

ITEM: **FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED AMENDMENTS AND AMENDMENTS TO THE FISCAL YEAR 2022/23 BUDGET**

RECOMMENDATION: **Adopt Resolution Approving the FY 2021/22 Year-End Report and Related Budget Amendments and Amending the FY 2022/23 Budget**

SUMMARY:

In June 2021, City Council adopted their Biennial Budget for fiscal years 2021/22 and 2022/23 by Resolution No. 21-4885. Staff has continually presented to Council budget updates through the formal Mid-Year review and budget amendments. At the Year 1 Mid-Year Report, the projected General Fund Balance at June 30, 2022 was estimated at \$8.9 million. Higher than expected property and sales tax collections combined with lower than projected expenditures due to operational efficiencies and salary savings from vacant positions resulted in a General Fund surplus at fiscal year-end.

Staff recommends applying approximately \$10 million in prior year's funds to currently identified unfunded liabilities as follows:

- Transfer \$2 million to the Street Repair Reserves to maintain deteriorating City roads.
- Transfer \$8 million to the new Animal Shelter Reserves to fund an Animal Shelter in the city.

With the proposed uses of the Fund Balance Unassigned reserves above, the estimated General Fund Balance at June 30, 2022 is \$9.2 million or 32% of actual expenditures. The unaudited ending reserve fund balance remains in the acceptable range as identified in the Council approved fund balance reserve policy.

The City of Lathrop has contracted for Animal Shelter services with the City of Manteca for the use of Manteca's Animal Shelter since 2002. In October of 2021 the City signed a one-year agreement with the City of Manteca to provide Lathrop with one final year of animal shelter services. At that time, the City of Manteca advised staff that Manteca would need to begin transitioning away from providing animal shelter services to Lathrop. The \$8 million that will be set aside from prior year funds for the Animal Shelter will be reimbursed by future collection of municipal service facilities capital facility fees.

In addition, staff is proposing amendments to the position control roster for City Council consideration. The proposed adjustments include the addition of seven (7) full-time-equivalent positions (FTE) to support the Public Works Department, the Building Division, the Parks and Recreation, Police and the IT Department. Staff is also seeking guidance on the use of American Rescue Plan Act funds and has provided two potential options for Council's consideration.

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OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

Staff recommends that the City Council:

1. Adopt the proposed resolution approving the FY 2021/22 Year-End Report and related budget amendments and amending the FY 2022/23 Budget.
2. Approve proposed new and revised Job Descriptions (Attachment C-G)
3. Amend the City's Position Control Roster (Attachment B)
4. Amend the City's Grade Step Table (Attachment H)

BACKGROUND:

In June 2021, City Council adopted their Biennial Budget for fiscal years 2021/22 and 2022/23 by Resolution No. 21-4885. Staff has presented to Council updates on the budget during the Mid-Year Budget review. At the Year 1 Mid-Year Report, the projected (unaudited) General Fund Balance at June 30, 2022 was estimated at \$8.9 million. At year-end, revenues and expenditures are again reviewed and amendments are proposed as needed. After conducting a thorough review, the City received higher than expected property and sales tax collections combined with lower than projected expenditures due to operational efficiencies and salary savings from vacant positions resulted in a General Fund surplus at fiscal year-end.

Staff recommends applying approximately \$10 million in prior year's funds to designated unfunded liability accounts as identified in the General Fund Reserves/ Fund Balance Section as follows:

GF Reserves/ Fund Balance:

Apply approximately \$10 million in prior year's funds to designated unfunded liability accounts as follows:

- Transfer \$2 million to the Street Repair Reserves to maintain deteriorating City roads.
- Transfer \$8 million to the new Animal Shelter Reserves to fund a Shelter in the city.

With the proposed uses of the Fund Balance Unassigned reserves above, the estimated General Fund Balance at June 30, 2022 is \$9.2 million or 32% of actual expenditures. The unaudited ending reserve fund balance remains in the acceptable range as identified in the Council approved fund balance reserve policy (Resolution 10-3102).

**OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET****Animal Shelter**

The City of Lathrop has contracted for Animal Shelter services with the City of Manteca for the use of Manteca's Animal Shelter since 2002. In October of 2021, the City signed a one-year agreement with the City of Manteca to provide Lathrop with one final year of animal shelter services. At that time, the City of Manteca advised staff that Manteca would need to begin transitioning away from providing animal shelter services to Lathrop. The agreement that was signed in October of 2021 stated that "the Parties recognize, acknowledge, and agree that this shall be the last contract and term between the Parties for Manteca to provide the services described herein to Lathrop".

The 2005 Municipal Services Fee study identified that Lathrop would need an animal shelter facility to serve the community. After the 2005 study a capital facility fee has been collected on all new development with a portion being attributed to the future animal shelter facility. Staff has continued to research alternate Animal Shelter options knowing that the Manteca contract was sunseting this year.

City Council and Staff have worked diligently for the past decade or so, on achieving financial stability. This stability has positioned Lathrop to changeover to a city owned and operated animal shelter. By having our own facility, it will enable Lathrop to make decisions that our community has long been at the will of neighboring communities to how they operate their facilities. The \$8 million that will be set aside from prior year funds for the Animal Shelter will be reimbursed by future collection of municipal service facilities capital facility fees.

American Rescue Plan Act

In March 2021, Congress passed the American Rescue Plan Act of 2021 (ARPA), which established the Coronavirus State and Local Fiscal Recovery Fund. The City has received and reported \$5.8 million in revenue replacement as part of the ARPA. General fund revenue replacement is an expenditure category that gives the Council broad latitude to use funds to provide government services with few restrictions. Revenue replacement provides maximum flexibility on how the City ultimately uses funds to meet the needs of its residents and local businesses and without additional reporting requirements to the Department of the Treasury.

The macroeconomy is becoming less predictable with inflation hitting rates not seen in decades. This is largely because massive amounts of federal spending meant to counteract the economic effects of the pandemic has overheated the economy upsetting the supply-demand balance. Predicting precisely when the next recession will occur is nearly impossible but inevitable. Staff is seeking guidance on the use of the ARPA funds proposing two possible options. One option is to allocate the ARPA funds to a dedicated reserve account that will be used to bridge funding gaps that may occur due to inflationary related increased costs. The second option would be to hold a future workshop to budget these funds for immediate use as the Council sees fit.

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FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET****Staffing**

In addition, staff is proposing amendments to the position control roster for City Council consideration. The proposed adjustments include the addition of seven (7) full-time-equivalent positions (FTE) to support the mission of the organization. In the constant search of workflow efficiencies, departments have had the opportunity to review their staffing needs and recommend the following actions:

1. Fund a Building Inspector III in the Building Division.
 - The department currently is staffed with 2 full time Building Inspector's and 1 contract Building Inspector. With the continued increase in building activity, Staff proposes adding 1 additional full time Building Inspector position to the Building Division.
Annual Cost: \$0 (Cost savings from Consultant) – 1.0 FTE
2. Fund a Permit Technician III in the Building Division.
 - The department currently is staffed with 2 full time Permit Technician and 1 contract Permit Technician. With the continued increase in building activity, Staff proposes adding 1 additional full time Permit Technician positions to the Building Division.
Annual Cost: \$0 (Cost savings from Consultant) – 1.0 FTE
3. Fund an Administrative Assistant III in Community Services Division.
 - Staff proposes adding 1 full time Administrative Assistant III in the Police Department, Community Services Division. This position will organize and file records produced in daily operations, including administrative support within the Division.
Annual Cost: \$119,000 – 1.0 FTE
4. Fund a Senior Recreation Leader in Parks, Recreation & Maintenance Services.
 - Staff proposes adding 1 full time Senior Recreation Leader. This position will help with increased public participation in events and classes.
Annual Cost: \$93,500 – 1.0 FTE
5. Create and fund an Animal Shelter Supervisor Classification
 - Create a job description for an Animal Shelter Supervisor (Grade 53).
 - Fund a supervisory level position in the Police Department, Community Services Division. This position will perform a variety of supervisory and technical responsibilities while overseeing the operations of the animal shelter. Cost of position will be offset by costs associated with the Manteca Animal Shelter agreement.
Annual Cost: \$140,900 – 1.0 FTE
6. Fund a Water Meter Reader II.
 - The continued increase in development activity has resulted in additional utility accounts that must be maintained by the City. Staff proposes adding 1 full time Meter Reader II to the Water Operations and Maintenance Division of the Public Works Department. This action will

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increase organizational efficiency in the Department by utilizing the autonomy and full scope of duties associated with the Water Meter Reader II Classification. The position will perform a variety of operations and maintenance support for the City’s utilities.

