques used in preparing and administering a departmental budget.
- The rules and regulations pertaining to personnel management in city government.

Skill and Ability to:

- Establish and maintain effective working relationships with subordinates and peers, public officials, and the public.
- Make oral and written presentations to various governmental bodies and the public.
- Prepare clear and concise non-technical reports.
- Develop and administer sound Departmental policies
- Provide leadership and direction for a department with diverse skills and abilities.

LICENSE AND CERTIFICATE

Possession of a valid State of California Civil Engineer Registration; possession of a valid California Class C driver's license is required if assigned to drive.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university in civil engineering or public works administration and five years of municipal engineering experience as a registered civil engineer, including three years at a supervisory level, preferably at a division head level. A graduate degree, from an accredited college or university, in public administration or business administration is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings, weekends and/or holidays.

Class and Comp Survey

Survey City	Transportation Director		Public Works Director	
	Job Title & Class Specs (Hyperlinked)	Top Step	Job Title & Class Specs (Hyperlinked)	Top Step
Beverly Hills	No Comparable		Public Works and Transportation Director (No class specs for executive positions)	\$ 16,000
Burbank	No Comparable		<u>Public Works Director</u>	\$ 14,356
Downey	No Comparable	-	<u>Director of Public Works</u>	\$ 14,858
Gardena	Director of Transportation	\$ 12,102	Director of Public Works	\$ 12,102
Inglewood	No Comparable		<u>Public Works Director</u>	\$ 10,985
Long Beach	No Comparable		<u>Director of Public Works</u>	\$ 18,071
Montebello	<u>Director of Transportation</u>	\$ 12,038	<u>Municipal Services Director</u>	\$ 10,756
Norwalk	<u>Director of Transportation</u>	\$ 10,502	<u>Director of Public Services</u>	\$ 10,502
Pasadena	No Comparable		<u>Director of Public Works</u>	\$ 16,004
Redondo Beach	No Comparable		<u>Public Works Director</u>	\$ 11,699
Santa Monica	<u>Director of Transit Services</u>	\$ 15,303	<u>Director of General Services</u>	\$ 15,414
Torrance	<u>Transit Director</u>	\$ 16,313	<u>Public Works Director</u>	\$ 13,821
West Hollywood	No Comparable		Director of Public Works (No Specs for Director Positions)	\$ 14,154
	Average Monthly Salary:	\$ 13,252	Average Monthly Salary:	\$ 13,748

CITY OF BURBANK

PUBLIC WORKS DIRECTOR

DEFINITION

Subject to administrative determination of policy, to plan, lead, and control the City's Public Works activities including sanitation, street maintenance and construction, automotive and equipment maintenance, engineering and design, property acquisition and disposal, and supervision and coordination of all City capital projects; to do related work as required.

ESSENTIAL FUNCTIONS

Manages and directs all public works activities, including the administration of sanitation programs including refuse and liquid wastes; the construction and maintenance of all streets, sewers and storm drains; the maintenance of all City vehicles and equipment; the design, construction, inspection, and acceptance of all public facilities falling within the responsibility of the Public Works Director; supervision of City and redevelopment property acquisition and disposition and relocation; exercises control over methods and procedures of operation, functions and activities under his control; coordinates departmental activities with other City offices and other public agencies; determines, evaluates and establishes goals and operating performance; supervises the preparation and administration of the budgets of each function under his direction; and evaluates departmental personnel and performance, public relations activities, and other special activities as assigned.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the administrative, fiscal, and engineering principles and practices in municipal and public works administration; budget and fiscal administration, personnel administration and public relations; executive and administrative ability.
- Ability to - analyze technical and administrative problems and to develop effective solutions; prepare and present written and oral reports; establish and maintain effective working relationships with other officials, subordinates and the public; plan, direct, and coordinate large scale operations.

Education /Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with specialization in engineering, and seven years of progressively professional administrative and supervisory management experience related to public works activity. A graduate degree in Engineering, Public Administration or closely related fields is desirable and may be substituted on a year-for-year basis for up to two years of the required professional and administrative experience.

License & Certificates: Valid California Class "C" Driver's License or equivalent. Registration as a Civil Engineer in the State of California is required.

CITY OF BURBANK

ASSISTANT PUBLIC WORKS DIRECTOR/TRAFFIC ENGINEER

DEFINITION

Subject to administrative determination of policy to plan, organize and direct the Traffic Division of the Public works Department; and do related work as required.

ESSENTIAL FUNCTIONS

Directs and implements goals, objectives, and policies; plans, assigns, coordinates, and directs traffic engineering and field activities for the promotion of safety and elimination of congestion; plans and supervises the making of traffic studies to determine the need and justification for traffic control devices; recommends traffic control for new developments and at construction sites; prepares plans, specifications and estimates of traffic control installation and makes recommendations on specific and relative needs; administers City-owned parking areas; develops traffic signal control systems and timing plans; coordinates with the Police Department on the placement and special duties of traffic officers; determines nature of traffic markings and channelization needed; recommends materials to be purchased for traffic engineering activities; advises and informs public on traffic control problems by answering inquiries and speaking before interested groups; analyzes traffic accident reports and investigates hazards; determines type and location of safety light installations; administers traffic related contracts and agreements; represents the department in traffic matters at meetings and consults with other departments and divisions relative to the planning for street systems; confers with superiors on policies, strategies and programs; designs special signs for traffic control; oversees related capital projects and work program items; assists in budget preparation, expenditure control; and record-keeping; coordinates traffic routing on City streets; drafts and recommends traffic regulations; when requested, advises on private parking areas; reviews all street and intersection designs as to their safety and operating aspects; effectively supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary actions as needed, up to and including termination; department liaison to Traffic and Transportation Committee and other committees as assigned; attends City Council and other evening meetings as directed; acts as the Public Works Director as directed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the principles and practices of traffic engineering and control; civil engineering principles and design; traffic laws and regulations; traffic control devices.
- Ability to – organize and conduct traffic surveys and analyze traffic problems; meet established deadlines; prepare and monitor contract documents; read and interpret engineering plans; effectively plan, lay out, administer and coordinate the work of office and field personnel; prepare and present budget estimates and comprehensive reports; coordinate, supervise, and evaluate the work of others; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, bargaining groups, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor of Science degree from an accredited college with major work in civil or traffic engineering. Six years' professional traffic engineering experience, including two years' experience in a supervisory or administrative traffic engineering capacity.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer and/or Traffic Engineer with the California State Board of Registration for Professional Engineers.

SUPPLEMENTAL INFORMATION

None.

Downey

DIRECTOR OF PUBLIC WORKS

DEFINITION

To plan, direct, provide professional and technical staff assistance and review the activities of the Public Works Department which includes the divisions of Physical Services, Water and Sanitation and Engineering.

TYPICAL DUTIES

Provide oversight, support and direction of:

- < The operation of the Water and Sanitation Division involving engineering, construction, operation and maintenance of water production and distribution, maintenance of sewer lines and storm drains, administration of street sweeping activities and management of liquid and solid waste disposal, and weed abatement.
- < The operations of the Physical Services Division involving street maintenance, traffic activities, landscaping of parks and street medians, equipment maintenance and facilities upkeep.
- < The operations of the Engineering Division including Traffic Engineering, Office Engineering and Capital Improvements.
- < The solid waste source reduction and recycling program in cooperation with the City trash hauler.
- < The operations of the AKeep Downey Beautiful program and other council appointed committees.

Direct the compilation of reports, technical studies and research activities.

Prepare the Departmental Budget.

Review maintenance schedules and methods of performance.

Direct training activities; promote safety programs and safe work practices.

Review equipment specifications, performance data and replacement schedules.

Advise on personnel recruitment and review performance evaluations.

Perform other related duties as assigned.

DESIRABLE QUALIFICATIONS:

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

Experience: Eight years of increasingly responsible experience in Municipal Engineering, including experience in Office Engineering, Capital Improvements, Public Works maintenance and Water Utility with at least five years of supervisory experience.

Education: Bachelor's degree from an accredited college or university in civil engineering, or a related field providing the requisite knowledge and understanding of the general job requirements.

Knowledge of: Streets, sewers, drainage, landscaping, vehicle maintenance techniques; asphalt and concrete technology; water supply and distribution; construction methods; engineering and design of public improvements; legal requirements; safety regulations; personnel administration and management techniques.

Ability to: Motivate employees; communicate with public officials, other employees and the general public; coordinate construction and maintenance projects; write technical reports; and prepare the departmental budget.

License Required: Valid California driver's license.

California Registration as a Professional Engineer in Civil Engineering.

SUPERVISION RECEIVED

Administrative direction is provided by the City Manager.

SUPERVISION EXERCISED

Direct and indirect supervision of the employees of the Public Works Department.

PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, directs, oversees and administers all aspects and operations associated with Public Works Divisions, operations and engineering services for the City.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Establishes and maintains direction and regulation over Public Works Divisions including engineering, construction, maintenance and repair divisions and services in accordance with operational and environmental protection measures and Federal, state, regional and Special District regulatory requirements; plans, directs and supervises work methods for efficient and safe operations of work programs and activities. Interprets and enforces Public Works Department policies and procedures; reviews and/or approves assigned staff plans, specifications and cost estimates for each public works operation; monitors the acquisition, allocation or use of resources needed for successful service delivery or project completion.

Identifies, analyzes and implements financial planning and decision to maximize resources; researches, reviews, investigates and reports services, problems or conditions affecting the safe and convenient use of City streets and traffic, buildings, water systems, vehicles and equipment; oversees payroll process for Public Works Department. Prepares reports of conditions and results of Public Works operations for the City; oversees budgetary and expenditures for the department and divisions.

Oversees, monitors, trains and directs office operations of assigned staff; interviews prospective employees, hires and/or recommends hiring. Identifies and implements new employee and on-going staff training programs; assigns, tracks and reviews work assignments and progress; reviews and approves the formal performance evaluation of assigned department staff; approves sick and vacation leave of assigned staff; develops and implements disciplinary actions for assigned staff.

KNOWLEDGEABLE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, state, regional and Federal statutes, rules, ordinances, codes and regulations governing public works operations.

Knowledgeable of management and/or supervision principles

Knowledgeable of finance and budget principles

Knowledgeable of personal computer hardware and software packages

Knowledgeable of file and report management techniques

Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public works operations

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in working with multiple deadlines to complete projects

Skilled in identifying, analyzing, and implementing solutions to complex problems

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to produce a working environment that supports the City's mission and goals

Ability to effectively communicate verbally and in writing in English

QUALIFICATIONS

Bachelors Degree in Public Administration, Engineering, or closely related field, **AND** seven (7) years experience in public works or engineering management including three (3) years at a managerial level; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Drivers License.

