

# ATTACHMENT 1

## Education and Experience Review of Classifications Requiring a Degree (Associates, Bachelors, or Masters)

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Totals	Classification Specification			Number of Employees				
Total Number of Classifications with Degree Requirements	with Specific Degrees	with "or a related field" for Degree	with Degree Level Only		With Specific Stated Degree	With Any Combination	With Higher Level Degree Any Combination	
55	18	31	6	Total Number of Employees	91	39	12	40
<b>Percentages</b>	32.73%	56.36%	10.91%		<b>42.86%</b>	13.19%	43.96%	

		Classification Specification			Number of Employees			
Classification Titles	States Specific Degree(s)	States "or a related field" for Degree	States Degree Level	Education/Training & Experience Requirements	In Classification	With Specific Stated Degree	With Any Combination of Education, Training & Experience	With Education at Higher Level than Required
1 Accounting Operations Manager		1		Bachelor's degree in accounting, business administration, economics or a related field and five years of experience at the working level of professional accountant, preferably in the public sector. Prior supervisory experience preferred.	1	1	0	0
2 Accountant	1			Bachelor's Degree in accounting and two years of professional accounting experience, preferably with some experience in fund accounting and general ledger computer software, or the equivalent of three years (90 semester units of 135 quarter units) of on-going college coursework with a major in accounting and three years of described professional accounting experience.	1	1	0	0
3 Accountant II	1			Bachelor's Degree in accounting and three years of professional accounting experience.	3	3	0	0
4 Accounting Technician	1			Associate of Arts degree in accounting with coursework in business administration and supervision, and five years of experience, preferably in municipal or governmental accounting.	2	1	0	1

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5	Advanced Planning Manager		1		Bachelor's Degree in urban planning or related field and five (5) years of progressively responsible professional level experience in urban planning including two years of supervisory experience. A Master's Degree is desirable.	1	0	0	1
6	Assistant Chief Financial Officer***		1		Bachelor's Degree preferably in Accounting, Economics, Finance, Public or Business administration, or a related field. Five (5) years of recent, paid professional financial management experience, preferably in a municipal government setting, including a minimum of two (2) years' experience at a supervisory level is required. Certification as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) and/or an advanced degree desirable.	1	1	0	0
7	Assistant City Attorney	1			Juris Doctor degree. Work experience in a law office preferred.	1	1	0	0
8	Assistant Planner		1		Bachelor's Degree in urban planning or a closely related field and two years of professional experience in a city, county, or regional planning agency, or in a private consulting firm working on urban planning projects.	1	1	0	0
9	Associate Engineer	1			Bachelor's Degree in civil engineering and four years of responsible professional experience in municipal civil engineering design, preferably at a level comparable to Assistant Engineer.	3	2	0	1
10	Associate Planner		1		Bachelor's Degree in urban planning or a closely related field, and four years of progressively responsible professional experience in a city, county, or regional planning agency, or in a private consulting firm working on urban planning projects.	3	1	0	2

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11	Budget & Financial Operations Manager		1		Bachelor's degree in business administration, accounting, economics or a related field and five years of experience at the working level of professional accountant or Budget Analyst preferably in the public sector. Prior supervisory experience preferred.	1	0	0	1
12	City Clerk		1		Bachelor's degree in public or business administration or a related field and a minimum of five years of increasingly responsible experience performing complex administrative duties in a City Clerk's office, or equivalent experience in a similar government agency. At least two years of experience must include supervisory responsibilities.	1	1	0	0
13	Cultural Affairs Coordinator		1		Bachelor's Degree in Public Art, Arts Administration or related field with college level coursework in the history of western art and three (3) years of progressively responsible work experience in public art administration or museum collections management or arts-related program coordination. A Master's in Public Art or Arts Administration is desirable and may be substituted for one (1) year of the stated work experience.	1	1	0	0
14	Current Planning Manager		1		Bachelor's Degree in urban planning or related field and five years of progressively responsible professional level experience in urban planning or development, including two years of supervisory experience. A Master's Degree is desirable.	1	0	0	1
15	Deputy City Attorney II	1			Juris Doctor degree and five years progressively responsible experience in municipal law, handling complex matters of land use, personnel, contract preparation and negotiation, prosecution of municipal offenses and collection of business taxes.	1	1	0	0