Annual Cost: \$132,500 – 1.0 FTE

7. Fund an Information Technology Technician
 - Fund an Information Technology Technician level position in the Information Systems Department. The entry-level class will specialize in day-to-day general IT responsibilities.
Annual Cost: \$105,900 – 1.0 FTE

8. Reassign the Senior Administrative Assistant position in the Human Resource’s Department to Parks and Recreation Department.
No Fiscal Impact

9. Grade Step Table Clean-up
 - Reclassify an existing Senior Construction Manager – Grade 83
No Fiscal Impact

Year-End Transfer Requests

As part of the Biennial Budget process approved by Council in June 2021, a mid-cycle review is conducted on the first year’s programmed allocations (Year 1 or FY 2022). The Year-End Budget Report includes budget transfers reflecting transfers between funds to accommodate changes to Capital Improvement Projects (CIP’s) revenues, expenses and staffing in the fiscal plan.

REASON FOR RECOMMENDATION:

The recommended FY 2021/22 budget amendments result from changes in estimates and activity through June 30, 2022, and are necessary in order for the City to meet auditing and budgetary requirements.

In addition, setting aside funds for Capital Equipment Replacement, Street Repair and Landscaping Reserves will allow the City to be proactive in its approach to these areas without affecting its structure and core services.

FISCAL IMPACTS:

The FY 2021/22 and FY 2022/23 budget amendments are as follows:

OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
 FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
 AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

FISCAL YEAR 2021/22		
REVENUE – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – City Services	1060-1910-313-03-00	\$4,875,922
Federal Grants	2150-8000-333-05-00	595,415
CIP GG2201 – Developers	2710-8000-372-01-00	7,245
CIP PS1404 – Developers	2710-8000-372-01-00	672,009
CIP PS1404 – Developers	2710-8000-372-01-00	(8,920)
DDA 191201 – Developers	4080-8999-371-91-00	62,073
DDA 191801 – Developers	4010-8999-371-91-00	177,913
CIP WW2238 – Developers	2710-8000-372-01-00	43,538
Revenue Total:		\$6,425,195
EXPENDITURE – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C - LMFD	2010-1920-425-16-00	\$1,950,370
Federal Grants – Admin Charges	2150-8000-420-90-00	17,342
Federal Grants – Water Charges	2150-8000-430-50-00	578,073
CIP GG2201 – Developers	3010-8000-420-01-00	7,245
CIP GG2202 – Storm Drain	3010-8000-420-01-00	(80,000)
CIP PK2018 – Measure C	3010-8000-420-12-00	(1,925,000)
CIP PS0204 – LTF	3310-8000-420-12-00	(264)
CIP PS1404 – Developers	3310-8000-420-01-00	672,009
CIP PS1404 – Developers	3310-8000-420-01-00	(8,920)
DDA 191201 – Developers	4080-8999-450-40-00	62,073
DDA 191801 – Developers	4010-8999-450-40-00	177,913
CIP WW2238 – Developers	6090-8000-420-12-00	43,538
Expenditure Total:		\$1,494,379
TRANSFER IN – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – LMFD	2010-9900-393-00-00	\$1,950,370
CIP GG2201 – Developers	3010-9900-393-00-00	7,245
CIP GG2202 – Storm Drain	3010-9900-393-00-00	(80,000)
CIP PK2018 – Measure C	3010-9900-393-00-00	(1,925,000)
CIP PS0204 – LTF	3310-9900-393-00-00	(264)
CIP PS1404 – Developers	3310-9900-393-00-00	672,009
CIP PS1404 – Developers	3310-9900-393-00-00	(8,920)

OCTOBER 10, 2022 CITY COUNCIL REGULAR MEETING
 FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
 AMENDMENTS AND AMENDMENTS TO FISCAL YEAR 2022/23 BUDGET

CIP WW2238 – Developers	6090-9900-393-00-00	43,538
Transfer In Total:		\$658,978
TRANSFER OUT – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – City Services	1060-9900-990-90-10	\$1,950,370
CIP GG2201 – Developers	2710-9900-990-90-10	7,245
CIP GG2202 – Storm Drain	2280-9900-990-90-10	(80,000)
CIP PK2018 – Measure C	1060-9900-990-90-10	(1,925,000)
CIP PS0204 – LTF	2140-9900-990-90-10	(264)
CIP PS1404 – Developers	2710-9900-990-90-10	672,009
CIP PS1404 – Developers	2710-9900-990-90-10	(8,920)
CIP WW2238 – Developers	2710-9900-990-90-10	43,538
Transfer Out Total:		\$658,978
FUND BALANCE RESERVES – BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Street Repair	1010-0000-251-03-00	2,000,000
General Fund – Animal Shelter	1010-0000-251-05-01	8,000,000
Fund Balance Reserves Total:		\$10,000,000
FISCAL YEAR 2022/23		
REVENUE – BUDGET AMENDMENTS (YEAR 2) [Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Transfer In	1010-9900-393-00-00	\$295,080
CalRecycle Grant	2400-3040-331-05-10	38,397
Capital Improvement Projects	Various	15,155,250
Expenditure Total:		\$15,488,727
EXPENDITURE – BUDGET AMENDMENTS (YEAR 2) [Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Human Resources	1010-1410-410-11-00	(90,000)
General Fund - IT	1010-1720-410-11-00	79,500
General Fund – Parks and Rec	1010-3001-410-11-00	90,000
General Fund – Parks and Rec	1010-3030-410-11-00	28,040
General Fund – Parks and Rec	1010-3032-410-11-00	7,010
General Fund – Parks and Rec	1010-3033-410-11-00	35,050
General Fund - Police	1010-4020-410-11-00	194,800
General Fund – Police	1010-4020-425-12-00	(56,625)
Building & Safety Inspection	2015-5030-410-11-00	239,300
Building & Safety Inspection	2015-5030-420-01-00	(296,250)
CalRecycle Grant	2400-3040-420-01-00	7,000
CalRecycle Grant	2400-3040-420-65-00	8,000
CalRecycle Grant	2400-3040-430-10-00	600

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CalRecycle Grant	2400-3040-430-20-00	22,797
Water	5620-5050-410-11-00	99,400
Water	5620-5050-430-35-00	10,000
Water	5620-5050-450-30-00	60,000
Transfers Out	Various	295,080
Capital Improvement Projects	Various	29,071,460
Expenditure Total:		\$29,805,162
FUND BALANCE RESERVES – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Street Repair	1010-0000-251-03-00	(365,042)
Fund Balance Reserves Total:		(\$365,042)

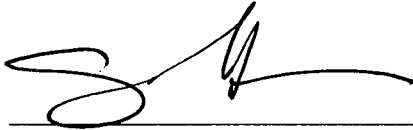
All proposed FY 2021/22 expenditure adjustments have an offsetting revenue stream; therefore, there is no impact to the projected ending fund balance.

ATTACHMENTS:

- A. Resolution Approving the FY 2021/22 Year-End Report and Related Budget Amendments and Amending the FY 2022/23 Budget
- B. Position Control Table 10/10/2022 – Authorized Positions by Department
- C. Job Description: Animal Shelter Supervisor
- D. Job Description: Construction Inspector I-II
- E. Job Description: Senior Construction Manager
- F. Job Description: Utility Operator I-II
- G. Job Description: Utility Operator III
- H. Grade Step Table, Effective 10/10/2022

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FISCAL YEAR (FY) 2021/22 YEAR-END BUDGET REPORT AND RELATED
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APPROVALS:



Sandra Frias
Senior Management Analyst

10/5/22

Date



Thomas Hedegard
Deputy Finance Director

10/5/2022

Date



Theresa Roland
Director of Human Resources

10/5/2022

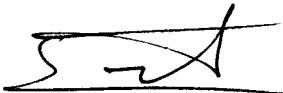
Date



Cari James
Director of Finance

10/5/2022

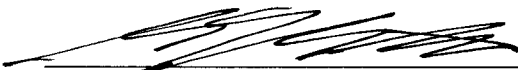
Date



Salvador Navarrete
City Attorney

10.5.2022

Date



Stephen Salvatore
City Manager

10.6.22

Date

RESOLUTION NO. 22-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP
APPROVING THE FISCAL YEAR 2021/22 YEAR-END BUDGET REPORT AND
RELATED AMENDMENTS AND AMENDMENTS TO THE FISCAL YEAR 2022/23
BUDGET**

WHEREAS, the City Council of the City of Lathrop adopted the 2021/22 and 2022/23 Expenditure Budget on June 3, 2021 by Resolution No. 21-4885; and

WHEREAS, the City Council of the City of Lathrop has amended the 2021/22 Fiscal Year Expenditure Budget in subsequent actions during the fiscal year; and

WHEREAS, an overview of the City's mid-year financial condition for Fiscal Year 2021/22 was presented to the City Council; and

WHEREAS, City Staff have proposed amendments to revenues and expenditures to more accurately project estimates for activity in the General Fund and certain other funds; and

WHEREAS, the newly approved organizational changes and applicable position(s) will be automatically added to the Conflict of Interest Code Amendment, previously approved, with the appropriate disclosure categories, as recommended by the City Clerk; and

WHEREAS, the proposed Year-End Budget Report recommends the following staffing actions:

1. Approve New Job Descriptions for the following positions:
 - a. Animal Services Supervisor – Grade 53
 - i. Add an Animal Service Supervisor (1.0 FTE) to the Police Department, Community Services Division.
2. Approve the following positions:
 - a. Additional Positions:
 - i. Add a Building Inspector III (1.0 FTE) to the Building Department.
 - ii. Add a Permit Technician (1.0 FTE) to the Building Department.
 - iii. Add an Administrative Assistant III (1.0 FTE) to the Police Department, Community Services Division.
 - iv. Add a Senior Recreation Leader (1.0 FTE) in Parks, Recreation & Maintenance Services
 - v. Add a Water Meter II Worker (1.0 FTE) to the Public Works Department, Water Division.
 - vi. Add an Information Technology Technician (1.0 FTE) to the Information Systems Department.
 - b. Move Position in the Grade Step Table:
 - i. Senior Construction Manager – Grade 83

WHEREAS, the proposed Year-End Budget Report recommends approving the Grade Step Table including various technical adjustments and Job Descriptions; and

WHEREAS, the City Council recognizes the need for budgetary amendments.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Lathrop does hereby approve the year-end budget/ position control amendments to the Fiscal Year 2021/22 and 2022/23 Operating Budget as shown below and provided in the City Manager's Report;

FISCAL YEAR 2021/22		
REVENUE – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – City Services	1060-1910-313-03-00	\$4,875,922
Federal Grants	2150-8000-333-05-00	595,415
CIP GG2201 – Developers	2710-8000-372-01-00	7,245
CIP PS1404 – Developers	2710-8000-372-01-00	672,009
CIP PS1404 – Developers	2710-8000-372-01-00	(8,920)
DDA 191201 – Developers	4080-8999-371-91-00	62,073
DDA 191801 – Developers	4010-8999-371-91-00	177,913
CIP WW2238 – Developers	2710-8000-372-01-00	43,538
Revenue Total:		\$6,425,195
EXPENDITURE – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C - LMFD	2010-1920-425-16-00	\$1,950,370
Federal Grants – Admin Charges	2150-8000-420-90-00	17,342
Federal Grants – Water Charges	2150-8000-430-50-00	578,073
CIP GG2201 – Developers	3010-8000-420-01-00	7,245
CIP GG2202 – Storm Drain	3010-8000-420-01-00	(80,000)
CIP PK2018 – Measure C	3010-8000-420-12-00	(1,925,000)
CIP PS0204 – LTF	3310-8000-420-12-00	(264)
CIP PS1404 – Developers	3310-8000-420-01-00	672,009
CIP PS1404 – Developers	3310-8000-420-01-00	(8,920)
DDA 191201 – Developers	4080-8999-450-40-00	62,073
DDA 191801 – Developers	4010-8999-450-40-00	177,913
CIP WW2238 – Developers	6090-8000-420-12-00	43,538
Expenditure Total:		\$1,494,379
TRANSFER IN – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
Measure C – LMFD	2010-9900-393-00-00	\$1,950,370
CIP GG2201 – Developers	3010-9900-393-00-00	7,245
CIP GG2202 – Storm Drain	3010-9900-393-00-00	(80,000)
CIP PK2018 – Measure C	3010-9900-393-00-00	(1,925,000)

CIP PS0204 - LTF	3310-9900-393-00-00	(264)
CIP PS1404 - Developers	3310-9900-393-00-00	672,009
CIP PS1404 - Developers	3310-9900-393-00-00	(8,920)
CIP WW2238 - Developers	6090-9900-393-00-00	43,538
Transfer In Total:		\$658,978
TRANSFER OUT - BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
Measure C - City Services	1060-9900-990-90-10	\$1,950,370
CIP GG2201 - Developers	2710-9900-990-90-10	7,245
CIP GG2202 - Storm Drain	2280-9900-990-90-10	(80,000)
CIP PK2018 - Measure C	1060-9900-990-90-10	(1,925,000)
CIP PS0204 - LTF	2140-9900-990-90-10	(264)
CIP PS1404 - Developers	2710-9900-990-90-10	672,009
CIP PS1404 - Developers	2710-9900-990-90-10	(8,920)
CIP WW2238 - Developers	2710-9900-990-90-10	43,538
Transfer Out Total:		\$658,978
FUND BALANCE RESERVES - BUDGET AMENDMENTS [Increase/(Decrease)]		
Source	GL Account	Amount
General Fund - Street Repair	1010-0000-251-03-00	2,000,000
General Fund - Animal Shelter	1010-0000-251-05-01	8,000,000
Fund Balance Reserves Total:		\$10,000,000

FISCAL YEAR 2022/23		
REVENUE – BUDGET AMENDMENTS (YEAR 2)		
[Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Transfer In	1010-9900-393-00-00	\$295,080
CalRecycle Grant	2400-3040-331-05-10	38,397
Capital Improvement Projects	Various	15,155,250
Expenditure Total:		\$15,488,727
EXPENDITURE – BUDGET AMENDMENTS (YEAR 2)		
[Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Human Resources	1010-1410-410-11-00	(90,000)
General Fund - IT	1010-1720-410-11-00	79,500
General Fund – Parks and Rec	1010-3001-410-11-00	90,000
General Fund – Parks and Rec	1010-3030-410-11-00	28,040
General Fund – Parks and Rec	1010-3032-410-11-00	7,010
General Fund – Parks and Rec	1010-3033-410-11-00	35,050
General Fund - Police	1010-4020-410-11-00	194,800
General Fund – Police	1010-4020-425-12-00	(56,625)
Building & Safety Inspection	2015-5030-410-11-00	239,300
Building & Safety Inspection	2015-5030-420-01-00	(296,250)
CalRecycle Grant	2400-3040-420-01-00	7,000
CalRecycle Grant	2400-3040-420-65-00	8,000
CalRecycle Grant	2400-3040-430-10-00	600
CalRecycle Grant	2400-3040-430-20-00	22,797
Water	5620-5050-410-11-00	99,400
Water	5620-5050-430-35-00	10,000
Water	5620-5050-450-30-00	60,000
Transfers Out	Various	295,080
Capital Improvement Projects	Various	29,071,460
Expenditure Total:		\$29,805,162
FUND BALANCE RESERVES – BUDGET AMENDMENTS		
[Increase/(Decrease)]		
Source	GL Account	Amount
General Fund – Street Repair	1010-0000-251-03-00	(365,042)
Fund Balance Reserves Total:		(\$365,042)

The foregoing resolution was passed and adopted this 10th day of October 2022, by the following vote of the City Council, to wit:

AYES:

NOES:

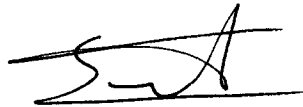
ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:



Teresa Vargas, City Clerk

Salvador Navarrete, City Attorney

Budget for Fiscal Year 22/23

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
CITY ATTORNEY						
City Attorney						
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Legal Secretary	0.00	0.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Total	3.00	3.00	3.00	3.00	3.00	3.00
CITY ATTORNEY - Total	3.00	3.00	3.00	3.00	3.00	3.00
CITY CLERK						
City Clerk						
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50	1.50	1.50
CITY CLERK - Total	1.50	1.50	1.50	1.50	1.50	1.50
CITY MANAGER						
City Manager						
Assistant City Manager	0.00	0.00	0.00	0.25	0.25	0.25
City Engineer	0.15	0.15	0.00	0.00	0.00	0.00
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50	0.50	0.50	0.50
Economic Development Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Total	2.65	2.65	2.50	2.75	2.75	2.75
CITY MANAGER - Total	2.65	2.65	2.50	2.75	2.75	2.75
COMMUNITY DEVELOPMENT						
Planning						
Administrative Assistant I/II/III	0.33	0.33	0.33	0.33	0.33	0.33
Assistant Community Development Director	0.00	0.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00	1.00
Director of Community Development	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	0.00	0.00	1.00	1.00	1.00	1.00
Principal Planner	1.00	1.00	0.00	0.00	0.00	0.00
Senior Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Senior Planner	0.00	0.00	1.00	1.00	1.00	1.00
Total	4.33	4.33	5.33	5.33	5.33	5.33
COMMUNITY DEVELOPMENT - Total	4.33	4.33	5.33	5.33	5.33	5.33

