

ITEM: APPROVE AMENDMENTS TO EMPLOYEE CLASSIFICATIONS/JOB DESCRIPTIONS FOR VARIOUS DEPARTMENTS

RECOMMENDATION: Adopt Resolution to Approve Amendments to the Job Descriptions for Various Positions

SUMMARY:

The Human Resources Department has conducted a job analysis on the administrative, executive assistant series and Assistant/Associate engineer job classifications. Job descriptions are the building blocks for conducting successful workforce planning, setting salary and grade levels, and meeting compliance requirements. They also play an important role in performance reviews, employee career development and recruitment. In review of the administrative assistant classifications, deficiencies have been identified and amendments are proposed.

BACKGROUND:

On June 28, 2022, the Lathrop Police Department started full operations. Any employee assigned to the Police Department as their work location is required to undergo a background security clearance to determine their suitability for logical or physical access to the California Law Enforcement Telecommunications System (CLETS), pursuant to California Code of Regulations, Title 11, Division 1, Chapter 7, Article 1, § 703(d) and § 707(b).

Pursuant to California Government Code 3100, all public employees are classified as disaster service workers, which include all persons employed by any county, city, state agency or public district. In accordance with the City of Lathrop Municipal code 2.32.080, the city disaster council will plan for the effective mobilization of all of the resources of this city, which may require City staff to serve as Disaster Service Workers in support of the City's response and recovery efforts.

REASON FOR RECOMMENDATION:

The Office Assistant, Administrative Assistant, Executive Assistant and Special Assistant series of job classifications may have a work location assigned to the police department; therefore, we must update the classification to include the police department as a possible assigned location to ensure the correct level of security clearance is obtained through the recruitment and background process. It should be noted, that the police department is currently recruiting an Administrative Assistant to assist in the Community Service Division and these changes will ensure compliance in our recruitment and background process.

In review of the Assistant/Associate Engineer job description, amendments have been made to the Engineer-in-training certificate to list as desirable and not required.

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In addition, supplementary language is proposed to include the required Disaster Service Workers status to meet compliance requirements. Pursuant to Government Code 3100, all public employees are included in the disaster service worker status, which include all persons employed by any county, city, state agency or public district. It is important to incorporate compliance language in all job descriptions.

Lastly, in resolution 22-5072, a formal written classification was created for the Special Assistant job description. Amendments are proposed to allow this classification to be utilized to recruit applicants who are attending any college or university with campus placement services on a temporary basis. Departments requesting such staffing would only use this classification when they have funds in the budget or will have to seek Council approval of a supplemental appropriation.

FISCAL IMPACT:

There is no fiscal impact. The proposed amendments are to update current classifications for future recruitments.

ATTACHMENTS:

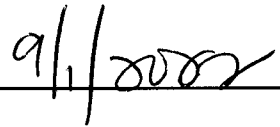
- A. Resolution approving the amendment of the following classifications, Office Assistant, Administrative Assistant, Executive Assistant, Assistant/Associate Engineer and Special Assistant.
- B. Job Description: Office Assistant I/II
- C. Job Description: Administrative Assistant I/II
- D. Job Description: Administrative Assistant III
- E. Job Description: Senior Administrative Assistant
- F. Job Description: Executive Assistant
- G. Job Description: Special Assistant
- H. Job Description: Assistant/Associate Engineer

CITY MANAGER'S REPORT
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APPROVALS:



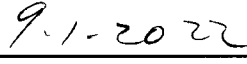
Theresa Roland
Director of Human Resources



Date



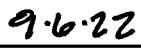
Salvador Navarrete
City Attorney



Date



Stephen J. Salvatore
City Manager



Date

ATTACHMENT A

RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP AMENDING THE EMPLOYEE CLASSIFICATIONS FOR THE FOLLOWING CLASSIFICATIONS OF OFFICE ASSISTANT I/II, ADMINISTRATIVE ASSISTANT I/II/III, SENIOR ADMINISTRATIVE ASSISTANT, EXECUTIVE ASSISTANT, ASSISTANT/ASSOCIATE ENGINEER AND SPECIAL ASSISTANT

WHEREAS, the City Council has reviewed the recommendation to amend the classifications of Office Assistant I/II, Administrative Assistant I/II/III, Senior Administrative Assistant, Executive Assistant, Assistant/Associate Engineer and Special Assistant; and