CITY OF LONG BEACH
POSITION DESCRIPTION

POSITION:	DIRECTOR OF PUBLIC WORKS	DATE: May 11, 2001
INCUMBENT:	Edward K. Shikada	
REPORTS TO:	City Manager	APPROVED:
DEPARTMENT:	Public Works	
BUREAU:	Administration	CITY MANAGER

POSITION PURPOSE

Plan, program (budget), design, and construct improvements to City facilities and infrastructure on streets, airport, beaches, parks, marinas, and public buildings; operate, maintain, and repair streets, traffic controls, buildings, and airport; regulate land development; and provide other similar services to ensure that the City of Long Beach is an attractive and safe place for residents, businesses, and visitors.

DIMENSIONS

• Personnel:	392
o Exempt:	22
o Non-Exempt:	370
• Total Payroll	\$24 million
• Operating Expenses and Other Dimensions:	
Operating Budget – 2000-01	\$ 46,013,167
General Capital Budget – 2000-01	<u>\$214,535,074</u>
TOTAL	\$260,548,241

NATURE AND SCOPE

The Director of Public Works reports directly to the City Manager and keeps members of the City Council informed on public works activities which may be of special interest.

The Director of Public Works is appointed by the City Manager, as are the Assistant City Manager, Deputy City Manager, Police Chief, Fire Chief, and Directors of Community Development, Financial Management, Health and Human Services, Human Resources and Affirmative Action, Library Services, Long Beach Energy, Oil Properties, Parks, Recreation and Marine, Planning and Building, and Technology Services. Direct reports to the Public Works Director are bureau managers of Administration and Planning, Airport, Engineering, Public Service, and Traffic and Transportation.

The Public Works Director heads a department whose fundamental responsibility is the condition of City facilities—both in service to other agencies and for the public as listed under Position Purpose. Departmental activities are a mixture of facilities development, management, and public services relating to the physical environment of the City.

Delivery of assigned projects and services is accomplished in an unstructured environment which requires applying resources, recognizing diverse regulations, and developing and pursuing internal and external financial opportunities. This position is unique in that while many products and services are complex and require years to complete, virtually all are highly visible to the public on a continual basis. Failure to anticipate changing expectations in a timely manner frequently has significant political ramifications. These ramifications often exceed the dollar value of the service or product.

The range of programs and services assigned to Public Works is exemplified by:

- Capital improvement programming and implementation for buildings, parks, airport, streets, beaches, sewers, and watershed management
- Regulation of all construction activity affecting City streets and other facilities
- Franchise and permit administration
- City maps and records
- Remodeling and repair of City facilities
- Transportation planning and coordination with adjacent and regional agencies
- Traffic safety investigations, maintenance, and improvements
- Coastal engineering and erosion control
- Street maintenance
- Street trees
- Custodial services
- Airport operations and lease administration
- Specialized community-based rehabilitation program
- Political sign and news rack operations
- Minor assessment district proceedings for street lighting and alleys
- Parking meter collection and maintenance

In essence, the Public Works Director has responsibility for a range of services from street repair to cooperative planning for community betterment. Work is initiated after

joint planning with other agencies and the City Manager, public input, Councilmember inquiry and referral, as well as self-initiated. Routine work is assigned by the Director to appropriate bureaus, and "non-routine" work is managed directly with task assignments as feasible. The end result is a capital plant and services that satisfactorily meets the needs of the citizens and client departments.

The Managers reporting directly to the Director of Public Works and their responsibilities are as follows:

Manager, Administration and Planning is responsible for the development and administration of the CIP budget, departmental budget and budget control, provides administrative services to support the Department, provides computerized mapping services, personnel administrative services, and general administration on behalf of the Director.

City Engineer is responsible for professional engineering solutions and guidance for public and private development, provides construction inspection and project management for CIP's, provides survey services, maintains public maps and engineering records, oversees right-of-way issues, and coordinates implementation of the City's Municipal National Pollutant Discharge Elimination System Permit.

Manager – Airport is responsible for providing airport services which includes tenant support, terminal facilities, environmental compatibility of Airport operations, airfield and airline facilities, and administration of the Airport Enterprise Fund for one of the busiest general aviation airports in the nation, with a controversial environmental history.

Manager – Public Service oversees all custodial and system maintenance at the Civic Center, Promenade and downtown area, performs duties related to City trees and landscape services, street maintenance, and structural work to City facilities, provides graffiti abatement services, and responds to emergencies as required.

Manager – Traffic and Transportation pursues and administers transportation funding programs and grant projects; provides traffic engineering services in response to constituent requests and in support to proposed development; operates the City's coordinated traffic signal system and maintains traffic signs and markings; and, collects and maintains the City's parking meters.

Special Projects Officer – Public Works is responsible for developing and coordinating the implementation of Department-wide constituent responsiveness and outreach improvements.

The Director is responsible for causing organizational change in the Department to maintain and enhance service levels, despite constantly shifting priorities and serious financial constraints. New construction techniques, engineering management and

design solutions, and means of communicating with the public and city management are required to manage the major problem of aging and outdated facilities citywide. The Director must be knowledgeable in the operations of each bureau, and be able to coordinate the activities of each to ensure a common and synergistic approach to service delivery.

The Director has the flexibility to institute solutions within financial constraints and political acceptability. Within the framework of Civil Service rules, he has the authority to discipline, hire and fire classified employees; he has the capability to recommend effectively the hiring and firing of unclassified employees and disciplinary actions relating thereto, including merit increases. He is governed by broad City policy, budget and the breadth of local, state and federal laws and regulations relating to working conditions, contracts, safety standards, and prudent engineering practices.

The Director keeps informed of developments and problems within City administration. He confers with other department directors on mutual policy or financial matters. He attends meetings of community organizations upon request to further understanding between community and city administration. He has contacts with state and federal officials to present the City's viewpoint for grants, administration and legislative matters. He also maintains contacts with professional organizations of public works officials as well as general professional practice organizations and associations. Professional involvements are directed toward both maintaining current with professional practice and providing leadership to ensure that the profession is serving societal goals.

Performance assessment in this position, in the short-run, is primarily by timely accomplishment of assigned projects at high quality levels and subjective judgments of the City Manager, Councilmembers, the public, and subordinates. Since the objectives of these customers are broadly defined, the Director must apply technical, financial, and administrative skills to ensure that service delivery meets customer needs. This requires extensive and complex day-to-day management, since the Department at any given time is responsible for the delivery of several hundred projects. In addition, in order to achieve these short-term objectives, the Director must conceptualize and implement continual improvements to project delivery systems which maximize the effectiveness of overall program management and service delivery.

The position requires extensive knowledge and experience in the dynamics of leading and managing large and diversified project-oriented organizations in the public sector. Broad knowledge and experience of professional civil engineering pertinent to the performance of public works activities is also required. The Director should be a registered civil engineer in depth, have creativity and decisiveness with liberal arts skills in communication, persuasion, administration and finance. A master's degree is therefore highly desirable. (S)he must be capable of original engineering work in the public works arena.

PRINCIPAL ACCOUNTABILITIES

1. Provide and maintain the physical structures and facilities to house and serve City functions and activities.
2. Provide, operate and maintain facilities to accommodate the need for mobility by residents and visitors to the City.
3. Perform land development regulation, and other similar services, to permit the public facilities and structures of the City of efficient serve the broader social and economic objectives of the City.
4. Provide for the personnel, resources and management needs of the organization to achieve programmatic goals in an effective and efficient manner.
5. Inform and be informed by the public and by all official agencies in the City in order to be responsive to the needs and desires of all of the people in the City.
6. Ensure adherence to the requirements of the City, State and Federal legislation and regulations as they related to Public Works activities.

The goal of the Department of Public Works is to:

Plan, finance, and construct City of Long Beach facilities to meet the needs of City government; and operate, maintain, and repair these facilities to protect their value so that the public may realize their benefits safely, effectively, and at a reasonable cost. The Department will pursue its goals for public service facilities and operations within financial constraints, through responsive and adaptive management at all levels by informing and being informed of changing needs and formulating innovative, comprehensive programs for administration, engineering, transportation, airport, and public buildings.

The accountability of the Director is to insure effective pursuit of the departmental goal.

DIRECTOR OF TRANSPORTATION

DEFINITION

Under administrative direction to plan, organize, direct, and coordinate a comprehensive public transportation and vehicle maintenance program including public transit, transportation planning, vehicle maintenance, and central stores; to develop and administer Department capital improvement budget; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is the Department Head position for overseeing the City's public transportation and vehicle maintenance functions. All Department work is directed and coordinated by this position.

EXAMPLES OF DUTIES

Plans, organizes, directs, and coordinates a comprehensive public transit and vehicle maintenance program including public transit, transportation planning, vehicle maintenance, and central stores; develops and implements Department capital improvement budget; provide technical staff support, information, and assistance to the City Council, City Administrator, and Department heads concerning public transit, transportation planning and vehicle maintenance proposals and programs; coordinates the efforts of the various Department divisions; confers with and advises supervisory assistants on problems relating to the planning and operation of public transit and related operations, the interpretation and enforcement of Federal and State transportation and transit laws, and the design and operation of transit systems; confers with other departments and governmental agencies regarding proposed or existing public transit projects or problems; confers with the City Administrator on policies, programs, procedures, and long-range capital improvement programs; supervises the maintenance of records, official documents, and files relating to department operations; directs the preparation of reports and correspondence; directs formulation of a long-term program of public transit improvements; plans, coordinates, and reports on the maintenance and repair of City vehicles; directs the construction, maintenance, repair of equipment maintenance facilities and other transit-related facilities and equipment; prepares project, program, and case reports as required; prepares annual budget estimates and justification for transportation and vehicle maintenance activities; prepares talks, correspondence, and reports on the City's

DIRECTOR OF TRANSPORTATION**EXAMPLES OF DUTIES - (Cont.)**

transit-related activities; reviews plans, engineering reports, budget estimates, and proposed ordinances and regulations submitted by division heads; determines major policies, plans long-term programs and makes technical decisions; advises on the acceptance of bids received on transit-related projects; recommends changes in the basic structure and staffing complement; administers the training and evaluation programs of personnel; resolves difficult administrative and transportation and maintenance problems; reviews and evaluates division performance and budget expenditures.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of transportation planning as applied to the field of municipal public transit, including planning, developing, designing, constructing, operating, and maintaining a variety of equipment maintenance facilities.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, and regulations affecting public transportation.
- Technical, legal, financial, and public relations problems involved in the conduct of a municipal public transit program.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public transit and public works facilities.
- Methods, materials, tools, and equipment used in the repair and maintenance of automotive and heavy equipment.
- Principles of local government, organization, and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

DIRECTOR OF TRANSPORTATION

EMPLOYMENT STANDARDS - (cont.)