Budget for Fiscal Year 22/23

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
FINANCE						
Finance						
Accountant I/II	1.00	2.00	0.00	0.00	0.00	0.00
Accounting Manager	1.00	1.00	0.00	0.00	0.00	0.00
Accounting Specialist I/II/Technician	5.00	5.00	0.00	0.00	0.00	0.00
Administrative Technician I/II	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Representatives I/II	0.00	0.00	5.00	5.00	5.00	5.00
Customer Service Supervisor	0.00	0.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst I/II	0.50	0.50	2.00	2.00	2.00	2.00
Senior Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Senior Customer Service Representative	0.00	0.00	1.00	1.00	1.00	1.00
Senior Accountant	0.00	0.00	0.50	0.50	0.50	0.50
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Total	13.50	14.50	14.50	14.50	14.50	14.50
FINANCE - Total	13.50	14.50	14.50	14.50	14.50	14.50
HUMAN RESOURCES						
Human Resources						
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
HR Analyst I/II	0.00	1.00	0.00	0.00	0.00	0.00
HR Technician	0.00	0.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	0.00	0.00	0.00	1.00	1.00	0.00
Total	2.00	3.00	3.00	4.00	4.00	3.00
HUMAN RESOURCES - Total	2.00	3.00	3.00	4.00	4.00	3.00
INFORMATION TECHNOLOGY						
Information Technology						
Administrative Assistant I/II/III	0.50	0.50	0.00	0.00	0.00	0.00
Director of Information Systems	0.00	0.00	1.00	1.00	1.00	1.00
Chief Information Officer	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Technician	0.00	0.00	0.00	0.00	0.00	1.00
Information Technology Engineer I/II/III	3.00	5.00	5.00	5.00	5.00	5.00
Management Analyst I/II	0.00	0.00	1.00	1.00	1.00	1.00
Total	4.50	6.50	8.00	8.00	8.00	9.00
INFORMATION TECHNOLOGY - Total	4.50	6.50	8.00	8.00	8.00	9.00
POLICE DEPARTMENT						
Sworn						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00	2.00	2.00
Police Detective	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	18.50	18.50	18.50	20.50	20.50	20.50
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00
Total	27.50	27.50	27.50	29.50	29.50	29.50
Non-Sworn						
Crime & Intelligence Analyst	0.00	1.00	0.00	0.00	0.00	0.00
Police Records Assistant I/II	0.00	2.00	2.00	2.00	2.00	2.00

Budget for Fiscal Year 22/23

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
Police Records Supervisor	0.00	1.00	1.00	1.00	1.00	1.00
Property & Evidence Technician	0.00	1.00	1.00	1.00	1.00	1.00
Total	0.00	5.00	4.00	4.00	4.00	4.00
Administration						
Management Analyst I/II	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	0.00	0.00	0.00
Total	3.00	3.00	3.00	2.00	2.00	2.00
Community Services Division						
Community Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer I/II/III	3.00	5.00	5.00	5.00	5.00	5.00
Administrative Assistant I/II/III	0.50	0.50	0.00	0.00	0.00	1.00
Animal Shelter Supervisor	0.00	0.00	0.00	0.00	0.00	1.00
Animal Services Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Total	5.50	7.50	6.00	6.00	6.00	8.00
POLICE DEPARTMENT - Total	36.00	43.00	40.50	41.50	41.50	43.50
MEASURE C						
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Dir of Parks, Recreation and Maint. Services	1.00	1.00	0.00	0.00	0.00	0.00
Recreation Leader	0.90	0.90	0.90	0.90	0.90	0.90
Senior Recreation Leader	1.00	1.00	1.00	1.00	1.00	1.00
Total	3.90	3.90	2.90	2.90	2.90	2.90
Essential City Services - Contract Staff						
Deputy Sheriff II	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Community Impact	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Investigations	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for School Resource Off	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II Patrol	0.00	0.00	0.00	0.00	0.00	0.00
Sergeant to serve as Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Essential City Services - Police Department						
Police Detective	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer	3.50	3.50	3.50	3.50	3.50	3.50
Police Sergeant	1.00	1.00	1.00	1.00	1.00	1.00
Total	5.50	5.50	5.50	5.50	5.50	5.50
Lathrop Manteca Fire District						
Battalion Chiefs	1.98	1.98	1.98	1.98	1.98	1.98
Firefighters/Engineers	6.00	6.00	6.00	6.00	6.00	6.00
Total	7.98	7.98	7.98	7.98	7.98	7.98
MEASURE C - Total	17.38	17.38	16.38	16.38	16.38	16.38

Budget for Fiscal Year 22/23

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
PARKS, RECREATION AND MAINTENANCE SERVICES						
Parks and Recreation						
Administrative Assistant I/II/III	1.00	1.00	2.00	2.00	2.00	2.00
Director of Parks, Recreation and Maintenance Services	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst I/II	1.25	1.25	0.00	0.00	0.00	0.00
Recreation Coordinator	3.00	3.00	3.00	3.00	3.00	3.00
Recreation Leaders	8.55	8.55	8.55	8.55	8.55	8.55
Recreation Manager	0.00	0.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	2.00	2.00	2.00	2.00
Senior Accountant	0.00	0.00	0.25	0.25	0.25	0.25
Senior Administrative Assistant	0.00	0.00	0.00	0.00	0.00	1.00
Senior Recreation Leaders	4.35	4.35	4.35	4.35	5.00	6.00
Total	20.15	20.15	22.15	22.15	22.80	24.80
Maintenance Services						
Landscape and Irrigation Specialist	0.00	0.00	0.00	1.00	1.00	1.00
Maintenance Services Supervisor	1.00	1.00	1.00	0.00	1.00	1.00
Maintenance Worker I/II/III	9.00	10.00	10.00	10.00	9.00	9.00
Parks and Facilities Manager	0.00	0.00	1.00	1.00	1.00	1.00
Streets and Maintenance Operation Manager	0.00	0.00	1.00	1.00	1.00	1.00
Total	10.00	11.00	13.00	13.00	13.00	13.00
PARKS, RECREATION AND MAINTENANCE SERVICES - Total	30.15	31.15	35.15	35.15	35.80	37.80
PUBLIC SAFETY						
Administration						
Management Analyst I/II	0.00	0.00	0.00	0.00	0.00	0.00
Police Services Manager	0.00	0.00	0.00	0.00	0.00	0.00
Senior Administrative Assistant	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Contract Staff						
Chief of Police	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Com Resource Off	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Investigations	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for Patrol	0.00	0.00	0.00	0.00	0.00	0.00
Deputy Sheriff II for School Resource Off	0.00	0.00	0.00	0.00	0.00	0.00
Lieutenant to serve as Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Sergeant to serve as Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY - Total	0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS						
Building						
Administrative Assistant I/II/III	0.33	0.33	0.33	0.33	0.33	0.33
Assistant City Manager	0.00	0.00	0.00	0.32	0.32	0.32
Building Inspector I/II/III	2.00	2.00	2.00	2.00	2.00	3.00
Chief Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Permit and Plan Check Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	3.00	3.00	3.00	4.00
Total	6.33	6.33	7.33	7.65	7.65	9.65

AUTHORIZED POSITIONS BY DEPARTMENT

	2022/23 Adopted	2022/23 Amended 11/08/21	2022/23 Amended 03/14/22	2022/23 Amended 05/16/22	2022/23 Amended 07/11/22	2022/23 Amended 10/10/22
Public Works						
Administrative Assistant I/II	2.34	2.34	2.34	2.34	2.34	2.34
Assistant City Manager	0.00	0.00	0.00	0.43	0.43	0.43
Assistant Engineer	1.00	1.00	3.00	3.00	3.00	3.00
Associate Engineer	1.00	1.00	1.00	1.00	1.00	1.00
City Engineer	0.85	0.85	1.00	1.00	1.00	1.00
Construction Inspector I/II	2.00	2.00	2.00	2.00	2.00	2.00
Construction Inspector III	1.00	1.00	1.00	1.00	1.00	1.00
Construction Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Director of Public Works	1.00	1.00	1.00	0.00	0.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Land Development Manager	1.00	1.00	0.00	0.00	0.00	0.00
Management Analyst I/II	0.25	0.25	1.00	1.00	1.00	1.00
Meter Reader	1.00	1.00	1.00	1.00	1.00	2.00
Senior Accountant	0.00	0.00	0.25	0.25	0.25	0.25
Senior Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Senior Civil Engineer	1.00	1.00	2.00	2.00	2.00	2.00
Senior Construction Manager	1.00	1.00	1.00	1.00	1.00	1.00
Utility Operations Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Utility Operator I/II/III	6.00	6.00	6.00	6.00	6.00	6.00
Utility Plant Manager	1.00	1.00	1.00	1.00	1.00	1.00
Total	24.44	24.44	26.59	26.02	26.02	27.02
PUBLIC WORKS - Total	30.77	30.77	33.92	33.67	33.67	36.67
Grand Total	145.78	157.78	163.78	165.78	166.43	173.43
Total City Staff Positions	137.80	149.80	155.80	157.80	158.45	165.45
Total Contractual Positions	7.98	7.98	7.98	7.98	7.98	7.98
Total Funded Positions	145.78	157.78	163.78	165.78	166.43	173.43

ANIMAL SHELTER SUPERVISOR

*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 direction, plans, position is responsible for supervising and managing day-to-day operations of the Lathrop Animal Shelter, including the compliance with applicable laws, regulations and policies related to the operation of a city maintained animal shelter; ensures compliance with humane animal care, protection and related services; formulates policy and develops goals and objectives for the shelter and proper care and treatment of animals; supervises staff assigned staff and volunteers; provides highly responsible and complex administrative assistance to the assigned department, and other departments/agencies as needed; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Animal Shelter Supervisor** is a single position class in which the incumbent has division level responsibility for administration of the City's Animal Shelter services and programs, including coordinating and monitoring the facility budget and purchasing shelter inventory items; managing animal behavioral assessments, animal adoption and placement programs; compiling information and preparing a variety of regulatory and compliance reports related to federal and state regulations for animal shelters. Responsible for the effective supervision and administration of assigned staff including staff recruitment, development and training, performance evaluations, employee relations, prioritizing and assigning work, and related activities; may provide work direction for a variety of volunteers.