WHEREAS, the amendments will replace the previous versions of the Office Assistant I/II, Administrative Assistant I/II/III, Senior Administrative Assistant, Executive Assistant, Assistant/Associate Engineer and Special Assistant job descriptions; and

WHEREAS, Classifications for Office Assistant I/II, Administrative Assistant I/II/III, Senior Administrative Assistant, Executive Assistant, and Assistant/Associate Engineer have no new fiscal impact as the salary grade to these positions remain unchanged; and

WHEREAS, staff is recommending minor changes to the existing job description of Special Assistant, total time for such position shall not exceed 960 hours in a fiscal year, and Departments requesting such staffing would only use this classification when they have funds in the budget and/or when they have to return to Council for a supplemental appropriation.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Lathrop does hereby approve the requested amendments to the classifications of Office Assistant I/II, Administrative Assistant I/II/III, Senior Administrative Assistant, Executive Assistant, Assistant/Associate Engineer and Special Assistant;

The foregoing resolution was passed and adopted this 12th day of September 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

Teresa Vargas, City Clerk

APPROVED AS TO FORM:



Salvador Navarrete, City Attorney

ATTACHMENT B

CITY OF LATHROP OFFICE ASSISTANT I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs a variety of clerical duties in support of an assigned function; assists the public at the counter and on the phone with City policies, complaints and questions; writes a variety of correspondence; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Office Assistant I

The **Office Assistant I** is the entry level class in the Office Assistant series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine clerical support duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Office Assistant II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class. This position may be assigned to work in the Police Department.

Office Assistant II is the journey level classification responsible for a wide variety of clerical support duties for an individual department. Incumbents are expected to independently perform the full scope of assigned duties. This class is distinguished from the next higher classification of Administrative Assistant I in that the latter is responsible for more complex office and customer service duties. This position may be assigned to work in the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Office Assistant I

Receives immediate supervision from a Department Head or Division Manager. Incumbents do not routinely exercise supervision.

Office Assistant II

Receives general supervision from a Department Head or Division Manager. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs clerical duties in support of an assigned function, including typing, copying, and faxing a number of documents; assists the public with questions; answers and refers complaints to the correct department or agency.

- Answers the telephone and provides information within the area of assignment; directs the public to the appropriate department; responds to public inquiries in a courteous manner; provides proper documents and resource references as required.
- Prepares a variety of documents and forms, including general correspondence, reports, orders, agenda packet materials, and memoranda.
- Schedules meetings and appointments, maintains a calendar.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Office Assistant I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Office Assistant I

A high school diploma or equivalent.

Office Assistant II

In addition to the above, one year of clerical experience equivalent to that of an Office Assistant I in the City of Lathrop.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Office Assistant I and II levels.)*

Knowledge of:

Standard office and administrative policies and procedures; specified computer applications involving word processing, data entry, database access and/or standard report generation; business arithmetic; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide general clerical support to a specialized work unit; use applicable office terminology, forms, documents and procedures in the course of the work; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

Disaster Service Worker:

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data

Adopted:

Amended by Resolution 22-_____

Unit: SEIU

Pay Grade: Office Assistant I Grade 32

Office Assistant II Grade 36

**CITY OF LATHROP
ADMINISTRATIVE ASSISTANT I/II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs routine and complex tasks and duties assigned to classes within the Administrative Assistant series by providing office, clerical and administrative support to management staff, and other staff, in one or more departments as needed; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Administrative Assistant I

The **Administrative Assistant I** is the entry level class in the Administrative Assistant series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine clerical support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines and incumbents are assigned the more complex tasks. This classification is alternatively staffed with Administrative Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class. This position may be assigned to work in the Police Department.

Administrative Assistant II

The **Administrative Assistant II** is the full working level class in the Administrative Assistant series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of office and administrative support duties, including maintenance of a calendar and scheduling appointments, preparation of reports, and assisting in the issuance and collection of permits and fees. This classification is distinguished from the next higher classification of Legal Assistant in that the latter performs a variety of clerical and office support duties involving sensitive legal and confidential documents and reports. This position may be assigned to work in the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Administrative Assistant I

Receives immediate supervision from a department head and/or management staff. May provide technical and functional supervision to seasonal and temporary employees.