Ability to:

- Plan, organize, coordinate, and direct the City's public transit and vehicle maintenance activities.
- Provide supervision, training, and work evaluation for staff.
- Formulate, implement, and evaluate Department policies and procedures affecting provision of a comprehensive public transportation and vehicle maintenance program.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Serve as an advisor to the City Council, City Administrator, and other boards and commissions.
- Prepare and administer departmental budget and fiscal controls.
- Research, collect, and analyze information related to transportation and vehicle maintenance.
- Prepare a variety of reports and presentations.
- Effectively represent the City's Transportation Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in public or business administration, industrial engineering, or closely related field. A Master's degree desirable.

Work Background: Five years of progressively responsible and varied professional experience in public transit programs involving the management and operation of a variety of public transit programs, including three years in a management, supervisory, or administrative position.

August 1992

DIRECTOR OF MUNICIPAL SERVICES

DEFINITION

Under administrative direction to plan, organize, direct, and coordinate the recreation, community services, and public works programs of the City, including streets, golf course and parks and trees divisions; to develop and implement policies and regulations for use of the City's recreation centers, golf course and public works facilities; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is the Department Head position for overseeing the City's community service, recreation and public works programs including the streets, golf course, parks and tree divisions, and development of recreation centers, projects and facilities. All Department work is directed and coordinated by this position.

EXAMPLE OF DUTIES

Plans, organizes, directs, and coordinates the recreation, community services, and public works programs of the City, including streets, golf course, parks and trees; coordinates department functions and programs with the activities of other City departments; provides staff support, information, and assistance to the City Council, City Administrator and department heads concerning parks, recreation, facilities and public works proposals and programs; selects, trains, and evaluates staff; develops and implements policies, regulations and priorities of assigned operations and for the use of recreational and other City facilities; prepares project and agenda reports as required; submits activity reports and technical information to advisory boards, commissions and associations; prepares cost analyses of programs of assigned operations, including facility, public works, streets, trees and golf course projects and problems; conducts reviews of the use of recreation, community services programs, golf course programs and facilities; oversees the preparation and administration of grants; reviews and approves requests for use of facilities; insures proper liability coverage for all program operations; develops and submits recommendations for fees for recreation and golf course programs; develops publicity materials for recreation programs and facilities; directs the preparation of the annual budget; develops budget requests, makes recommendations for the purchase of equipment and supplies, reviews and evaluates division performance and controls budget expenditures; meets with community groups

DIRECTOR OF MUNICIPAL SERVICES

EXAMPLE OF DUTIES (cont.)

and organizations regarding recreation programs, community services, parks and golf course facilities and programs, problems, and policies; prepares a variety of reports on Department functions and operations; cultivates sound community relations; serves as a liaison with other government agencies; responds to the most sensitive complaints and inquires regarding Department operations and policies, represents assigned functions with City staff and governmental agencies, as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of municipal management and administration in providing comprehensive public recreation, community services, public works and golf course programs.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, rules, and regulations affecting the City's park and recreation, public works, streets, trees and golf course programs.
- Recreational, park, community services, streets, trees, golf course and facility needs of the local community.
- Development and maintenance of community recreation facilities.
- Community organizations.
- Capital projects and grants application and administration.
- Principles of local government, organization, and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the public recreation, community services, and certain public works functions, including streets and trees, of the City.
- Provide supervision, training, and work evaluation for staff.

DIRECTOR OF MUNICIPAL SERVICES

EMPLOYMENT STANDARDS - (cont.)

- Formulate, implement, and evaluate department policies and procedures affecting the provision of recreation community services, streets, trees and golf course programs.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Serve as an advisor to the City Council, City Administrator, and other boards and commissions.
- Prepare and administer the departmental budget and fiscal controls.
- Evaluate facility development needs and programs.
- Research, collect, and analyze information related to parks and recreation and public works functions.
- Prepare a variety of reports and presentations.
- Effectively represent the City's Municipal Services Department with concerned individuals, community organizations and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in recreation, social services, physical education, business or public administration, or a closely related field. A Master's degree is desirable.

Work Background: Five years of progressively responsible and varied professional experience in public recreation programs planning and development, including at least three years in a management or supervisory capacity.

February 2007 (Res. #0719)

CITY OF NORWALK
DIRECTOR OF TRANSPORTATION

DEFINITION

Plans, directs, and coordinates the activities of the Transportation Department; develops policies and establishes procedures for transit and equipment maintenance functions; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

CLASS CHARACTERISTICS

This is a single position class, is a member of the executive management group, and is responsible for City transit and City-wide equipment maintenance functions.

SUPERVISION RECEIVED Works under the general direction of the City Manager.

SUPERVISION EXERCISED Directly and indirectly supervises all staff assigned to the Transportation Department.

ESSENTIAL DUTIES

Essential duties include, but are not limited to, the following:

Develops policies and establishes procedures relating to public transit, paratransit, and equipment maintenance activities; ensures that policies are administered equitably.

Plans, directs, and coordinates public transit, paratransit, and equipment maintenance services; develops comprehensive plans to satisfy future needs for department services; develops and implements transit capital improvement program.

Prepares and administers the budget for the Transportation Department, including financial planning and grants administration; acts to ensure the City's eligibility for, and receipt of local, state and federal funding support.

Administers transit self-insurance and risk management programs; ensures the safe conduct of department services and activities.

Advises, and otherwise provides assistance to the City Manager, City Council and other City personnel regarding transportation related issues, including labor relations and contract negotiations.

Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

Represents the City, or delegates such authority in relations with the community, local, state, and federal agencies, and professional organizations; evaluates and provides analysis on pending legislation affecting transportation funding and regulatory compliance.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of: municipal transit operations; maintenance requirements of motorized equipment; related laws and regulations; principles of administration and supervision.

Ability to: plan, organize, and coordinate department activities; establish and maintain cooperative working relationships; deal constructively with conflict and develop effective

resolutions; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; supervise assigned staff.

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Example combinations include:

Equivalent to a bachelor's degree in public or business administration, or a related field; and five years of responsible managerial and administrative experience in transit and equipment maintenance activities.

Required Licenses and Certificates

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

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

PHYSICAL DEMANDS AND WORK ENVIRONMENT (Continued)Work Environment

Work is performed mostly in office settings. Some outdoor work is required. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

CITY OF NORWALK
DIRECTOR OF PUBLIC SERVICES

DEFINITION

Plans, organizes, and directs the City's maintenance services which include maintenance of street, sewer, and wastewater systems, facility maintenance, greenscape maintenance, anti-graffiti maintenance, traffic signal maintenance, and traffic signing and striping; performs related duties as required.

CLASS CHARACTERISTICS

This is a single position class, is a member of the executive management group, and is responsible for facility, streets and median maintenance. Responsibility for parks and parks facility maintenance is assigned to Recreation Services.

SUPERVISION RECEIVED Works under the general direction of the City Manager.

SUPERVISION EXERCISED Directly and indirectly supervises all staff assigned to Public Services.

ESSENTIAL DUTIES

Essential duties include, but are not limited to, the following:

Directs through subordinate supervisors, the complete maintenance and repairs to streets, medians, rights-of-way, street lighting and signals, facilities and sewer systems.

Evaluates work methods and operations; plans and schedules departmental activity; prepares estimates and monitors construction, maintenance, and operating costs; evaluates departmental policies, procedures, and services to determine effectiveness; implements changes to increase effectiveness to meet department objectives.

Evaluates service and equipment needs with available service vendors/ products; writes or reviews bid specifications; monitors contractor/ equipment performance; approves requisitions; inspects work in progress to ensure compliance with City specifications.

Develops long-range and short-term public services maintenance objectives; prepares financial analysis and service objectives reports; develops plans to meet future service needs; prepares departmental budgets and controls expenditures of allocated funds.

Receives and investigates citizen complaints and requests; determines and ensures appropriate disposition; monitors work completed in response to concerns forwarded by City Manager or City Council; investigates and reports on matters related to claims made against the City.

Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; executes disciplinary action; approves leave requests.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of: the principles, practices, and techniques of public works administration, sewer, street, and facility maintenance; methods, techniques, and practices employed in public works design and construction, including methods, procedures, and materials; cost accounting; supervision and training principles and techniques; budgetary, work planning, and time/material cost estimation techniques.

Ability to: manage the work of others engaged in diverse maintenance activities through subordinate supervisors; plan, organize, and direct public works activities; devise work production goals and evaluate work unit performance against such goals; prepare analytical reports; analyze unusual situations and resolve through application of City policy; develop comprehensive plans to satisfy future needs of department service; communicate effectively, both orally and in writing; understand and follow oral and written directions; establish and maintain cooperative working relationships.

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Example combinations include:

A bachelor's degree in civil engineering, public administration, business administration or a closely related field, and six years of increasingly responsible construction and public works administration experience, including two years in a supervisory capacity. A Master's in Public Administration degree is desirable.

Required Licenses and Certificates

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

PHYSICAL DEMANDS AND WORK ENVIRONMENT

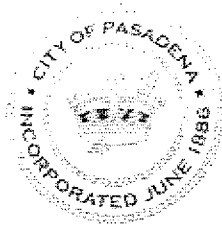
The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT (Continued)Work Environment

Work is performed mostly in office settings. Some outdoor work is required. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.



CITY OF PASADENA
Established Date: Dec 1, 2006
Revision Date: Mar 31, 2007

Director of Public Works

Class Code:
010181

SALARY RANGE

\$73.87 - \$92.34 Hourly
\$5,909.50 - \$7,386.88 Biweekly
\$12,803.93 - \$16,004.91 Monthly
\$153,647.10 - \$192,058.88 Annually

DEFINITION:

Under administrative direction, plans, organizes, and directs the activities and programs of the Public Works Department including municipal engineering services, parks and natural resources, street maintenance and integrated waste management, building system and fleet management and capital projects; serves as member of the City's management team; performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on their area of specialization.