SUPERVISION RECEIVED AND EXERCISED:

This position is part of the Community Services Division, within the Lathrop Police Department. Incumbent receives general direction from the Operations Division Commander. Exercises direct supervision over animal shelter staff or volunteers.

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

- Knowledge of federal, state and local laws, codes, ordinances, policies and procedures relevant to animal shelters to include custodial and remedial care, adoptions, placement, quarantine, euthanasia, animal behavior and basic care. Knowledge of the proper use, secure storage and disposal of lethal chemicals, syringes and related equipment.
- Plans, organizes, coordinates, administers and directs the work of the Animal Shelter facility and assigned staff; develops and directs the implementation of goals, objectives, policies, procedures and work standards according to related regulations; develops and oversees humane educational programs.
- Cooperates, coordinates, and supports the field work of the Community Service Officers in the enforcement and compliance of animal control laws and regulations, including care, control, impounding, licensing, collection of fees, disposal and education programs; develops, plans and implements targeted spay and neuter programs in coordination with the Community Service Officers.

ANIMAL SHELTER SUPERVISOR

Page 2

- Knowledge of occupational hazards, safety precautions, and safety regulations related to effective animal care, maintaining sanitary conditions and overall health of shelter animals, and other work related precautions.
- Prepares a variety of reports related to short and long range City animal care and service needs, and develops specific proposals to meet them; develops programs and strategies for decreasing animal euthanasia.
- Coordinates activities and contract professional services for animal veterinary care, including medicine and treatment; coordinates enforcement activities with surrounding organizations and agencies.
- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides and/or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable state and local laws, codes and regulations; recruits shelter volunteers, coordinates, and oversees their activities.
- Ensures compliance with section activities to pertinent codes, ordinances, regulations and guidelines; coordinates with City Attorney on matters pertaining to enforcement, compliance, prosecution, and changes to local and state laws applicable to animal services, care and shelter management.
- Trains staff in the application of various animal restraint methods for the care of sheltered animals and the use of appropriate outcomes for sheltered animals.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current animal shelter services and licensing related issues for City Council, City Manager, community groups and enforcement agencies.
- Monitors and keeps informed of current trends in the field of animal licensing, enforcement and animal care, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult complaints, inquiries and requests related to animal shelter services, licensing, animal nuisance and care issues; provides information and resolves service issues and complaints; represents the Division with other City departments, other agencies, civic groups and the public; makes public presentations needed.
- Prepares various reports on operations and activities; maintains records related to citations and licensing of animals.
- Appears and testifies in court as required.
- Establishes positive working relationships with representatives of law enforcement organizations, state/local agencies and associations, City management and staff, and the public; coordinates special events with local and regional agencies and jurisdiction related to education on animal care, foster programs and permanent adoptions.
- Performs other duties as required, or as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Tasks require the regular and, at times, sustained performance of moderately physically demanding work. Position requires prolonged sitting, running, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, repetitive hand movement, climbing fences, and crawling under houses in the performance of daily duties. The position also requires both near and far vision when performing investigations, operating assigned equipment and reading correspondence, statistical data and using a computer. The need to lift, carry and push animals and supplies weighing 100 pounds or more, with the proper lifting carrying, pushing and/or pulling techniques to minimize risk, may also be required. Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals. Additionally, the incumbent may be required to work outdoors in all weather conditions, including adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature and noise extremes, hazardous materials, bright/dim lights, toxic agents, disease, or pathogenic substances. The incumbent may be exposed to waste and infectious materials, and use cleaning chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to handle aggressive and biting animals/wildlife attacks; handle and move dead animals; drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

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 **Animal Shelter Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of experience in animal handling and care in an animal hospital, shelter, or related animal facility is preferred, including two years in the enforcement of animal control regulations and six months of administrative and supervisory experience, and an associate of arts degree with coursework in animal science biology, animal behavior, police science, public administration or a related field.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license.
- Possession of, or the ability to obtain, a P.C. 832 P.O.S.T Certificate issued by the State of California is highly desirable.
- Possession of, or the ability to obtain, a Euthanasia Certificate.
- Possession of, or the ability to obtain, a child abuse reporting certificate (Penal Code 11166.5).

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

Knowledge of:

Modern principles and practice of management relating to animal services operations; various breeds of dogs, cats, and other domestic animals; safe and efficient methods of handling dogs and other small animals; principles and practices of program and budget development, administration and evaluation; methods of animal collection and impoundment; animal control laws and ordinances; common animal injuries, diseases and methods of control; techniques and methods for the treatment and euthanasia of animals; basic knowledge of child abuse reporting procedures and requirements; basic knowledge of court procedures as they relate to providing testimony regarding animal control cases; methods and techniques of supervision, training and motivation; 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:

Plan, organize, direct and evaluate the work of subordinate staff; read, understand, interpret and explain ordinances, policies, and enforcement procedures; enforce animal control laws and regulations; recognize normal and abnormal animal behavior; utilize proper capturing, handling and muzzling techniques; administer first aid and lethal injections to animals; deal effectively with aggressive pet owners and others in the issuance of citations and impounding of animals; work cooperatively with other departments, outside agencies, and the general public; meet appropriate physical demands necessary for adequate job performance; perform a variety of animal control activities; plan, organize, train, evaluate and direct work of assigned staff; 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.

Historical Data

Position Adopted _____ by Resolution: 22-_____

FLSA Status: Exempt

LMCEA Bargaining Unit

CITY OF LATHROP

CONSTRUCTION INSPECTOR 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 the full array of duties assigned to classes in the Construction Inspector series, such as para-professional engineering, office and field work involving inspection, field testing and surveying; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:**Construction Inspector I**

The **Construction Inspector I** is the entry level class in the Construction Inspector series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including field inspections of a wide variety of public and private construction projects related to City facilities and private development, as well as ensuring that construction work is completed in conformance with applicable standards, plans, specifications and City ordinances. This classification is alternatively staffed with Construction Inspector 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.

Construction Inspector II

The **Construction Inspector II** is the journey level class in the Construction Inspector series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for inspecting, observing, measuring and testing materials utilized in construction of public facilities, such as streets, parks, storm drains, sidewalks, facilities and other construction, to assure compliance with City standards, codes and specifications. This class is distinguished from the next higher classification of Senior Construction Inspector in that the latter performs the most complex and difficult duties of the work unit and has lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:**Construction Inspector I**

Receives immediate supervision from the Senior Construction Manager, Public Works Director, or designee~~Principal Engineer or Director of Public Work/City Engineer~~. Incumbents in this class do not routinely exercise supervision.

Construction Inspector II

Receives general supervision from the Senior Construction Manager, Public Works Director, or designee~~Principal Engineer or Director of Public Works/City Engineer~~. Incumbents in this class do not routinely exercise supervision over lower level classes~~May exercise functional and technical supervision~~

~~over lower level classes.~~

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

- Inspects the construction, repair or alteration work on major projects; observes and measures materials used in street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities and other City capital projects; takes samples and arranges for laboratory tests; performs final inspection upon completion of project.
- Prepares and processes progress payments for contractors; prepares daily construction reports; maintains general job records; reviews plans and specifications of assigned projects; responds to complaints related to construction activities at the counter and over the phone.
- Prepares a variety of reports and logs; submits monthly time reports; drafts letters to contractors
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; assists as survey party member; responds to questions and concerns from the general public.
- 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 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. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

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 **Construction Inspector I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Construction Inspector I

Two years of experience in construction, inspection, public works maintenance or the performance of related work, and a high school diploma or equivalent, including course work in trigonometry.

Construction Inspector II

In addition to the above, two years of increasingly responsible construction inspection experience in the public right-of-way experience equivalent to a Construction Inspector 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 I and II levels)*

Knowledge of:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; 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:

Read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; 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 a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.

Historical Data:

Amended by Resolution 00-993, 18-4452, 20-4814

Bargaining Unit: SEIU

SENIOR CONSTRUCTION MANAGER

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DEFINITION:

The **Senior Construction Manager** is a manager within the Public Works Department and exercises full responsibility for planning, organizing and directing the work activities of city-wide construction and Capital Improvement Projects (CIP). Performs a broad range of activities on a variety of public works projects, including capital projects, streets, storm drain facilities, sanitary sewer facilities, lighting, landscaping, parks, water production and distribution facilities and buildings; performs field inspections; develops design procedures; guides the preparation of work plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of constructability and completeness.