Administrative Assistant II

Receives general supervision from a department head and/or management staff. May provide technical and functional supervision to seasonal and temporary employees.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Learns to perform and performs routine and complex tasks and duties assigned to classes within the Administrative Assistant series by providing office, clerical and administrative support to management staff and other staff in one or more departments as needed.

- Plans, organizes and carries out administrative assignments; researches, compiles and organizes a variety of information from various sources on specialized topics related to programs in assigned areas; assists in a variety of department operations; applies special knowledge in reviewing and determining completeness of applications, permits, records and files.
- Types drafts and a wide variety of finished documents from verbal and brief written instructions, and transcribing machine recordings; compiles and maintains records and prepares reports; assists in the preparation of agenda materials, draft reports, resolutions and ordinances; inputs and retrieves information from various computer data management systems such as financial and/or budget systems; maintains a variety of files and records.
- Answers phone and greets customers at the front counter; responds to questions and concerns from the general public; provides information as is appropriate and responds to complaints.
- Receives and processes fees, enrollment charges, fines or other money; prepares receipts and balances money received; performs accounts payable and receivable for assigned department; initiates, tracks and closes out work orders; orders office supplies; inventories supplies when they arrive; assists with the development, administration and monitoring of a department's budget.
- Maintains calendars of department activities, meetings and various events; schedules meetings; coordinates travel arrangements for department staff as necessary; serves as an assistant to various committees, commission, and task forces; attends meetings as required.
- Processes and tracks a variety of permits and applications such as building and transportation permits; initiates and maintains a variety of files and records; ensures proper filing of documents in departmental or central files.
- Collects employees timesheets and requests for leave; checks for accuracy; turns timesheets into department management and distributes new timesheets; collects and distributes mail.
- Tracks and monitors outside contracts; applies and monitors compliance for various grants for assigned programs.
- Assists with special events; creates and maintains information packets, flyers and guides for the public, such as the quarterly Activity Guide, recycling activities or other special publications, memos, letters, etc.
- Acts as a liaison with City employees and management on a variety of issues.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Perform related duties as assigned

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer

keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Assistant I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Administrative Assistant I

Two years of significant directly related and progressive clerical experience related to municipal government or a related field, and a high school diploma or equivalent.

Administrative Assistant II

In addition to the above, two years of experience equivalent to that of an Administrative Assistant I with the City of Lathrop, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Standard office and administrative policies and procedures; City codes and ordinances; depending on assignment, knowledge of accounting, clerical, construction and computer terminology may be required; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide general clerical support to one or more departments; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; read, understand and explain plans, maps, aerial photos, drawings, reports, applications, construction documents, and specifications; learn the policies, procedures, and guidelines of the Department to which assigned in a timely manner; maintain a high level of confidentiality; maintain accurate office files; compose correspondence or

documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

Disaster Service Worker:

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data

Adopted: Unknown

Amended by Resolution 22-

Unit: SEIU

Pay Grade: Administrative Assistant I Grade 41

Administrative Assistant II Grade 45

ATTACHMENT D

CITY OF LATHROP ADMINISTRATIVE ASSISTANT III

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs routine and complex tasks and duties assigned to classes within the Administrative Assistant series by providing office, clerical and administrative support to management staff, and other staff, in one or more departments as needed; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Assistant III** is an advanced level class in the Administrative Assistant series in which incumbents are expected to independently perform the full scope of assigned duties conforming to policy and requirements. Incumbents perform a full range of office and administrative support duties, preparation of reports, and preparing responses to public inquiries with a high level of administrative detail. This classification is distinguished from the next higher classification of Senior Administrative Assistant in that the latter supervises, assigns, oversees and reviews work of lower level staff. This position may be assigned to work in the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a department head and/or management staff. May provide technical and functional supervision to lower level administrative positions.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety administrative duties for the Department Head, management staff, and other staff, in one or more departments.
- Organizes own work, sets priorities, meets deadlines.
- May assist or be responsible for organizing and coordinating the work of an office or function.
- Answers phone and greets customers at the front counter; responds to questions and concerns from the general public; provides information as is appropriate and responds to complaints.
- Composes independently or from oral instructions, notes or rough draft, a variety of materials including inter-office communications, letters, forms, memoranda, bulletins, legal documents, notices and other materials; proofreads and verifies accuracy of documents; transcribes dictation from a mechanical source.
- Prepares a wide variety of reports and forms requiring independent assembly of information, judgment and interpretation; prepares routine agenda reports, ordinances and resolutions for City Council and/or various Commissions.