ESSENTIAL FUNCTIONS:

When a position is to be filled, the essential functions will be noted on the announcement of position availability.

Establishes policies and procedures relating to department activities; ensures that policies are administered equitably and that services are provided according to federal and state laws, ordinances, rules, and regulations.

Plans, directs, and coordinates through subordinate division heads the engineering design and inspection of public works construction, including streets, parks, land waste management, recycling, and the maintenance of public works infrastructures, city buildings/facilities; administers the collection and disposal of solid waste; and manages equipment and fleet maintenance programs.

Prepares and directs the administration of the department and capital improvement project budgets; prepares and presents reports of a complex nature regarding public works projects.

Guides the development of comprehensive plans to meet the future needs for department services, which involve assessment of needed construction or repair of City infrastructure,

building and facilities and other related department services.

Advises, and otherwise provides assistance to the City Council, City Manager, other City personnel, and the public regarding issues related to streets, parks, and land waste management services and activities.

Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; monitors and directs employee relations and grievance procedures.

Directs analytical and management studies; reviews reports of findings, alternatives and recommendations.

Represents Public Works or delegates such authority in relations with the community, advisory committees, local, state, and federal agencies, other public works agencies, and professional organizations.

QUALIFICATION GUIDELINES:

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance, such as: a Bachelor's degree in civil engineering, business or public administration, or a related field; and five years of top or executive management experience in a large and diverse public works operation. A Master's degree is preferred.

Knowledge, Skills and Abilities

Extensive knowledge of municipal public works planning, designing, maintenance, and construction; streets, parks, sewer and storm drain maintenance programs. Considerable knowledge of municipal organization, administration, budgeting, and cost accounting; modern principles and practices of management, personnel administration, staffing, supervision; civil engineering principles related to planning, streets, public buildings, and capital facilities planning; technical, legal, and financial requirements involved in the conduct of municipal public works studies, planning, and construction; techniques and methods of preparing designs, plans, specifications, estimates, and reports for proposed municipal facilities.

Ability to plan, organize, and direct the work of engineering, inspection, public works maintenance, and other personnel; oversee and coordinate consulting engineers effectively; prepare comprehensive administrative reports; make effective public presentations; establish and maintain effective and cooperative working relationships; analyze unusual situations and resolve through application of City policy and departmental guidelines; develop comprehensive plans to satisfy future needs of department service; deal constructively with conflict and develop effective resolutions; analyze complex administrative problems, evaluating alternatives, and make creative recommendations; represent the department effectively in meetings, including making presentations; establish and maintain cooperative working relations with a variety of citizens, public and private organizations and businesses, commissions/committees, and City staff; communicate clearly and concisely, both orally and in writing.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

CLASS DATA:

FLSA = Exempt

EEO = Officials/Admin

UNIT = Executive

City of Redondo Beach
Class Specification

Approved: 12/19/00
Resolution: CC-0012-154
Unclassified

PUBLIC WORKS DIRECTOR

DEFINITION

Under the administrative direction of the City Manager, to plan, direct and oversee the activities and operations of the Public Works Department including the construction, operation, maintenance and repair of streets, sewer and storm drains; the municipal pier and harbor maintenance, building maintenance, fleet services, park maintenance, solid waste and recycling programs, citywide tree pruning/trimming program, traffic signal/street lighting maintenance; coordinate assigned activities with other City department and outside agencies; to be a member of Unclassified service; to be exempt under the Fair Labor Standards Act; to perform other duties as required.

EXAMPLES OF DUTIES

Plan, direct and oversee the services and activities for the Public Works Department; develop department goals, objectives, policies and procedures; select, train, evaluate, motivate and discipline department personnel; establish appropriate service and staffing levels; coordinate staff training; respond to complaints and other inquiries from the public, contractors and other agencies; direct the preparation of the department budget; assign projects and areas of responsibility to staff; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; represent the Public Works Department to other City departments, outside agencies and elected officials; negotiate and resolve sensitive, significant and controversial issues; operate a motor vehicle while performing the required job duties.

MINIMUM QUALIFICATIONS

Knowledge of: Public works operations and administration; strategic planning processes; employer/employee relations; dispute resolution; contract and labor negotiations; principles of employee supervision, training and performance evaluation; budget administration; project management; public works program development and administration; principles of public works safety programs; applicable Federal, State and local laws, codes and regulations.

Ability to: Meet the physical employment standards prescribed in the Industrial Relations and Insurance Support Services Job Analysis; interpret and apply laws, ordinances, policies and procedures; select, supervise, train and evaluate staff; delegate authority and responsibility; develop, implement, communicate effectively both orally and in writing; establish and maintain effective working relationships with others including City management, employees, elected officials, contractors and the public; develop, implement and administer goals, objectives and practices for public works programs and services; analyze problems, identify alternative solutions, project consequences of proposed actions; prepare clear and concise reports; prepare and administer large and complex budgets.

Public Works Director

Page 2 of 2

Education and Experience: A bachelor's degree from an accredited college or university in public or business administration or a related field and five (5) years of increasingly responsible experience with public works operations and/or general services management with at least three of the required five years of experience at a department-head or division head-level with similar areas of responsibility and staffing levels. Additional related experience can supplement for the required education on a year-for-year basis up to four years.



City of
Santa Monica

CITY OF SANTA MONICA

DIRECTOR OF TRANSIT SERVICES

Class Code:
0670

SALARY RANGE

\$71.51 - \$88.29 Hourly
\$5,720.77 - \$7,062.92 Biweekly
\$12,395.00 - \$15,303.00 Monthly
\$148,740.00 - \$183,636.00 Annually

REPORTS TO: City Manager

DEPARTMENT: Big Blue Bus

DIVISION: Administration

APPROVED: 02/26/2002 Personnel Board

JOB SUMMARY: Directs and manages the operation, activities and staff of the Transit Services Department, which includes the following divisions: the Operations Division and the Finance and Business Services Division. Communicates, implements and promotes achievement of the department's vision, values, mission, plans and goals.

MAJOR DUTIES:

Directs, plans and manages the activities and staff of the Big Blue Bus/Transit Services Department.

Translates and communicates the Big Blue Bus' vision of achieving "Excellence in Transportation Services" into concrete plans and measurable goals for staff.

Confers with the City Manager on department policies and programs and coordinates activities with other City departments and outside agencies.

Directs and manages a customer-focused approach to services, consistent with the Big Blue Bus' values and behaviors, including community service, innovation, teamwork, integrity and continuous improvement. Establishes department policy and procedures to solve issues and problems within that framework.

Oversees and directs development of the Big Blue Bus' customer service, financial, capital projects and technology strategies.

Develops relationships and collaborates with county transit operators and agencies to ensure regional cooperation and secure support of the Big Blue Bus's goals and plans.

Advises the City Manager, City Council, and other departments on proposed projects and improvements.

Makes presentations to the City Council, City Boards and numerous commissions. Responds to inquiries from the media, citizens, community groups and organizations.

Establishes budget priorities based upon revenue and expenditure trends, making adjustments as necessary. Directs budget preparation and control.

Monitors legislative activity at the local, state and federal levels related to the transit industry, the department and the community.

Performs a variety of regulatory and administrative duties to ensure compliance with prevailing laws and regulations.

Provides leadership and works with managers to develop and retain highly competent staff who support the Big Blue Bus' mission and values.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Principles, techniques and practices of managing a municipal transit system.
Principles and practices of public administration.
Public information techniques and practices.
Finance and budget preparation and administration.
Principles of management, supervision and training.
Effective customer service techniques.
Employee relations including the "meet and confer" process and grievance procedures.

Ability to:

Perform long and short range planning to meet departmental goals and objectives.
Direct and coordinate the work of the various divisions within the department.
Analyze complex issues, evaluate alternative solutions, develop sound conclusions and recommend an appropriate course of action.
Interpret and apply rules and regulations.
Analyze problems and develop policies and procedures.
Implement policy decisions effectively.
Advocate effectively at federal, state and regional levels.
Select, train, evaluate and supervise staff.
Prepare and present oral and written reports.
Develop and administer complex budgets.
Establish and maintain cooperative and effective working relationships with all segments of the community, and with City officials and administrators.
Apply the municipal code, state and Federal law in the exercise of these duties.

Skill in:

Leadership, management and supervision.
Effective written and verbal communication.
The preparation and delivery of clear and concise oral presentations to committees, the City Council, the public, various task forces, commissions and boards.
Public relations.

Education, Training and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Public Administration or a related field. Ten years of progressively responsible professional transit management experience. A Master's degree in a related field is highly desirable.

Licenses and Certificates:

Possession of a valid class C driver license.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED:

Performs duties subject to policy limitations and general administrative review by the City Manager.

SUPERVISION EXERCISED:

Exercises administrative supervision over professional staff.

WORKING CONDITIONS:

The work is regularly performed within a busy office environment with many interruptions and tight, frequently changing deadlines for work. Required to attend weekend or evening meetings. Occasional local, state and national travel may be necessary.

0670

CITY OF SANTA MONICA

DIRECTOR OF GENERAL SERVICES

REPORTS TO: City Manager

DEPARTMENT/DIVISION: General Services/Administration

APPROVED: Personnel Board 7/28/93; City Council 9/14/93

JOB SUMMARY: Directs and manages the operation, activities and staff of the General Services Department which includes the following divisions: Solid Waste Management, Civil Engineering, Facilities Maintenance, Utilities Management, Administrative Services.

MAJOR DUTIES:

Directs, plans and manages the activities and staff of the Department of General Services in the areas of residential and commercial solid waste management; water production and distribution; wastewater collection and treatment; fleet management; public facility, beach and street maintenance activities; stormwater management; cemetery management; civil engineering design, inspection, repair and construction; and public works/filming permit activities.

Confers with the City Manager on department policies and programs and coordinates activities with other City departments and outside agencies.

Establishes departmental goals and policies in accordance with the department's mission and service level objectives.

Performs fiscal analysis and management in the areas of utility rates, user fees, contracting and "CIP" project financing.

Manages the preparation of thorough and effective written reports for presentation to the City Manager and City Council.

Administers the departmental operating budget and Capital Improvement Projects(CIP) budget. Establishes budget priorities based upon revenue and expenditure trends, making adjustments as necessary.

Plans and coordinates the various activities of the department to ensure that they conform with the Santa Monica Sustainable City Program.

Selects, plans and directs the work of professional, technical and clerical staff.