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16	Deputy Community Development Director		1		Bachelor's Degree in Business Administration, Urban Planning, Marketing, or a closely related field, and five (5) years of progressively responsible experience in the implementation and administration of economic development programs and project management including two (2) years of experience at a manager level. A Master's Degree is highly desirable.	1	0	0	1
17	Economic Development Project Manager		1		Bachelor's Degree in business administration, urban planning, marketing, or a closely related field, and four (4) years of progressively responsible experience in the implementation and administration of economic development programs and project management.	3	0	0	3
18	Emergency Preparedness Coordinator		1		Bachelor's Degree in Public Administration or related field and three years experience in program development, coordination and/or administration in a public or private agency, preferably in emergency management.	1	1	0	0
19	Engineering Services Manager	1			Bachelor's Degree in civil engineering and at least four years' experience in civil, municipal, sanitary and/or public works engineering and construction, including supervisory responsibility.	1	1	0	0
20	Environmental Compliance Officer		1		Associate Arts Degree in environmental management, environmental science, engineering or a related field and two years of experience performing public inspection services.	1	0	0	1

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21	Environmental Programs & Operations Manager	1			Bachelor's Degree in environmental science, business or public administration and four (4) years of professional experience in program development, policy analysis, program management and oversight of a service or governmental enterprise business, including at least two (2) years in a supervisory capacity. Experience must also include program implementation, evaluation, enforcement and monitoring of environmental statutes. A Masters Degree in environmental science, business or public administration is desirable.	1	0	0	1
22	Fire Prevention Specialist		1		Bachelor's degree in a field related to fire science or technology, communications, education, public administration, or a combination of professional certifications and/or coursework relevant to the fields stated above and a minimum of three years practical experience in either the fire protection field with emphasis on plan checking and field inspections, or teaching, training and public/media relations.	2	1	1	0
23	Forensic Specialist		1		Bachelor's degree in forensic science, criminal justice, biology, chemistry, or a related field and 1) one year of experience as a Forensic Specialist Trainee or Forensic Specialist in a law enforcement agency, or 2) one year forensic casework experience in: a.) latent print comparisons and/or examinations, b.) crime scene processing, and/or c.) chemical processing of evidence for latent prints.	2	1	1	0

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24	GIS Analyst			1	Bachelor's degree and three (3) years experience developing and maintaining GIS software applications in a network environment. One (1) year experience in GIS development incorporating relational database integration and at least one (1) year of in a supervisory capacity is highly desirable	1	1	0	0
25	Housing Program Administrator		1		Bachelor's Degree planning, housing, business or public administration or a closely related field and four (4) years of progressively responsible experience in the implementation and administration of housing or community development programs including two years of experience at a manager level. A Master's degree is desirable.	1	0	0	1
26	Housing Programs Supervisor		1		Bachelor's Degree in business or public administration or a related field, and four years of professional work experience in housing rehabilitation or local community development program with at least two years supervisory; or, six years professional work experience in housing rehabilitation or local community development program with at least two years supervisory in lieu of education. A Master's degree is desirable.	1	0	0	1
27	Housing Specialist		1		Bachelor's Degree in business or public administration or a related field or four years of professional work experience in housing programs or local community development program.	1	0	0	1
28	Human Resources Analyst	1			Bachelor's degree in business or public administration and two years of professional or technical personnel work. A Master's degree may be substituted for one year's work experience.	2	1	1	0

## Education and Experience Review of Classifications Requiring a Degree (Associates, Bachelors, or Masters)

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		States Specific Degree(s)	States "or a related field" for Degree	States Degree Level	Education/Training & Experience Requirements	In Classification	With Specific Stated Degree	With Any Combination of Education, Training & Experience	With Education at Higher Level than Required
29	Information Technology Analyst			1	Bachelor's degree or four years of responsible experience in an information technology environment.	1	1	0	0
30	Maintenance Operations Manager		1		Bachelor's Degree in business administration, public administration, or related field and a minimum of four years of experience in public works or the skilled maintenance of buildings, electrical equipment, traffic signals, streets, sewers and trees, including two years of first line supervisory experience.	1	0	0	1
31	Management Analyst	1			Bachelor's Degree in public or business administration and two (2) years professional administrative work in a local government.	9	1	2	6
32	Payroll Analyst		1		Bachelor's degree in Accounting, Business or Public Administration or a closely related field and two years of recent, paid and progressively responsible experience in payroll. A minimum of one (1) year experience coordinating or providing technical or general supervision to others. Municipal payroll experience is preferred.	1	1	0	0
33	Payroll Technician	1			Associate of Arts degree in accounting with course work in business administration and supervision, and two years account clerk experience.	1	0	0	1
34	Plan Check Engineer			1	Bachelor's degree and possession of an Engineer in Training Certificate or a Plan Check Certification by the International Conference of Building Officials. Three years experience in civil, construction, or structural engineering and zoning.	1	0	0	1
35	Planning Technician			1	Associate of Arts degree and six months experience planning or drafting, or a closely related field that provides a basic knowledge of planning principles, laws, and techniques.	1	0	0	1