- Coordinates, schedules and attends a variety of public and private meetings as assigned; assures proceedings comply with established requirements; prepares and sends out notices of meetings; maintains appointment and activity calendar; reserves facilities; collects and compiles information for meetings; prepares agendas, supplemental materials and other documents; takes and transcribes minutes as directed.
- Researches and assembles information from a variety of sources for the completion of claims, reports, and responses to record requests.
- Reviews reports for possible action on accidents involving City property or employees; obtains reports and information from other City departments; prepares reports and reviews for accuracy and errors and makes recommendations for action.
- Confers with claimants, departments, vendors, and other members of the public on matters specifically assigned.
- Assures timely communications between assigned office and City employees; initiate and receive phone calls to receive and transmit information; resolve issues as appropriate.
- Coordinate travel arrangements and hotel reservations as necessary; prepare and assure proper completion of reimbursement forms.
- Reviews applications, permits, records and files to determine accuracy and completeness; receives and processes fees, fines or other money; prepares receipts and balances money received; performs accounts payable and receivable for assigned department; assists with the development, administration and monitoring of a department's budget.
- Tracks and monitors outside contracts; applies and monitors compliance for various grants for assigned programs.
- Acts as a liaison with City employees and management on a variety of issues.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Perform related duties as assigned
-

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Assistant III**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of significant directly related and progressive clerical experience related to municipal government or a related field, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Standard office and administrative policies and procedures; City codes and ordinances; depending on assignment, knowledge of accounting, clerical, construction and computer terminology may be required; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide general clerical support to one or more departments; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; read, understand and explain plans, maps, aerial photos, drawings, reports, applications, construction documents, and specifications; learn the policies, procedures, and guidelines of the Department to which assigned in a timely manner; maintain a high level of confidentiality; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

DISASTER SERVICE WORKER:

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

HISTORICAL DATA

Adopted: August 12, 2019 by Resolution: 19-4609

Amended by Resolution 22-_____

Unit: SEIU

Pay Grade: Grade 47

CITY OF LATHROP

SENIOR ADMINISTRATIVE ASSISTANT

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DEFINITION:

To perform a variety of supervisory responsibilities overseeing clerical support staff of the department; perform confidential and complex administrative duties where knowledge of the organization, personnel policies and procedures are essential.

DISTINGUISHING CHARACTERISTICS:

The **Senior Administrative Assistant** is responsible for the supervision of lower level clerical staff. Incumbents perform a full range of office and administrative support duties, including maintenance of a calendar and scheduling appointments, preparation of reports, and assisting in the issuance and collection of permits and fees. This classification is distinguished from the next higher classification of Executive Assistant in that the latter performs executive support to a Department Head and/or management staff on assignments in a wide variety of departmental areas requiring independent decision making, judgment and initiative. This position may be assigned to work in the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a department head and/or management staff. Responsibilities include supervision over lower level administrative positions

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of complex and responsible, administrative and confidential duties for the Department head or management staff. Coordinates work schedules insuring proper coverage in the department.
- Plans, organizes and carries out administrative assignments; researches, compiles and organizes a variety of information from various sources on specialized topics related to programs in assigned areas; assists in a variety of department operations; applies special knowledge in reviewing and determining completeness of applications, permits, records and files.
- Assign, oversee, and review work of clerical staff on a continual basis. Types drafts and a wide variety of finished documents from verbal and brief written instructions, compiles and maintains records and prepares reports; assists in the preparation of agenda materials, draft reports, resolutions and ordinances; inputs and retrieves information from various computer data management systems such as financial and/or budget systems; maintains a variety of files and records.
- Provide training related to general clerical duties and procedures, as well as departmental work assignments.
- Prepare and conduct employee performance evaluations making appropriate recommendations.