Makes presentations to the City Council, boards and commissions. Responds to inquiries from the media, citizens, community groups and organizations.

Monitors legislative activity at the local, state and federal levels related to the Department and the community.

Performs a variety of regulatory and administrative duties for compliance with prevailing laws and regulations.

Directs the preparation of grant proposals and administers the use of grant funds.

Ensures that the department provides effective, efficient and responsive service to its customers.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS;

Knowledge, Abilities, and Skills

Knowledge of:

Principles and practices in municipal and public works administration.

Principles and techniques of supervision, program development and management.

Federal, state and local laws, rules and regulations pertaining to environmental issues and programs.

Public information, community relations and customer service techniques.

Prevention and mitigation of negative environmental impacts.

Principles and practices of water and wastewater utilities planning, construction, management and operations, including the legal, financial and regulatory aspects.

Engineering principles and practices relating to public works projects.

Principles of solid waste management operations, including the legal, financial and regulatory aspects.

Ability to:

Plan and direct both technical and operation activities of the department.

Effectively supervise and coordinate the work of professional, skilled and semi-skilled personnel.

Plan, direct, and coordinate large and complex operations.

Analyze financial, technical, and administrative problems and develop effective solutions.

Establish and maintain effective working relationships with other officials, subordinates and the public.

Perform long and short range planning to meet departmental goals and objectives.

Interpret and apply rules and regulations.

Select, train, evaluate and supervise a staff.

Apply the municipal code, state and federal law in the exercise of these duties.

Skill in:

Leadership, management and supervision.

Effective written and verbal communication.

The preparation and delivery of clear, concise and effective oral presentations to committees, the City Council, the public, various task forces, commissions and boards.

Public information and customer service.

Education, Training and Experience:

Graduation from an accredited college or university with a bachelor's degree in public or business administration, engineering or a related field.

A minimum of five years of responsible management experience at the department or division head level, administering and managing a variety of programs, services and projects related to municipal public works activities.

Licenses and Certificates:

Possession of a valid Class C driver's license.

SUPERVISION RECEIVED:

Performs duties subject to policy limitations and general administrative review by the City Manager.

SUPERVISION EXERCISED:

Exercises administrative supervision over professional staff.

PROBLEM SOLVING:

Makes decisions regarding departmental policies and procedures. Solves problems that are complex or sensitive in nature.

WORKING CONDITIONS:

Work is performed indoors in an office environment; offsite assignments and irregular work hours are frequently required.

(word:genserd)



Close Window : Print Page

City of Torrance
Code: 5318

February 10, 1999

(Revised)

Representing Unit: Executive

TO EXPRESS INTEREST IN THIS POSITION, CLICK HERE

Transit Director

Definition

Under general administrative direction, plans, organizes and directs the functions of the Transit Department which include public transportation administration and operations, equipment, vehicle maintenance and procurement and financial planning and grant administration. Represents the Department to the City Council, the community and federal, state and local agencies, and performs related work as required.

Distinguishing Characteristics

The Transit Director is directly responsible to the City Manager for the performance of duties. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and service delivery problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over individuals holding civil service and civil service exempt positions both part-time and full-time.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities in a team environment with the Division Managers.
- Plans, directs, and coordinates public transit, paratransit, and equipment maintenance services; develops comprehensive plans to meet future needs for department services; develops and implements transit capital improvement program.
- Prepares and administers the budget for the Transit Department, including financial planning and grants administration; secures revenue sources through grant applications and acts to ensure the City's eligibility for, and receipt of local, state and federal funding support.
- Manages and directs the development, implementation and evaluation of plans, policies, and procedures relating to public transit, paratransit, and equipment maintenance activities to achieve annual goals, objectives and work standards; ensures

that policies are administered equitably.

- Promotes good communication and improves service to benefit transit system users.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as mentors for improvement and development.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements;
- Evaluates and provides analysis on legislation affecting transportation funding and regulatory compliance and ensures compliance of regulatory requirements. Presents the City's position before appropriate legislative and administrative bodies.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training and management practices which support the City's mission and values.
- Advises the City Manager, City Council, City Commissions, governmental agencies, regulatory boards and various public groups on proposed projects and improvements.
- Participates in transit industry organizations and on internal and external committees, boards, and task forces, as appropriate.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Reviews reports and other documents submitted by subordinates for completeness and accuracy;
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- The principles, techniques, and practices of managing a municipal transit system.
- Transit route design and bus deployment.
- Hazard and safety procedures relative to municipal transit operations.
- Federal, state and local regulations governing the operation of a municipal transit system.
- Budget preparation and control.
- Principles of management, supervision and training.
- Employee relations including the meet and confer process, grievance procedures and contract interpretation and administration.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Customer service techniques.
- General City operations.

Ability to:

- Plan, direct, and integrate broad, comprehensive transit system services and vehicle maintenance services.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action
- Present proposals and recommendations clearly and logically in public meetings.
- Develop and evaluate management practices and procedures.
- Exercise sound, expert, independent judgement within general policy guidelines.
- Understand the applicability of existing Federal and State laws and regulations and to keep abreast of current developments in legislation and trends.
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.
- Interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Communicate effectively orally and in writing.
- Utilize a computer and other office equipment.

License or Certificate

Must possess an appropriate valid California drivers license

Experience/Education/Training

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from a college or university with a Bachelor's degree in Public Administration, Business Administration or a related field; and six years of increasingly responsible professional transportation experience, at least three years of supervisory experience at a transportation manager or assistant director level.

Master's degree in business or public administration preferred.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; may require the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

The logo for the City of Torrance, featuring the word "Torrance" in a stylized, cursive font.

Close Window : Print Page

City of Torrance
Class Code: 5348June 2004
(revised)

TO EXPRESS INTEREST IN THIS POSITION, CLICK HERE

Public Works Director

Definition

Under general administrative direction, plans, organizes, directs, and integrates departmental functions which include: operations and maintenance for the Streets, Sanitation, Traffic and Lighting, and Airport functions; Street systems and Municipal Water systems; design and construction of public works infrastructure, and the coordination of capital improvement programs. Represents the Department to City management, the City Council and the community; and performs related work as required.

Distinguishing Characteristics

The Public Works Director is directly responsible to the City Manager for the performance of duties. Distinguished from division managers in that the incumbent is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

Supervision Exercised/Received

Receives general administrative direction from the City Manager; exercises direct supervision over division managers, professional and supervisory positions and office support personnel.

Examples Of Essential Duties

The following duties represent the principal job duties, however, they are not all inclusive.

- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives, and work standards.
- With managers, develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities.
- Directs, plans, and organizes, through subordinate staff, the operation and maintenance of streets, highway and traffic and lighting systems; sewer and storm drain facilities; municipal water systems; airport operation facilities; streetscape (curb, gutter, sidewalks, street trees and roadway landscape areas); sanitation and wastewater collection and disposal.
- Directs, plans, and organizes, through subordinate staff, the design and construction of public works infrastructure and coordination of capital improvement programs.
- Manages and directs the development of a five (5) year Capital Improvement Program (CIP) of public infrastructure projects.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.

- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent and customer service oriented staff through selection, compensation, training, and management practices which support the City's mission and values.
- Directs the development of and monitors performance against the annual department budget.
- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Integrates the efforts and results of managers in the Public Works Department.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required.
- Participates on external committees, boards, and task forces as appropriate.

Examples Of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Performs related duties as required.

Qualification GuidelinesKnowledge of:

- Operational characteristics, services and activities of a comprehensive engineering program.
- Civil Engineering principles and practices as applied to the field of municipal public works, design, construction, operation and maintenance.
- Principles and practices of public administration, including purchasing, preparation and administration of departmental budget.
- Procedures and methods for the construction of public works projects.
- Functions of public streets, sanitation and water operations.
- Management and supervisory principles and practices.
- High quality customer service methodology and principles.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Applicable Federal, State and local regulations.
- General City operations.

Ability to:

- Plan, organize, assign, coordinate and manage the activities of professional and support staff and outside contractors.
- Develop, implement and administer goals, objectives and practices for public works and engineering programs and services.
- Analyze complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and administer a large departmental budget.
- Develop, understand, interpret laws and execute rules, regulations, policies

and procedures.

- Interpret and apply Memorandums of Understanding, City ordinances, and administrative
- Present proposals and recommendations clearly and logically in public meetings.
- Communicate effectively orally and in writing.
- Develop and evaluate management practices and procedures.
- Exercise sound, expert, independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

License Or Certificate

Possession of an appropriate valid California driver's license.

Registration as a licensed Civil Engineer in the State of California is highly desirable.

Education and Experience

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:

Bachelor's degree from a college or university in Civil Engineering or a related field; or

Registration as a licensed Civil Engineer in the State of California; and

Ten (10) years of progressively responsible experience in the administration and management of a comprehensive Public Works/City Engineering program which includes at least five (5) years of experience at the management level.

Master's degree in Civil Engineering, Public or Business Administration or a related field is desirable.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; may require the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

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RESOLUTION NO. 2009-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, ADOPTING A REVISED CLASSIFICATION AND SALARY PLAN RELATING TO THE POSITIONS OF TRANSPORTATION DIRECTOR AND PUBLIC WORKS DIRECTOR/CITY ENGINEER AND RESCINDING RESOLUTION NO. 2009-R010.

NOW, THEREFORE, the City Council of the City of Culver City, California,
DOES RESOLVE as follows:

1. The Classification and Salary Plan attached hereto as Exhibit "A" and incorporated herein by reference, which includes revisions to the positions of Transportation Director and Public Works Director/City Engineer, is hereby adopted by amending the salary range for Transportation Director from 665 to 647; and Public Works Director/City Engineer from 647 to 665.

2. Resolution 2009-R010 is hereby rescinded.

3. The Chief Financial Officer is hereby directed to adjust and pay salaries of the City employees in accordance with the Classification and Salary Plan adopted and approved by this Resolution.

4. This Resolution is effective immediately upon its adoption.

APPROVED and ADOPTED this ____ day of ____ 2009.