~~Under general direction, plans, manages, oversees and directs the operations and staff responsible for construction, inspection and project management.~~

DISTINGUISHING CHARACTERISTICS:

The **Senior Construction Manager** is a management level class responsible for the overall operation of the City's construction and inspection services, including all related work for future, current and planned projects. This classification is distinguished from the next higher class of Public Works Director in that the latter has overall responsibility for administering the responsibilities of the Public Work Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Director, or designee. Exercises direct and indirect supervision over assigned professional, technical and functional construction inspection staff.

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

- Responsible for the work progress, inspections, repair or alteration work on major projects as it relates to citywide construction and CIP projects including street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, lighting systems, landscaping, landscaping irrigation systems and facilities; performs and oversees the final inspection upon completion of projects.
- Accepts responsibility for all construction related activities and services; coordinates activities with City officials, departments, contractors, outside agencies, organizations and the public; provides staff assistance to the Public Works Department as needed; attends City Council and other public meetings as necessary.

SENIOR CONSTRUCTION MANAGER

*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:

The **Senior Construction Manager** is a manager within the Public Works Department and exercises full responsibility for planning, organizing and directing the work activities of city-wide construction and Capital Improvement Projects (CIP). Performs a broad range of activities on a variety of public works projects, including capital projects, streets, storm drain facilities, sanitary sewer facilities, lighting, landscaping, parks, water production and distribution facilities and buildings; performs field inspections; develops design procedures; guides the preparation of work plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of constructability and completeness.

~~Under general direction, plans, manages, oversees and directs the operations and staff responsible for construction, inspection and project management.~~

DISTINGUISHING CHARACTERISTICS:

The **Senior Construction Manager** is a management level class responsible for the overall operation of the City's construction and inspection services, including all related work for future, current and planned projects. This classification is distinguished from the next higher class of Public Works Director in that the latter has overall responsibility for administering the responsibilities of the Public Work Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Public Works Director, or designee. Exercises direct and indirect supervision over assigned professional, technical and functional construction inspection staff.

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

- Responsible for the work progress, inspections, repair or alteration work on major projects as it relates to citywide construction and CIP projects including street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, lighting systems, landscaping, landscaping irrigation systems and facilities; performs and oversees the final inspection upon completion of projects.
- Accepts responsibility for all construction related activities and services; coordinates activities with City officials, departments, contractors, outside agencies, organizations and the public; provides staff assistance to the Public Works Department as needed; attends City Council and other public meetings as necessary.

Senior Construction Manager

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- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved Department budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Evaluates and inspects traffic control plans and field traffic control and construction sites for safety, construction schedules, and construction workmanship; responsible for the preparation and updating of Standard Operating Procedures (SOPs).
- Observes, reviews, monitors and documents the work of contractors according to established procedures, including management of all project correspondence (incoming and outgoing oral and written communications, Requests for Proposals, memos, letters, submittals, change orders, contracts, and progress payments).
- Assures projects are constructed in accordance with the approved budget and schedule, plans and specifications; coordinates and manages City sub-contractors and consultants including special inspections for construction projects.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Provides responsible and complex staff support to the City Council, City Manager, and Commissions; develops recommendations for policies, laws, ordinances, resolutions, and programs related to construction and inspection activities.
- Oversees the selection, training, supervision and evaluation for all assigned staff; provides and/or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of assigned department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Plans, directs, coordinates and participates in activities related to construction management/inspections and CIP's; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Attends and participates in professional and community meetings; stays current on issues relative to the construction and CIPs; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs other duties as assigned.

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 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. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

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 Construction Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible construction inspection experience in the public right-of-way, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering or construction technology.

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:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; methods and techniques of supervision, training and motivation; 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:

Plan, organize, direct and evaluate the work of subordinate staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; 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 a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.

Historical Data:

Adopted by Resolution 18-4347

Bargaining Unit: LMCEA

FLSA Status: Exempt

**CITY OF LATHROP
UTILITY OPERATOR I/II**

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DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Utility Operator series, including skilled and semi-skilled work in the operation, maintenance and repair of the City's water distribution, sewer collection, recycled water, and storm drain systems; assists other units of Public Works in the maintenance of streets, facilities and buildings as needed; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Utility Operator I

The **Utility Operator I** is the entry level class in the Utility Operator series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including system maintenance and repair and customer service work. Incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with Utility Operator II and incumbents may advance to the higher level after gaining experience, obtaining required water and wastewater certifications, and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Utility Operator II

The **Utility Operator II** is the journey level class in the Utility Operator series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's water distribution, sewer collection, recycled water, and storm drain systems. This classification is distinguished from the next higher classification of Chief Utility Operator in that the latter is the advanced journey level classification responsible for providing lead direction and training to assigned crews.

SUPERVISION RECEIVED/EXERCISED:

Utility Operator I

Receives immediate supervision from the ~~Chief Utility Operator~~ Utility Plant Supervisor, or designee. Incumbents in this class do not routinely exercise supervision.

Utility Operator II

Receives general supervision from the ~~Chief Utility Operator~~ Utility Plant Supervisor, or designee. Incumbents in this classification do not routinely exercise supervision. ~~May exercise functional and technical supervision over lower level maintenance personnel, seasonal and temporary staff.~~

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

- Performs skilled and semi-skilled work in the operation, maintenance and repair of the City's water distribution, sewer collection, wastewater, and storm drain systems; excavates to repair underground utilities; marks underground utilities for Underground Service Alert (USA); participates in traffic control activities at the work site.
- Inspects, flushes, cleans and repairs water mains, lines and laterals; repairs, maintains and overhaul pumps, motors, chlorinators and control valves; monitors water wells and operates pumps to regulate system flow and pressure; checks and documents recordings on instrumentation equipment; operates computerized SCADA control program; takes water samples; tests and calculates water pressure and flow; tests backflow devices; conducts cross-connection surveys; maintains required records.
- Performs stand-by duties on a rotational basis
- Responds to afterhours emergency calls at irregular hours.
- Repairs and maintains storm drains, manholes and pump stations; inspects drains, culverts and gutters and removes obstructions; maintains and repairs sewer lines and lift stations; diagnoses and repairs electrical control panels and backup generators.
- Assists other Public Works units when required; performs semi-skilled and skilled manual work in the maintenance and repair of streets and alleyways; assists in the repair of curbs and gutters; performs traffic control; assists in the maintenance of City buildings and facilities; operates trucks, loaders, backhoes, boom trucks, hydro flushers and other light and heavy duty maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; operates a variety of hand and power tools; inspects tools and equipment for safety and mechanical defects; assists with City sponsored functions; responds to after-hours call-outs as assigned.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; may provide training to lower level staff; responds to questions and concerns from the general public; provides customer services and information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration.
- Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials and hazardous waste.
- Maintain hazardous material and/or hazardous waste inspection logs and facility records.
- Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers.
- Assist in preparing and completing hazardous waste profiles, and maintaining waste processing records.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.

- Participate in hazardous material and waste management training and professional development activities, including necessary certification.

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, 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. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, enter confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

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 **Utility Operator I/II** A typical way of obtaining the required qualifications is to possess the equivalent of:

Utility Operator I

A high school diploma or equivalent. One year of experience in the maintenance and repair of water and sewer systems is desirable.

Utility Operator II

In addition to the above, two years of experience equivalent to that of a Utility Operator I in the City of Lathrop, including experience in the maintenance and repair of water and sewer systems, and a high school diploma or equivalent.

License/Certificate:

Utility Operator I

Possession of, or the ability to obtain and maintain, a valid class C California driver's license; possession of a Water Distribution Operator, Grade D1, Water Treatment Grade T1 certificates issued by the State of California Department of Public Health, and a Collection System, Grade I certificate issued by the California Water Environment Association (CWEA), within one year of appointment. California Class B Driver's license is highly desirable.

Utility Operator II

Possession of, or the ability to obtain and maintain, a valid class B California driver's license; possession of a Water Distribution Operator, Grade D2, and Water Treatment T2 certificates issued by the State of California Department of Public Health, and a Collection System, Grade I issued by the California Water Environment Association (CWEA), and Backflow Tester and Specialist Certificates issued by the American Water Works Association (AWWA).

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour).

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:

Modern practices, techniques and materials used in the operation, maintenance and repair of water distribution, recycled water distribution, sewer collection and storm drain systems, and backflow cross-connection systems; operational characteristics of standard construction and maintenance tools and equipment; traffic control methods and regulations; confined space entry procedures; safety requirements for operation of trucks, construction vehicles and other equipment; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance, repair and operational work in water distribution, recycled water distribution, sewer collection, storm drainage, street systems, and backflow cross-connection systems; operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; 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:

Safely and effectively operate a variety of maintenance equipment, tools and materials.