ATTACHMENT E

- Recommend organizational or procedural changes affecting administrative activities.
- Receives and processes fees, enrollment charges, fines or other money; performs accounts payable and receivable for assigned department; assistant with the development administration and monitoring of a departments' budget.
- Maintains calendars of department activities, meetings and various events; schedules meetings; serves as an assistant to various committees, commissions, and task forces; attends meetings as required.
- Participate and assist in the administration of a department; prepare comprehensive reports, compile annual budget requests and recommend expenditure requests for designated accounts.
- Collect employees timesheets and requests for leave; check for accuracy; turn timesheets into department management and distribute new timesheets. Initiate and maintain files and personnel records.
- Tracks and monitors outside contracts; applies and monitors compliance for various grants for assigned programs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Other duties, as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Administrative Assistant. A typical way of obtaining the required qualifications is to possess the equivalent of:

Four years of experience equivalent to that of an Administrative Assistant I/II with the City of Lathrop. Equivalent to an Associates of Arts degree in business administration, public administration, accounting or a related field. A bachelor's degree is highly desirable and may be substituted for one year of the required experience.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license may be required for some positions.

ATTACHMENT E

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities are listed below)*

Knowledge of:

Standard office and administrative policies and procedures; City codes and ordinances; depending on assignment, knowledge of accounting, clerical, construction and computer terminology may be required; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; prepare work schedules based on set parameters' plan, organize and schedule work priorities for others, supervise and train administrative support staff; prepare and conduct employee performance evaluations; make recommendations to Department Director related to personnel issues; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with those contacted during the course of work; interpret and apply administrative and departmental policies, laws, and rules; work independently in the absence of supervision and work under pressure to meet deadlines; analyze situations carefully and adopt effective courses of action; coordinate and maintain effective office procedures and efficient workflows to meet established guidelines while projecting a positive, professional image of the department; compile and maintain complex and extensive records and prepare reports; maintain confidential data and information; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; read, understand and explain plans, maps, aerial photos, drawings, reports, applications, construction documents, and specifications; maintain accurate office files; compose correspondence or documents; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

ATTACHMENT E

Disaster Service Worker:

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data

Adopted:

Amended by Resolution: 22-_____ (22-5038)

Bargaining Unit: LMCEA

Pay Grade: 51

CITY OF LATHROP
EXECUTIVE ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a wide variety of routine and complex advanced executive support duties for an assigned department. Assists the public by providing information personally or directing information requests according to established procedures; performs work on special programs and projects; sorts, logs, and maintains records and other documents; may exercise functional and technical supervision over administrative support staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Executive Assistant** is the advanced journey level classification in which incumbents are expected to independently perform the full range of advance administrative and executive support to a Department Head and/or management staff on assignments in a wide variety of departmental areas requiring independent decision making, judgment and initiative.. This classification is distinguished from the next lower class of Senior Administrative Assistant in that the former is responsible for providing complex support to an assigned department. This position may be assigned to work in the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Department Head or their designee. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of sensitive, confidential, complex and highly responsible administrative duties; meet time sensitive deadlines
- Coordinates and oversees a variety of special projects and programs as assigned by the department head or their designee; conducts research and provides recommendations regarding project activity
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public requiring in-depth knowledge of the City; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the City to callers and visitors in a professional and customer friendly manner
- Compose a variety of sensitive and detailed documents, letters, memoranda and instructions from brief notes or verbal information

- Oversee, authorize, and monitor orders for office supplies and other departmental purchases
- Uses computers to enter, prepare, and proofread drafts, labels, forms, envelopes, and a variety of documents, including general correspondence, staff reports, press releases, public information items, spreadsheets, agendas, resolutions, meeting minutes, legislative documents, and memos; gathers data and keeps necessary records to support administrative decision making; establishes and maintains a variety of records and files; researches files for information requested for the preparation of reports or conduct of other office business; gathers data and drafts PowerPoint presentations
- Compiles and maintains records and prepares reports; maintains a variety of files; participate in the preparation of the budget by gathering information, preparing justifications, and researching the prior year's ending; monitors accounts; performs account analysis
- Maintains and processes a variety of standard City documents and records, including time sheets, performance evaluations, human resources forms, purchasing forms, and claim forms
- Schedules meetings and appointments; maintains a calendar for meetings and other events; arranges travel to meetings and conferences
- Provide direction to administrative support staff including planning, prioritizing, assigning, reviewing and overseeing work; monitor staff performance; determine work priorities and methods; participate in staff selection and training; provide input to performance evaluation; work with employees to correct deficiencies; recommend corrective action
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public
- Perform related duties as assigned