D. SCOTT MALSIN, Mayor
City of Culver City, California

ATTEST:

MARTIN R. COLE
City Clerk

A09-00083

APPROVED AS TO FORM:

CAROL A. SCHWAB
City Attorney

Exhibit A



CLASSIFICATION AND SALARY PLAN

Effective 01/01/09

Class Title	BU	Grade	Step	Class Code	Hourly Amt	Monthly Amt	Annual Amt
ClassTitle	BU	Grade	Step	ClassCode	HourlyAmt	MonthlyAmt	AnnualAmt
Accounting Division Manager	MGMT	560	A	PRA003	40.535	7,026.07	84,312.80
		560	B	PRA003	42.607	7,385.21	88,622.56
		560	C	PRA003	44.784	7,762.56	93,150.72
		560	D	PRA003	47.073	8,159.32	97,911.84
		560	E	PRA003	49.478	8,576.19	102,914.24
Asst City Attorney	MGMT	620	A	OAS002	54.663	9,474.92	113,699.04
		620	B	OAS002	57.457	9,959.21	119,510.56
		620	C	OAS002	60.393	10,468.12	125,617.44
		620	D	OAS002	63.479	11,003.03	132,036.32
		620	E	OAS002	66.722	11,565.15	138,781.76
Asst City Manager	MGMT	679	A	OAE015	73.350	12,714.00	152,568.00
		679	B	OAE015	77.098	13,363.65	160,363.84
		679	C	OAE015	81.038	14,046.59	168,559.04
		679	D	OAE015	85.179	14,764.36	177,172.32
		679	E	OAE015	89.531	15,518.71	186,224.48
Asst City Prosecutor	MGMT	584	A	PRL001	45.685	7,918.73	95,024.80
		584	B	PRL001	48.019	8,323.29	99,879.52
		584	C	PRL001	50.473	8,748.65	104,983.84
		584	D	PRL001	53.052	9,195.68	110,348.16
		584	E	PRL001	55.763	9,665.59	115,987.04
Asst Equip Maint Manager	MGMT	534	A	OAS008	35.608	6,172.05	74,064.64
		534	B	OAS008	37.428	6,487.52	77,850.24
		534	C	OAS008	39.340	6,818.93	81,827.20
		534	D	OAS008	41.351	7,167.51	86,010.08
		534	E	OAS008	43.464	7,533.76	90,405.12
Asst to the City Manager	MGMT	586	A	OAD025	46.143	7,998.12	95,977.44
		586	B	OAD025	48.501	8,406.84	100,882.08
		586	C	OAD025	50.979	8,836.36	106,036.32
		586	D	OAD025	53.583	9,287.72	111,452.64
		586	E	OAD025	56.322	9,762.48	117,149.76
Budget Division Manager	MGMT	560	A	PRO012	40.535	7,026.07	84,312.80
		560	B	PRO012	42.607	7,385.21	88,622.56
		560	C	PRO012	44.784	7,762.56	93,150.72
		560	D	PRO012	47.073	8,159.32	97,911.84
		560	E	PRO012	49.478	8,576.19	102,914.24
Budget Management Analyst	MGMT	525	A	PRO011	34.046	5,901.31	70,815.68
		525	B	PRO011	35.786	6,202.91	74,434.88
		525	C	PRO011	37.615	6,519.93	78,239.20
		525	D	PRO011	39.537	6,853.08	82,236.96
		525	E	PRO011	41.557	7,203.21	86,438.56

Building Maintenance Supv	MGMT	512	A	SKS001	31.910	5,531.07	66,372.80
		512	B	SKS001	33.541	5,813.77	69,765.28
		512	C	SKS001	35.255	6,110.87	73,330.40
		512	D	SKS001	37.056	6,423.04	77,076.48
		512	E	SKS001	38.950	6,751.33	81,016.00
Building Official	MGMT	618	A	OAD006	54.121	9,380.97	112,571.68
		618	B	OAD006	56.886	9,860.24	118,322.88
		618	C	OAD006	59.794	10,364.29	124,371.52
		618	D	OAD006	62.849	10,893.83	130,725.92
		618	E	OAD006	66.060	11,450.40	137,404.80
Chief Financial Officer	MGMT	671	A	OAE018	70.482	12,216.88	146,602.56
		671	B	OAE018	74.083	12,841.05	154,092.64
		671	C	OAE018	77.869	13,497.29	161,967.52
		671	D	OAE018	81.848	14,186.99	170,243.84
		671	E	OAE018	86.030	14,911.87	178,942.40
Chief Information Officer	MGMT	655	A	OAE001	65.079	11,280.36	135,364.32
		655	B	OAE001	68.404	11,856.69	142,280.32
		655	C	OAE001	71.899	12,462.49	149,549.92
		655	D	OAE001	75.573	13,099.32	157,191.84
		655	E	OAE001	79.435	13,768.73	165,224.80
City Accountant	MGMT	581	A	OAD015	45.008	7,801.39	93,616.64
		581	B	OAD015	47.308	8,200.05	98,400.64
		581	C	OAD015	49.725	8,619.00	103,428.00
		581	D	OAD015	52.266	9,059.44	108,713.28
		581	E	OAD015	54.937	9,522.41	114,268.96
City Attorney	MGMT	703	A	OAE005	82.666	14,328.77	171,945.28
		703	B	OAE005	86.891	15,061.11	180,733.28
		703	C	OAE005	91.331	15,830.71	189,968.48
		703	D	OAE005	95.998	16,639.65	199,675.84
		703	E	OAE005	100.903	17,489.85	209,878.24
City Controller	MGMT	635	A	OAE016	58.905	10,210.20	122,522.40
		635	B	OAE016	61.915	10,731.93	128,783.20
		635	C	OAE016	65.079	11,280.36	135,364.32
		635	D	OAE016	68.404	11,856.69	142,280.32
		635	E	OAE016	71.899	12,462.49	149,549.92
City Manager	MGMT	724	A	OAE006	91.793	15,910.79	190,929.44
		724	B	OAE006	96.483	16,723.72	200,684.64
		724	C	OAE006	101.414	17,578.43	210,941.12
		724	D	OAE006	106.597	18,476.81	221,721.76
		724	E	OAE006	112.043	19,420.79	233,049.44
Claims & Safety Coord	MGMT	528	A	OAS013	34.560	5,990.40	71,884.80
		528	B	OAS013	36.326	6,296.51	75,558.08
		528	C	OAS013	38.182	6,618.21	79,418.56
		528	D	OAS013	40.133	6,956.39	83,476.64
		528	E	OAS013	42.184	7,311.89	87,742.72
Communications Supervisor	MGMT	528	A	TCS011	34.560	5,990.40	71,884.80
		528	B	TCS011	36.326	6,296.51	75,558.08

		528	C	TCS011	38.182	6,618.21	79,418.56
		528	D	TCS011	40.133	6,956.39	83,476.64
		528	E	TCS011	42.184	7,311.89	87,742.72
Community Development Director	MGMT	636	A	OAE007	59.200	10,261.33	123,136.00
		636	B	OAE007	62.225	10,785.67	129,428.00
		636	C	OAE007	65.403	11,336.52	136,038.24
		636	D	OAE007	68.747	11,916.15	142,993.76
		636	E	OAE007	72.260	12,525.07	150,300.80
Cultural Affairs Coordinator	MGMT	534	A	OAS015	35.608	6,172.05	74,064.64
		534	B	OAS015	37.428	6,487.52	77,850.24
		534	C	OAS015	39.340	6,818.93	81,827.20
		534	D	OAS015	41.351	7,167.51	86,010.08
		534	E	OAS015	43.464	7,533.76	90,405.12
Cultural Affairs Manager	MGMT	573	A	OAD016	43.247	7,496.15	89,953.76
		573	B	OAD016	45.457	7,879.21	94,550.56
		573	C	OAD016	47.780	8,281.87	99,382.40
		573	D	OAD016	50.222	8,705.15	104,461.76
		573	E	OAD016	52.787	9,149.75	109,796.96
Deputy City Attorney I	MGMT	591	A	PRL002	47.308	8,200.05	98,400.64
		591	B	PRL002	49.725	8,619.00	103,428.00
		591	C	PRL002	52.266	9,059.44	108,713.28
		591	D	PRL002	54.937	9,522.41	114,268.96
		591	E	PRL002	57.744	10,008.96	120,107.52
Deputy City Attorney II	MGMT	606	A	PRL003	50.979	8,836.36	106,036.32
		606	B	PRL003	53.583	9,287.72	111,452.64
		606	C	PRL003	56.322	9,762.48	117,149.76
		606	D	PRL003	59.200	10,261.33	123,136.00
		606	E	PRL003	62.225	10,785.67	129,428.00
Deputy City Clerk	MGMT	499	A	OAS007	29.909	5,184.23	62,210.72
		499	B	OAS007	31.437	5,449.08	65,388.96
		499	C	OAS007	33.044	5,727.63	68,731.52
		499	D	OAS007	34.732	6,020.21	72,242.56
		499	E	OAS007	36.507	6,327.88	75,934.56
Deputy City Treasurer	MGMT	618	A	OAD012	54.121	9,380.97	112,571.68
		618	B	OAD012	56.886	9,860.24	118,322.88
		618	C	OAD012	59.794	10,364.29	124,371.52
		618	D	OAD012	62.849	10,893.83	130,725.92
		618	E	OAD012	66.060	11,450.40	137,404.80
Deputy Comm Devel Dir/Plan Mgr	MGMT	612	A	OAD008	52.525	9,104.33	109,252.00
		612	B	OAD008	55.209	9,569.56	114,834.72
		612	C	OAD008	58.031	10,058.71	120,704.48
		612	D	OAD008	60.996	10,572.64	126,871.68
		612	E	OAD008	64.112	11,112.75	133,352.96
Deputy Human Resources Dir	MGMT	579	A	PRO006	44.561	7,723.91	92,686.88
		579	B	PRO006	46.838	8,118.59	97,423.04
		579	C	PRO006	49.232	8,533.55	102,402.56
		579	D	PRO006	51.748	8,969.65	107,635.84