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36	Planning Technician II		1		Bachelor's degree in Planning or related field including coursework related to any of the following: Computer-aided Architectural Drafting, Excel, Geographic Information Systems, Engineering Principles, Blueprint Reading, or California Building Code and one (1) year of recent work experience in a private or public agency involved in land development functions, permit processing, or a closely related field.	1	0	0	1
37	Procurement & Financial Services Manager		1		Bachelor's degree in business or public administration or a related field and four (4) years of increasingly responsible professional governmental finance and/or procurement experience and one (1) year of supervisory experience.	1	0	0	1
38	Recreation Coordinator		1		Bachelor's Degree in recreation or a related field and two years of professional experience in recreation, preferably in a public setting.	5	2	2	1
39	Recreation Supervisor	1			Bachelor's Degree in recreation and four years of experience in a community recreation program including two years in a lead capacity ( <b>at time of hire</b> ). Bachelor's Degree in recreation and four years of experience in a community recreation program. A minimum of two (2) years' experience coordinating or providing technical or general supervision to others is required ( <b>current class spec</b> ).	1	0	1	0
40	Revenue Operations Manager		1		Bachelor's Degree in business administration, accounting, economics or a related field and five (5) years of responsible experience in revenue collection, budgeting, auditing or financial analysis; Prior supervisory experience preferred. Experience in governmental revenue collection is desirable.	1	0	0	1



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41	Senior & Social Services Manager	1			Bachelor's Degree in recreation, social work or gerontology, and four years of responsible experience in a recreation, community service, or social service agency including two years at a supervisory level.	1	1	0	0
42	Senior & Social Services Specialist			1	Bachelor's degree. A minimum of two years full-time professional experience in a social service setting, including a high volume of interaction with the public. A Master's Degree can be substituted for one year of work experience.	3	2	1	0
43	Senior Civil Engineer	1			Bachelor's Degree in civil engineering and three (3) years professional level experience in municipal engineering at a level comparable to Associate Civil Engineer ( <b>at time of hire</b> ). Bachelor's Degree in civil engineering and three (3) years professional level experience in municipal engineering at a level comparable to Associate Civil Engineer. A minimum of one (1) year experience coordinating or providing technical or general supervision to others is required ( <b>current class spec</b> ).	3	2	0	1
44	Senior Computer Programmer Analyst			1	Bachelor's degree plus four years' experience in programming, computer systems analysis, and project leadership. Requires knowledge of at least one programming language, as well as scripting and SQL statements. Knowledge of relational database administration, development languages such as Javascript, and Microsoft .Net framework is highly desirable.	3	2	0	1
45	Senior Deputy City Attorney	1			pending	1	1	0	0

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46	Senior Financial Business Analyst		1		Bachelor's Degree in Accounting, Finance, Public or Business Administration, Economics, Business or Computer Information Systems, or a related field, and four (4) years experience in the analysis, development and implementation of automated financial business applications/systems. Experience with a municipal enterprise financial system and/or Enterprise Resource Planning (ERP) system is desirable.	1	1	0	0
47	Senior Forensic Specialist		1		Bachelor's degree in forensic science, criminal justice, biology, chemistry, or a related field and three (3) years experience in crime scene investigation, including one (1) year recent experience in the comparison and identification of latent print material and related matters.	1	1	0	0
48	Senior Management Analyst***	1			Bachelor's Degree in public administration and four years of responsible management assistance experience in a public sector organization.	7	1	2	4
49	Senior Planner		1		Bachelor's Degree in urban planning, or a closely related field and four (4) years of professional level experience in urban planning at a level comparable to Associate Planner.	1	0	0	1
50	Special Events Coordinator		1		Bachelor's degree in Business Administration, Public Administration, Public Relations, Liberal Arts or a related field and three (3) years of progressively responsible experience in development and coordination of cultural or public event management, program planning, budget management and some supervisory and lead experience.	1	0	0	1

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51 Systems Support Manager		1		Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. Five years of recent, paid work experience performing systems analysis and project management which have included designing, implementing and maintaining software systems and relational databases. Two years' experience managing information technology projects and staff. Recent experience in implementing and supporting software systems for public safety activities is highly desirable.	1	1	0	0
52 Transit Operations Analyst	1			Bachelor's Degree in public or business administration and two (2) years professional administrative work in a local government.	1	0	0	1
53 Transit Operations Manager		1		Bachelor's degree in public transportation or related field, and five years of professional experience in the transit operations, including at least two years in a supervisory capacity.	1	0	0	1
54 Transportation Planning Manager	1			pending	1	1	0	0
55 Webmaster		1		Bachelor's Degree in Information Systems, Computer Science or a closely related field plus one year experience designing, implementing, and maintaining websites.	1	0	1	0

## Notes:

\*\*\* Classification does not include current "Any Combination" language.