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Executive Assistant**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of significant, directly related, and progressive administrative

and clerical support experience of a highly confidential nature, including one year of experience in a supervisory level and an associate's degree.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern office, administrative, and clerical policies and procedures; City codes and ordinances; complex clerical and administrative tasks; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Provide complex clerical support to executive management; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain complex office and confidential records and files; oversee special projects and programs; meet critical deadlines; deal successfully with the public, in person, and over the telephone; courteously respond to community issues, concerns, and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

Disaster Service Worker:

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

Historical Data

Adopted: January 4, 2010 by Resolution 10-2943

Amended by Resolution: 22-_____

Bargaining Unit: LMCEA

Pay Grade: 54

ATTACHMENT G

CITY OF LATHROP

SPECIAL ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, provides City departments with services related to programs and projects on a part-time basis; performs other duties as required

CLASS CHARACTERISTICS:

Incumbents are hired on a part-time, hourly basis to provide specific services that are not otherwise available to the City. Work typically consists of new program implementation for systems and procedures; providing professional expertise to existing programs; assisting in project design and implementation; providing employee assistance~~staff development~~ services; and performing other related administrative and or consultative ~~consultative~~ services. This position may be assigned to work in any City building including City Hall and the Police Department.

This classification may be utilized to recruit applicants who are currently attending any college or university with campus placement services, programs and/or ~~or~~ academic advisors placement.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, administers, and/or coordinates the implementation of City programs and projects.
- Develops and/or implements programs and plans in accordance with department goals and objectives, policies, and procedures; evaluates program effectiveness and develops improvements as needed; directs in establishing priorities.
- Completes assignments in area of expertise as directed by City staff.
- Prepares a variety of progress and special reports related to programs and assigned projects.
- May attend offsite meetings and events.
- Performs related duties as assigned.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Possession of a high school diploma or GED. Required experience will be determined on the basis of duties and responsibilities assigned.

ATTACHMENT G

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Developing program and project administration, monitoring, and evaluation techniques;
- Principles, practices, and techniques of program and project administration, including monitoring and evaluation;
- Business and program specific computer use applications;
- Principles and practices of program and project management and evaluation;
- Applicable codes, regulations, and standards relating to City contract administration.

Ability to:

- Working within established goals and time lines.;
- Applying professional skills and knowledge to organizations;
- Determining specific organizational needs regarding program and project design, implementation, administration, and management;
- Organizing work, setting priorities, establishing goals and objectives; and exercising sound independent judgment within established guidelines.
- Establishing and maintaining cooperative working relationships with those contacted in the course of the work;
- Preparing clear and concise reports, correspondence, and other written materials;
- Dealing effectively and tactfully with elected and appointed officials and the public;
- Interpreting and applying complex rules, regulations, laws, and ordinances;
- Performing independent research in the preparation of program and project proposals;
- Establishing and maintaining cooperative working relationships;
- Making persuasive oral presentations of ideas and recommendations.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.

HISTORICAL DATA

Adopted: August 21, 2001 by Resolution: 01-1129

~~Amended ÷ By Resolution 22-May 16, 2022 by Resolution: (-22-5072)~~

Employment Status: At-will

Bargaining Unit: Unrepresented

Grade: _____

ATTACHMENT H

CITY OF LATHROP

ASSISTANT/ASSOCIATE ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs professional engineering work in the design, evaluation and construction of streets, traffic controls, landscaping, parks, storm drains, sewer, water and other public works projects; serves as a project manager on medium or less complex Capital Improvement Projects; reviews engineering reports, drawings, specifications and calculations for buildings, structures, streets, sewers and other public works facilities to ensure compliance with current industry practices, codes, regulations and ordinances; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Assistant Engineer

The **Assistant Engineer** is the journey level class in the professional civil engineering series. Under general supervision, incumbents perform a broad range of more routine assignments within an established procedural framework where there are minimal consequences of error, including a wide variety of less complex professional engineering tasks. This classification is alternatively staffed with Associate Engineer and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Associate Engineer

The **Associate Engineer** is the first licensed engineer level in the professional engineering series and is responsible for performing the more complex design, plans review and construction management of Capital Improvement Projects, and for reviewing private development projects for design conformance and accuracy. Incumbents perform complex professional engineering assignments requiring considerable knowledge of various aspects of civil engineering, including land development, planning, design standards and regulations, construction and maintenance. This classification is distinguished from the next higher classification of Principal Civil Engineer, which performs the more complex and difficult of assignments, and exercises supervisory responsibilities within the Engineering division.