		579	E	PRO006	54.391	9,427.77	113,133.28
Deputy Transportation Director	MGMT	606	A	OAD022	50.979	8,836.36	106,036.32
		606	B	OAD022	53.583	9,287.72	111,452.64
		606	C	OAD022	56.322	9,762.48	117,149.76
		606	D	OAD022	59.200	10,261.33	123,136.00
		606	E	OAD022	62.225	10,785.67	129,428.00
Economic Development Manager	MGMT	568	A	PRP007	42.184	7,311.89	87,742.72
		568	B	PRP007	44.340	7,685.60	92,227.20
		568	C	PRP007	46.605	8,078.20	96,938.40
		568	D	PRP007	48.987	8,491.08	101,892.96
		568	E	PRP007	51.490	8,924.93	107,099.20
Electrical Maint Supervisor	MGMT	517	A	SKS002	32.716	5,670.77	68,049.28
		517	B	SKS002	34.388	5,960.59	71,527.04
		517	C	SKS002	36.145	6,265.13	75,181.60
		517	D	SKS002	37.992	6,585.28	79,023.36
		517	E	SKS002	39.933	6,921.72	83,060.64
Emergency Prepare Coordinator	MGMT	532	A	OAS017	35.255	6,110.87	73,330.40
		532	B	OAS017	37.056	6,423.04	77,076.48
		532	C	OAS017	38.950	6,751.33	81,016.00
		532	D	OAS017	40.940	7,096.27	85,155.20
		532	E	OAS017	43.032	7,458.88	89,506.56
Enforcement Services Manager	MGMT	524	A	OAD029	33.877	5,872.01	70,464.16
		524	B	OAD029	35.608	6,172.05	74,064.64
		524	C	OAD029	37.428	6,487.52	77,850.24
		524	D	OAD029	39.340	6,818.93	81,827.20
		524	E	OAD029	41.351	7,167.51	86,010.08
Engineering Services Manager	MGMT	605	A	OAD019	50.725	8,792.33	105,508.00
		605	B	OAD019	53.317	9,241.61	110,899.36
		605	C	OAD019	56.041	9,713.77	116,565.28
		605	D	OAD019	58.905	10,210.20	122,522.40
		605	E	OAD019	61.915	10,731.93	128,783.20
Environmental Coordinator	MGMT	532	A	PRO010	35.255	6,110.87	73,330.40
		532	B	PRO010	37.056	6,423.04	77,076.48
		532	C	PRO010	38.950	6,751.33	81,016.00
		532	D	PRO010	40.940	7,096.27	85,155.20
		532	E	PRO010	43.032	7,458.88	89,506.56
Environmental Prog & Ops Mgr	MGMT	605	A	OAD030	50.725	8,792.33	105,508.00
		605	B	OAD030	53.317	9,241.61	110,899.36
		605	C	OAD030	56.041	9,713.77	116,565.28
		605	D	OAD030	58.905	10,210.20	122,522.40
		605	E	OAD030	61.915	10,731.93	128,783.20
Equipment Maint Manager	MGMT	584	A	OAD010	45.685	7,918.73	95,024.80
		584	B	OAD010	48.019	8,323.29	99,879.52
		584	C	OAD010	50.473	8,748.65	104,983.84
		584	D	OAD010	53.052	9,195.68	110,348.16
		584	E	OAD010	55.763	9,665.59	115,987.04

Executive Asst to the City Mgr	MGMT	495	A	OAS009	29.318	5,081.79	60,981.44
		495	B	OAS009	30.816	5,341.44	64,097.28
		495	C	OAS009	32.391	5,614.44	67,373.28
		495	D	OAS009	34.046	5,901.31	70,815.68
		495	E	OAS009	35.786	6,202.91	74,434.88
Facilities Maint Supervisor	MGMT	527	A	SKS008	34.388	5,960.59	71,527.04
		527	B	SKS008	36.145	6,265.13	75,181.60
		527	C	SKS008	37.992	6,585.28	79,023.36
		527	D	SKS008	39.933	6,921.72	83,060.64
		527	E	SKS008	41.974	7,275.49	87,305.92
Housing Programs Administrator	MGMT	582	A	OAD013	45.231	7,840.04	94,080.48
		582	B	OAD013	47.543	8,240.79	98,889.44
		582	C	OAD013	49.972	8,661.81	103,941.76
		582	D	OAD013	52.525	9,104.33	109,252.00
		582	E	OAD013	55.209	9,569.56	114,834.72
Housing Programs Supervisor	MGMT	524	A	PRO003	33.877	5,872.01	70,464.16
		524	B	PRO003	35.608	6,172.05	74,064.64
		524	C	PRO003	37.428	6,487.52	77,850.24
		524	D	PRO003	39.340	6,818.93	81,827.20
		524	E	PRO003	41.351	7,167.51	86,010.08
Housing Project Manager	MGMT	568	A	PRP003	42.184	7,311.89	87,742.72
		568	B	PRP003	44.340	7,685.60	92,227.20
		568	C	PRP003	46.605	8,078.20	96,938.40
		568	D	PRP003	48.987	8,491.08	101,892.96
		568	E	PRP003	51.490	8,924.93	107,099.20
Human Resources Analyst	MGMT	509	A	PRO005	31.437	5,449.08	65,388.96
		509	B	PRO005	33.044	5,727.63	68,731.52
		509	C	PRO005	34.732	6,020.21	72,242.56
		509	D	PRO005	36.507	6,327.88	75,934.56
		509	E	PRO005	38.373	6,651.32	79,815.84
Human Resources Director	MGMT	635	A	OAE011	58.905	10,210.20	122,522.40
		635	B	OAE011	61.915	10,731.93	128,783.20
		635	C	OAE011	65.079	11,280.36	135,364.32
		635	D	OAE011	68.404	11,856.69	142,280.32
		635	E	OAE011	71.899	12,462.49	149,549.92
Human Resources Svc Analyst	MGMT	492	A	PRO013	28.883	5,006.39	60,076.64
		492	B	PRO013	30.359	5,262.23	63,146.72
		492	C	PRO013	31.910	5,531.07	66,372.80
		492	D	PRO013	33.541	5,813.77	69,765.28
		492	E	PRO013	35.255	6,110.87	73,330.40
Intergovern Relations Officer	MGMT	556	A	OAS003	39.735	6,887.40	82,648.80
		556	B	OAS003	41.765	7,239.27	86,871.20
		556	C	OAS003	43.899	7,609.16	91,309.92
		556	D	OAS003	46.143	7,998.12	95,977.44
		556	E	OAS003	48.501	8,406.84	100,882.08
Legal Operations Manager	MGMT	544	A	OAD002	37.428	6,487.52	77,850.24
		544	B	OAD002	39.340	6,818.93	81,827.20

		544	C	OAD002	41.351	7,167.51	86,010.08
		544	D	OAD002	43.464	7,533.76	90,405.12
		544	E	OAD002	45.685	7,918.73	95,024.80
Maintenance Manager	MGMT	586	A	OAD014	46.143	7,998.12	95,977.44
		586	B	OAD014	48.501	8,406.84	100,882.08
		586	C	OAD014	50.979	8,836.36	106,036.32
		586	D	OAD014	53.583	9,287.72	111,452.64
		586	E	OAD014	56.322	9,762.48	117,149.76
Maintenance Operations Manager	MGMT	586	A	OAD026	46.143	7,998.12	95,977.44
		586	B	OAD026	48.501	8,406.84	100,882.08
		586	C	OAD026	50.979	8,836.36	106,036.32
		586	D	OAD026	53.583	9,287.72	111,452.64
		586	E	OAD026	56.322	9,762.48	117,149.76
Management Analyst	MGMT	509	A	PRO001	31.437	5,449.08	65,388.96
		509	B	PRO001	33.044	5,727.63	68,731.52
		509	C	PRO001	34.732	6,020.21	72,242.56
		509	D	PRO001	36.507	6,327.88	75,934.56
		509	E	PRO001	38.373	6,651.32	79,815.84
Park Maintenance Supervisor	MGMT	504	A	SMS001	30.663	5,314.92	63,779.04
		504	B	SMS001	32.230	5,586.53	67,038.40
		504	C	SMS001	33.877	5,872.01	70,464.16
		504	D	SMS001	35.608	6,172.05	74,064.64
		504	E	SMS001	37.428	6,487.52	77,850.24
Parks Manager	MGMT	554	A	OAD020	39.340	6,818.93	81,827.20
		554	B	OAD020	41.351	7,167.51	86,010.08
		554	C	OAD020	43.464	7,533.76	90,405.12
		554	D	OAD020	45.685	7,918.73	95,024.80
		554	E	OAD020	48.019	8,323.29	99,879.52
Parks, Rec & Cmty Svc Director	MGMT	634	A	OAE009	58.612	10,159.41	121,912.96
		634	B	OAE009	61.607	10,678.55	128,142.56
		634	C	OAE009	64.755	11,224.20	134,690.40
		634	D	OAE009	68.064	11,797.76	141,573.12
		634	E	OAE009	71.542	12,400.61	148,807.36
Public Information Officer	MGMT	532	A	OAS001	35.255	6,110.87	73,330.40
		532	B	OAS001	37.056	6,423.04	77,076.48
		532	C	OAS001	38.950	6,751.33	81,016.00
		532	D	OAS001	40.940	7,096.27	85,155.20
		532	E	OAS001	43.032	7,458.88	89,506.56
Public Works Dir/City Engineer	MGMT	665	A	OAE012	68.404	11,856.69	142,280.32
		665	B	OAE012	71.899	12,462.49	149,549.92
		665	C	OAE012	75.573	13,099.32	157,191.84
		665	D	OAE012	79.435	13,768.73	165,224.80
		665	E	OAE012	83.494	14,472.29	173,667.52
Purchasing Officer	MGMT	544	A	OAD017	37.428	6,487.52	77,850.24
		544	B	OAD017	39.340	6,818.93	81,827.20
		544	C	OAD017	41.351	7,167.51	86,010.08
		544	D	OAD017	43.464	7,533.76	90,405.12