Historical Data

Amended by Resolution 18-4360

Bargaining Unit: SEIU

**CITY OF LATHROP
UTILITY OPERATOR III**

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DEFINITION:

Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Utility Operator series, including skilled and semi-skilled work in the operation, maintenance and repair of the City's water distribution, sewer collection, recycled water, and storm drain systems; assists other units of Public Works in the maintenance of streets, facilities and buildings as needed; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required. Additionally, under general supervision, operates all of the water treatment and related processes associated with the City's water treatment plant, pump stations, and reservoirs; performs standard water quality chemical tests, makes minor and major repairs to plant equipment and performs other job related duties.

DISTINGUISHING CHARACTERISTICS:

Utility Operator III is the journey level shift operator classification in the Operator series. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's water distribution, sewer collection, recycled water, and storm drain systems. Utility Operator III's perform complex duties in connection with the operation, maintenance, and repair of ground water treatment plants, water wells, and water storage facilities. Work is performed independently, and may include acting as a lead worker with an assistant. Incumbents shall possess the ability to diagnose malfunctions in a variety of water quality processes. The position requires employees to perform a variety of specialized water quality testing and be skilled in working SCADA and HMI systems.

Utility Operator III – Classification is distinguished from the next higher level of ~~Chief Utility Operator~~ Utility Plant Supervisor in that the latter is ~~thean~~ advanced journey level ~~and classification~~ lead level supervisory class responsible for ~~full supervision and review~~ of staff involved in operation, maintenance and repair of City's water, sewer and storm water systems.

SUPERVISION RECEIVED/EXERCISED:

This position receives direction from the ~~Public Works Utility & Street Maintenance Superintendent~~ Plant Supervisor, or designee. Incumbents in this classification do not routinely exercise supervision.

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

- Independently operates monitors, inspects, and adjusts processes using a SCADA computerized control system.
- Operates and monitors pumps, valves, and related equipment to regulate the flow of water through a treatment plant or other portions of a water distribution system; starts, adjusts and shuts down plant operations, and adjusts pumping stations and distribution system flows to meet production and storage requirements and water quality standards.

- Collects water samples and performs standardized laboratory testing, such as chlorine residual, pH, turbidity, temperature, and taste and odor; calculates chemical dosages and adjusts chemical feeders as necessary to maintain water quality.
- Controls filter vessel operations; removes filters from service and performs inspections and minor repairs to filters as needed.
- Reads and interprets meters, gauges, charts, and instruments; logs plant operations, test results, unusual operating conditions, maintenance work performed, and related information; enters data into a computer; prepares routine and special oral and written reports as required; changes charts and inking pens as necessary.
- Periodically inspects and tests motors, pumps, valves, chemical feeders, filter vessels, and related equipment; reports unusual conditions or the need for maintenance and repair of equipment, buildings and grounds.
- Takes inventory of chemicals and other treatment supplies; orders chemicals according to standard procedures; receives chemicals and supplies delivered during assigned shift and assists in their safe unloading and storage; handles hazardous materials in accordance with safety rules and procedures.
- Lubricates and makes limited repairs and adjustments to equipment; maintains the plant and operating equipment in a clean and orderly condition; assists in periodic cleaning of process, flushing of lines, and related maintenance.
- Ensures compliance with applicable rules, policies and procedures; maintains appropriate work records and documents; prepares statistical and/or analytical reports on operations as necessary.
- May perform routine housekeeping tasks or supplemental painting and grounds maintenance tasks.
- Operates motor vehicles, forklifts, end loaders, backhoes, hoists and other equipment in the performance of duties.
- Builds and maintains positive working relationships with coworkers, other City employees, and the public using principles of good customer service.
- Responsible for maintaining hazardous materials and supply inventory in an organized, clean, and safe configuration.
- Conduct daily/weekly/monthly, etc. inspections of the facility, including all hazardous materials and hazardous waste.
- Maintain hazardous material and/or hazardous waste inspection logs and facility records.
- Perform ongoing maintenance, complete corrective actions to maintain waste facilities and equipment in safe working condition in accordance with Permit conditions.
- Follow procedures for waste management and hazardous material or chemical handling, including sampling, weighing, and storing chemical containers.
- Assist in preparing and completing hazardous waste profiles, manifests, shipping documents, and maintaining waste processing records.
- Maintain current records for hazardous waste shipping manifests, supporting documentation, hazardous waste tracking documents etc.
- Follow prescribed safety procedures and comply with state and federal laws regulating hazardous materials handling, hazardous waste management, and proper disposal methods.
- Participate in hazardous material and waste management training and professional development activities, including necessary certification.
- All essential duties as listed in the Utility Operator I/II Classification
- Performs related duties as required.

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 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. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes dust and air contaminates, and may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The incumbent will be required to respond to after-hours emergency call-outs and perform routine standby duties.

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 Utility Operator III. A typical way of obtaining the required qualifications is to possess the equivalent of five years increasingly responsible experience in the operations and maintenance of water treatment facilities and water distribution systems and collection systems maintenance and repair, and a high school diploma or equivalent. Supplemental coursework or specialized training in water treatment, water distribution systems and collection systems maintenance and operations is desirable.

License/Certificate:

Possession of, or ability to obtain a Class C California ~~drivers~~driver's license.- Possession of and ability to maintain a State of California Water Treatment Operator T2 license, State of California Water Distribution Operator D3 license and an AWWA General Backflow Tester at time of employment. An AWWA Cross Connection Specialist and a California Water Environment Association Collection System Technologist grade 1 is desirable. California Class B driver's license is highly desirable.

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), DOT Hazmat Shipper Function Specific Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Initial Training (40 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Refresher Training (8 hour).
- Refresher - DOT Hazmat Shipper Function Specific Training (4 hour) required every 3 years.

Additional Qualification Requirements Related to Step Increase Criterion for Utility Operator III:

Step 1 - Possession of and ability to maintain a State of California Water Treatment Operator T2 license.

Step 2 - Possession of and ability to maintain a State of California Water Treatment Operator T~~2~~³ license.

Step 3 - Possession of and ability to maintain a State of California Water Treatment Operator T2 license.

Step 4~~3~~ – Possession of and ability to maintain a State of California Water Treatment Operator T2 license. Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to operate a T3 facility with Supervision.

Step 5~~4~~ – Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to operate a T3 facility with minimal Supervision.

Step 5~~5~~ – Possession of and ability to maintain a State of California Water Treatment Operator T3 license. Ability to direct operations and staff of a T3 facility.

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

Knowledge of:

Modern practices, techniques and materials used in the operation, maintenance and repair of water distribution, recycled water distribution, sewer collection, storm drain systems, and backflow cross-connection systems; operational characteristics of standard construction and maintenance tools and equipment; traffic control methods and regulations; confined space entry procedures; safety requirements for operation of trucks, construction vehicles and other equipment; knowledge of applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices. Water treatment plant operation and the principles of water treatment; the operating principles of filter vessels, valves, pumps, and motors; principles and methods of conducting basic chemical water analysis; working knowledge of computers and programmable logic controllers (PLCs); hydraulics and instrumentation commonly used in monitoring of water quality; California DHS water treatment regulations; codes, standard terms, practices, and modern methods common to the water treatment operation's trade; use and operation of measuring and testing devices, hand tools, and equipment of the trade. The methods, tools, materials, and equipment used in the operation, inspection, troubleshooting, repair, and maintenance of water treatment and water distribution facilities. Commonly used computer software used in instrumentation and control systems.

Ability to:

Perform maintenance, repair and operational work in water distribution, recycled water distribution, sewer collection, storm drainage, street systems, and backflow cross-connection systems; operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; 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. Independently operate the water treatment plant and water distribution system on an assigned shift. Perform minor and major plant repair work using a variety of tools. Diagnose malfunctions in a variety of water quality, pumping and reservoir storage processes. Read and interpret gauges and recording devices, diagnose operating problems and take effective courses of action. Correctly interpret color-coded diagrams and computer screens. Use initiative and independent judgment with established guidelines. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials; operate an office computer and a variety of 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-____, 18-4360