SUPERVISION RECEIVED/EXERCISED:

Assistant Engineer

Receives general supervision from higher level management staff. May exercise technical and functional supervision over lower level public works and office support staff.

Associate Engineer

Receives general supervision from higher level management staff. Exercises direct and indirect supervision over lower level professional, technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a broad range of construction project management and design activities on a variety of Capital Improvement Projects, including streets, lighting, storm drains, sewers, water, parks and landscape.
- Reviews and/or prepares plans and specifications; prepares quantity and cost estimates; assists in the development of design procedures; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness; coordinates required advertising for bids.
- Assists higher level engineers on large and complex public works construction projects and acts as a project management engineer on construction projects; coordinates Capital Improvement Projects with contractors, utility companies, other agencies and the general public.
- Interprets, plots and supervises field survey data; reviews laboratory tests of construction materials; performs field inspections; provides assistance and training to construction inspectors in the interpretation of plans and resolution of problems during construction; reviews as-built plans to ensure compliance with original plans and specifications.
- Reviews subdivision plans and site plans for conformance with City ordinances and State law; reviews private contract projects for conformance with City ordinances, policies, standards and accepted engineering practices; meets with architects, engineers and developers to provide preliminary review of development concept and design.
- Administers design and construction contracts; maintains logs and tracks bond expiration dates; prepares reports for the Finance Department as required; collects all required inspection approvals; prepares staff reports for Council; monitors progress on assigned projects to ensure compliance with time and cost schedules for completion; prepares change orders; reviews contractors estimates and prepares and reviews progress payments.
- Interprets codes and regulations in the performance of plan check activities; calculates building valuation; coordinates plan review process with other departments and agencies.
- Administers and enforces City codes and standards on engineering projects; addresses and responds to citizen concerns related to engineering problems.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant/Associate Engineer**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Assistant Engineer

Two years of professional engineering experience in civil engineering, traffic engineering, surveying or related areas, and a bachelor's degree in Civil Engineering or a related field. Possession of a valid certificate of registration as a Civil Engineer can be substituted for a bachelor's degree.

Associate Engineer

In addition to the above, one year of experience equivalent to that of an Assistant Engineer in the City of Lathrop.

License/Certificate:

Assistant Engineer

Possession of, or ability to obtain, a valid Class C California driver's license; possession of a valid certificate of registration as an Engineer-in-Training, issued by the California State Board of Registration for Civil and Professional Engineers is desirable.

Associate Engineer

Possession of, or ability to obtain, a valid Class C California driver's license; possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant and Associate levels.)*

Knowledge of:

Modern principles and practices of Capital Improvement Project construction project management; principles, procedures, practices, and standards of municipal engineering; surveying methods and techniques; strength of materials and stress analysis; CEQA requirements; municipal engineering laws, ordinances, codes, specifications and plans; applicable federal, state and local laws, codes and regulations, including the Lathrop Municipal Code, ordinances and codes related to building construction; engineering project inspection methods; contract administration; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Serve as the project manager on one or more Capital Improvement Projects; prepare accurate plans, specifications, cost estimates, change orders and engineering reports; make accurate engineering computations; analyze and evaluate design drawings and specifications; prepare and manage project budgets; negotiate with citizens, property owners, contractors and other agencies; maintain detailed project management records and documentation; learn and apply established principles and practices of municipal civil engineering; manage the work of outside consultants; administer programs involving federal, state and local grants; promote and enforce safe work practices; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, design and engineering software applications; safely and effectively operate engineering tools and equipment.

DISASTER SERVICE WORKER:

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

HISTORICAL DATA

Adopted:

Amended by Resolution 22-_____

Unit: SEIU

Pay Grade: Assistant Engineer – 64

Associate Engineer - 70