		544	E	OAD017	45.685	7,918.73	95,024.80
Real Property Coordinator	MGMT	540	A	OAS005	36.690	6,359.60	76,315.20
		540	B	OAS005	38.565	6,684.60	80,215.20
		540	C	OAS005	40.535	7,026.07	84,312.80
		540	D	OAS005	42.607	7,385.21	88,622.56
		540	E	OAS005	44.784	7,762.56	93,150.72
Recreation Manager	MGMT	583	A	OAD021	45.457	7,879.21	94,550.56
		583	B	OAD021	47.780	8,281.87	99,382.40
		583	C	OAD021	50.222	8,705.15	104,461.76
		583	D	OAD021	52.787	9,149.75	109,796.96
		583	E	OAD021	55.485	9,617.40	115,408.80
Recreation Supervisor	MGMT	505	A	OAS012	30.816	5,341.44	64,097.28
		505	B	OAS012	32.391	5,614.44	67,373.28
		505	C	OAS012	34.046	5,901.31	70,815.68
		505	D	OAS012	35.786	6,202.91	74,434.88
		505	E	OAS012	37.615	6,519.93	78,239.20
Redevelopment Administrator	MGMT	617	A	OAD003	53.852	9,334.35	112,012.16
		617	B	OAD003	56.603	9,811.19	117,734.24
		617	C	OAD003	59.496	10,312.64	123,751.68
		617	D	OAD003	62.536	10,839.57	130,074.88
		617	E	OAD003	65.732	11,393.55	136,722.56
Redevelopment Project Manager	MGMT	568	A	PRP003	42.184	7,311.89	87,742.72
		568	B	PRP003	44.340	7,685.60	92,227.20
		568	C	PRP003	46.605	8,078.20	96,938.40
		568	D	PRP003	48.987	8,491.08	101,892.96
		568	E	PRP003	51.490	8,924.93	107,099.20
Risk Manager	MGMT	581	A	OAD001	45.008	7,801.39	93,616.64
		581	B	OAD001	47.308	8,200.05	98,400.64
		581	C	OAD001	49.725	8,619.00	103,428.00
		581	D	OAD001	52.266	9,059.44	108,713.28
		581	E	OAD001	54.937	9,522.41	114,268.96
Solid Waste & Recycle Ops Supv	MGMT	527	A	OAD028	34.388	5,960.59	71,527.04
		527	B	OAD028	36.145	6,265.13	75,181.60
		527	C	OAD028	37.992	6,585.28	79,023.36
		527	D	OAD028	39.933	6,921.72	83,060.64
		527	E	OAD028	41.974	7,275.49	87,305.92
Special Events Coordinator	MGMT	524	A	OAS016	33.877	5,872.01	70,464.16
		524	B	OAS016	35.608	6,172.05	74,064.64
		524	C	OAS016	37.428	6,487.52	77,850.24
		524	D	OAS016	39.340	6,818.93	81,827.20
		524	E	OAS016	41.351	7,167.51	86,010.08
Sr & Social Services Manager	MGMT	583	A	OAD009	45.457	7,879.21	94,550.56
		583	B	OAD009	47.780	8,281.87	99,382.40
		583	C	OAD009	50.222	8,705.15	104,461.76
		583	D	OAD009	52.787	9,149.75	109,796.96
		583	E	OAD009	55.485	9,617.40	115,408.80

Sr & Social Services Supv	MGMT	523	A	OAS006	33.708	5,842.72	70,112.64
		523	B	OAS006	35.431	6,141.37	73,696.48
		523	C	OAS006	37.242	6,455.28	77,463.36
		523	D	OAS006	39.145	6,785.13	81,421.60
		523	E	OAS006	41.145	7,131.80	85,581.60
Sr Accountant	MGMT	515	A	PRA004	32.391	5,614.44	67,373.28
		515	B	PRA004	34.046	5,901.31	70,815.68
		515	C	PRA004	35.786	6,202.91	74,434.88
		515	D	PRA004	37.615	6,519.93	78,239.20
		515	E	PRA004	39.537	6,853.08	82,236.96
Sr Building & Safety Inspector	MGMT	510	A	OAI002	31.595	5,476.47	65,717.60
		510	B	OAI002	33.209	5,756.23	69,074.72
		510	C	OAI002	34.906	6,050.37	72,604.48
		510	D	OAI002	36.690	6,359.60	76,315.20
		510	E	OAI002	38.565	6,684.60	80,215.20
Sr Civil Engineer	MGMT	582	A	PRE001	45.231	7,840.04	94,080.48
		582	B	PRE001	47.543	8,240.79	98,889.44
		582	C	PRE001	49.972	8,661.81	103,941.76
		582	D	PRE001	52.525	9,104.33	109,252.00
		582	E	PRE001	55.209	9,569.56	114,834.72
Sr Mgmt Analyst	MGMT	544	A	PRO004	37.428	6,487.52	77,850.24
		544	B	PRO004	39.340	6,818.93	81,827.20
		544	C	PRO004	41.351	7,167.51	86,010.08
		544	D	PRO004	43.464	7,533.76	90,405.12
		544	E	PRO004	45.685	7,918.73	95,024.80
Sr Mgmt Analyst (Y-Rate)	MGMT	582	E	PRO008	55.209	9,569.56	114,834.72
Sr Mgmt Analyst/Budget Analyst	MGMT	544	A	PRO007	37.428	6,487.52	77,850.24
		544	B	PRO007	39.340	6,818.93	81,827.20
		544	C	PRO007	41.351	7,167.51	86,010.08
		544	D	PRO007	43.464	7,533.76	90,405.12
		544	E	PRO007	45.685	7,918.73	95,024.80
Sr Planner	MGMT	560	A	PRP004	40.535	7,026.07	84,312.80
		560	B	PRP004	42.607	7,385.21	88,622.56
		560	C	PRP004	44.784	7,762.56	93,150.72
		560	D	PRP004	47.073	8,159.32	97,911.84
		560	E	PRP004	49.478	8,576.19	102,914.24
Sr Structural Rehab Spec	MGMT	510	A	OAI010	31.595	5,476.47	65,717.60
		510	B	OAI010	33.209	5,756.23	69,074.72
		510	C	OAI010	34.906	6,050.37	72,604.48
		510	D	OAI010	36.690	6,359.60	76,315.20
		510	E	OAI010	38.565	6,684.60	80,215.20
Sr Technical Services Manager	MGMT	593	A	TCS004	47.780	8,281.87	99,382.40
		593	B	TCS004	50.222	8,705.15	104,461.76
		593	C	TCS004	52.787	9,149.75	109,796.96
		593	D	TCS004	55.485	9,617.40	115,408.80
		593	E	TCS004	58.320	10,108.80	121,305.60

Street Maintenance Supervisor	MGMT	527	A	SMS014	34.388	5,960.59	71,527.04
		527	B	SMS014	36.145	6,265.13	75,181.60
		527	C	SMS014	37.992	6,585.28	79,023.36
		527	D	SMS014	39.933	6,921.72	83,060.64
		527	E	SMS014	41.974	7,275.49	87,305.92
Systems Development Manager	MGMT	578	A	TCS009	44.340	7,685.60	92,227.20
		578	B	TCS009	46.605	8,078.20	96,938.40
		578	C	TCS009	48.987	8,491.08	101,892.96
		578	D	TCS009	51.490	8,924.93	107,099.20
		578	E	TCS009	54.121	9,380.97	112,571.68
Technical Services Manager	MGMT	578	A	TCS003	44.340	7,685.60	92,227.20
		578	B	TCS003	46.605	8,078.20	96,938.40
		578	C	TCS003	48.987	8,491.08	101,892.96
		578	D	TCS003	51.490	8,924.93	107,099.20
		578	E	TCS003	54.121	9,380.97	112,571.68
Traffic Engineer	MGMT	553	A	TCS010	39.145	6,785.13	81,421.60
		553	B	TCS010	41.145	7,131.80	85,581.60
		553	C	TCS010	43.247	7,496.15	89,953.76
		553	D	TCS010	45.457	7,879.21	94,550.56
		553	E	TCS010	47.780	8,281.87	99,382.40
Traffic Engineering Manager	MGMT	553	A	TCS007	39.145	6,785.13	81,421.60
		553	B	TCS007	41.145	7,131.80	85,581.60
		553	C	TCS007	43.247	7,496.15	89,953.76
		553	D	TCS007	45.457	7,879.21	94,550.56
		553	E	TCS007	47.780	8,281.87	99,382.40
Transit Operations Analyst	MGMT	509	A	PRO014	31.437	5,449.08	65,388.96
		509	B	PRO014	33.044	5,727.63	68,731.52
		509	C	PRO014	34.732	6,020.21	72,242.56
		509	D	PRO014	36.507	6,327.88	75,934.56
		509	E	PRO014	38.373	6,651.32	79,815.84
Transit Operations Manager	MGMT	584	A	OAS014	45.685	7,918.73	95,024.80
		584	B	OAS014	48.019	8,323.29	99,879.52
		584	C	OAS014	50.473	8,748.65	104,983.84
		584	D	OAS014	53.052	9,195.68	110,348.16
		584	E	OAS014	55.763	9,665.59	115,987.04
Transportation Director	MGMT	647	A	OAE003	62.536	10,839.57	130,074.88
		647	B	OAE003	65.732	11,393.55	136,722.56
		647	C	OAE003	69.090	11,975.60	143,707.20
		647	D	OAE003	72.621	12,587.64	151,051.68
		647	E	OAE003	76.331	13,230.71	158,768.48
Treasury Division Manager	MGMT	560	A	OAD007	40.535	7,026.07	84,312.80
		560	B	OAD007	42.607	7,385.21	88,622.56
		560	C	OAD007	44.784	7,762.56	93,150.72
		560	D	OAD007	47.073	8,159.32	97,911.84
		560	E	OAD007	49.478	8,576.19	102,914.24
Tree Maintenance Supervisor	MGMT	504	A	SMS011	30.663	5,314.92	63,779.04
		504	B	SMS011	32.230	5,586.53	67,038.40

		504	C	SMS011	33.877	5,872.01	70,464.16
		504	D	SMS011	35.608	6,172.05	74,064.64
		504	E	SMS011	37.428	6,487.52	77,850.24
Veterans Complex Supervisor	MGMT	487	A	OAS011	28.173	4,883.32	58,599.84
		487	B	OAS011	29.612	5,132.75	61,592.96
		487	C	OAS011	31.125	5,395.00	64,740.00
		487	D	OAS011	32.716	5,670.77	68,049.28
		487	E	OAS011	34.388	5,960.59	71,527.04

Minutes Excerpt from the January 7, 2009 Civil Service Commission Meeting

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

January 7, 2009
7:00 P.M.

Present: Chair Michael Whitaker
Vice Chair Sharon Zeitlin
Commissioner Sandy Stivers
Commissioner Richard Ochoa
Commissioner Dan Gallagher

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Action Items

Item A-2

**Revised Classification Specifications: Transportation Director
and Public Works Director/City Engineer**

Staff provided a summary of the material of record.

Discussion between staff and Commissioners included: how the salary was arrived at; concerns with retention; length of time it took the class specifications to come forward and who covered the duties during that time; minor corrections to make language consistent; whether step increases are automatic or discretionary; and differences between classified and unclassified positions.

MOVED BY COMMISSIONER GALLAGHER, SECONDED BY COMMISSIONER OCHOA, AND UNANIMOUSLY CARRIED TO APPROVE THE REVISED CLASSIFICATION SPECIFICATIONS FOR TRANSPORTATION DIRECTOR AND PUBLIC WORKS DIRECTOR/CITY ENGINEER.

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Minutes Approved: February 4, 2009