Unit: SEIU

**CITY OF LATHROP
GRADE-STEP TABLE**
Eff. 10/17/2022

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
20			hourly	\$ 15.1826	\$ 15.9418	\$ 16.7390	\$ 17.5759	\$ 18.4547
			bi-weekly	1.215	1.275	1.339	1.406	1.476
			monthly	2.632	2.763	2.901	3.046	3.199
			annual	31,580	33,159	34,817	36,558	38,386
21			hourly	\$ 15.5622	\$ 16.3405	\$ 17.1573	\$ 18.0152	\$ 18.9161
			bi-weekly	1.245	1.307	1.373	1.441	1.513
			monthly	2.697	2.832	2.974	3.123	3.279
			annual	32,369	33,988	35,687	37,472	39,345
22			hourly	\$ 15.9508	\$ 16.7486	\$ 17.5858	\$ 18.4651	\$ 19.3882
			bi-weekly	1.276	1.340	1.407	1.477	1.551
			monthly	2.765	2.903	3.048	3.201	3.361
			annual	33,178	34,837	36,578	38,407	40,327
23			hourly	\$ 16.3500	\$ 17.1676	\$ 18.0260	\$ 18.9275	\$ 19.8735
			bi-weekly	1.308	1.373	1.442	1.514	1.590
			monthly	2.834	2.976	3.125	3.281	3.445
			annual	34,008	35,709	37,494	39,369	41,337
24			hourly	\$ 16.7590	\$ 17.5970	\$ 18.4765	\$ 19.4004	\$ 20.3704
			bi-weekly	1.341	1.408	1.478	1.552	1.630
			monthly	2.905	3.050	3.203	3.363	3.531
			annual	34,859	36,602	38,431	40,353	42,371
25			hourly	\$ 17.1780	\$ 18.0365	\$ 18.9384	\$ 19.8855	\$ 20.8799
			bi-weekly	1.374	1.443	1.515	1.591	1.670
			monthly	2.978	3.126	3.283	3.447	3.619
			annual	35,730	37,516	39,392	41,362	43,430
26			hourly	\$ 17.6073	\$ 18.4877	\$ 19.4120	\$ 20.3825	\$ 21.4016
			bi-weekly	1.409	1.479	1.553	1.631	1.712
			monthly	3.052	3.205	3.365	3.533	3.710
			annual	36,623	38,454	40,377	42,395	44,515
27	RECREATION LEADER	UNRIP	hourly	\$ 18.0474	\$ 18.9498	\$ 19.8976	\$ 20.8925	\$ 21.9369
			bi-weekly	1.444	1.516	1.592	1.671	1.755
			monthly	3.128	3.285	3.449	3.621	3.802
			annual	37,539	39,416	41,387	43,456	45,629
28			hourly	\$ 18.4986	\$ 19.4235	\$ 20.3947	\$ 21.4144	\$ 22.4854
			bi-weekly	1.480	1.554	1.632	1.713	1.799
			monthly	3.206	3.367	3.535	3.712	3.897
			annual	38,477	40,401	42,421	44,542	46,770
29			hourly	\$ 18.9612	\$ 19.9092	\$ 20.9046	\$ 21.9498	\$ 23.0474
			bi-weekly	1.517	1.593	1.672	1.756	1.844
			monthly	3.287	3.451	3.623	3.805	3.995
			annual	39,439	41,411	43,482	45,656	47,939
30			hourly	\$ 19.4351	\$ 20.4068	\$ 21.4271	\$ 22.4985	\$ 23.6235
			bi-weekly	1.555	1.633	1.714	1.800	1.890
			monthly	3.369	3.537	3.714	3.900	4.095
			annual	40,425	42,446	44,568	46,797	49,137
31			hourly	\$ 19.9211	\$ 20.9169	\$ 21.9629	\$ 23.0609	\$ 24.2140
			bi-weekly	1.594	1.673	1.757	1.845	1.937
			monthly	3.453	3.626	3.807	3.997	4.197
			annual	41,436	43,507	45,683	47,967	50,365
32	OFFICE ASSISTANT I SENIOR RECREATION LEADER	SEIU SEIU	hourly	\$ 20.4190	\$ 21.4398	\$ 22.5120	\$ 23.6372	\$ 24.8193
			bi-weekly	1.634	1.715	1.801	1.891	1.986
			monthly	3.539	3.716	3.902	4.097	4.302
			annual	42,472	44,595	46,825	49,165	51,624
33			hourly	\$ 20.9294	\$ 21.9759	\$ 23.0746	\$ 24.2286	\$ 25.4399
			bi-weekly	1.674	1.758	1.846	1.938	2.035
			monthly	3.628	3.809	4.000	4.200	4.410
			annual	43,533	45,710	47,995	50,395	52,915
34			hourly	\$ 21.4527	\$ 22.5255	\$ 23.6518	\$ 24.8345	\$ 26.0759
			bi-weekly	1.716	1.802	1.892	1.987	2.086
			monthly	3.718	3.904	4.100	4.305	4.520
			annual	44,622	46,853	49,196	51,656	54,238
35	OFFICE ASSISTANT II	SEIU	hourly	\$ 21.9892	\$ 23.0884	\$ 24.2428	\$ 25.4548	\$ 26.7277
			bi-weekly	1.759	1.847	1.939	2.036	2.138
			monthly	3.811	4.002	4.202	4.412	4.633
			annual	45,738	48,024	50,425	52,946	55,594
36			hourly	\$ 22.5389	\$ 23.6656	\$ 24.8491	\$ 26.0913	\$ 27.3960
			bi-weekly	1.803	1.893	1.988	2.087	2.192
			monthly	3.907	4.102	4.307	4.522	4.749
			annual	46,881	49,225	51,686	54,270	56,984
37	RECREATION SPECIALIST SPECIAL ASSISTANT	SEIU SEIU	hourly	\$ 23.1021	\$ 24.2571	\$ 25.4701	\$ 26.7438	\$ 28.0807
			bi-weekly	1.848	1.941	2.038	2.140	2.246
			monthly	4.004	4.205	4.415	4.636	4.867
			annual	48,052	50,455	52,978	55,627	58,408

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 10/17/2022**

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
38			hourly	\$ 23.6800	\$ 24.8638	\$ 26.1068	\$ 27.4121	\$ 28.7829
			bi-weekly	1.894	1.989	2.089	2.193	2.303
			monthly	4.105	4.310	4.525	4.751	4.989
			annual	49.254	51.717	54.302	57.017	59.869
39			hourly	\$ 24.2718	\$ 25.4855	\$ 26.7595	\$ 28.0977	\$ 29.5022
			bi-weekly	1.942	2.039	2.141	2.248	2.360
			monthly	4.207	4.417	4.638	4.870	5.114
			annual	50.485	53.010	55.660	58.443	61.365
40			hourly	\$ 24.8788	\$ 26.1228	\$ 27.4288	\$ 28.8001	\$ 30.2400
			bi-weekly	1.990	2.090	2.194	2.304	2.419
			monthly	4.312	4.528	4.754	4.992	5.242
			annual	51.748	54.336	57.052	59.904	62.899
41	ADMINISTRATIVE ASSISTANT I WATER METER READER I MAINTENANCE WORKER I	SEIU	hourly	\$ 25.5006	\$ 26.7756	\$ 28.1144	\$ 29.5201	\$ 30.9960
			bi-weekly	2.040	2.142	2.249	2.362	2.480
			monthly	4.420	4.641	4.873	5.117	5.373
			annual	53.041	55.693	58.478	61.402	64.472
42	CUSTOMER SERVICE REPRESENTATIVE I	SFIU	hourly	\$ 26.1380	\$ 27.4449	\$ 28.8175	\$ 30.2582	\$ 31.7713
			bi-weekly	2.091	2.196	2.305	2.421	2.542
			monthly	4.531	4.757	4.995	5.245	5.507
			annual	54.367	57.085	59.940	62.937	66.084
43	POLICE OFFICER TRAINEE POLICE RECORDS ASSISTANT I	NON-SWORN SEIU	hourly	\$ 26.7912	\$ 28.1312	\$ 29.5376	\$ 31.0145	\$ 32.5651
			bi-weekly	2.143	2.250	2.363	2.481	2.605
			monthly	4.644	4.876	5.120	5.376	5.645
			annual	55.726	58.513	61.438	64.510	67.735
44	INFORMATION TECHNOLOGY TECHNICIAN	SFIU	hourly	\$ 27.4612	\$ 28.8344	\$ 30.2762	\$ 31.7899	\$ 33.3795
			bi-weekly	2.197	2.307	2.422	2.543	2.670
			monthly	4.760	4.998	5.248	5.510	5.786
			annual	57.119	59.975	62.974	66.123	69.429
45	ADMINISTRATIVE ASSISTANT II RECREATION COORDINATOR WATER METER READER II MAINTENANCE WORKER II	SEIU	hourly	\$ 28.1477	\$ 29.5551	\$ 31.0330	\$ 32.5847	\$ 34.2139
			bi-weekly	2.252	2.364	2.483	2.607	2.737
			monthly	4.879	5.123	5.379	5.648	5.930
			annual	58.547	61.475	64.549	67.776	71.165
46	POLICE RECORDS ASSISTANT II	SFIU	hourly	\$ 28.8517	\$ 30.2941	\$ 31.8087	\$ 33.3994	\$ 35.0691
			bi-weekly	2.308	2.424	2.545	2.672	2.806
			monthly	5.001	5.251	5.514	5.789	6.079
			annual	60.012	63.012	66.162	69.471	72.944
47	PERMIT TECHNICIAN I ADMINISTRATIVE TECHNICIAN I ADMINISTRATIVE ASSISTANT III HUMAN RESOURCES TECHNICIAN	SEIU	hourly	\$ 29.5726	\$ 31.0516	\$ 32.6039	\$ 34.2340	\$ 35.9458
			bi-weekly	2.366	2.484	2.608	2.739	2.876
			monthly	5.126	5.382	5.651	5.934	6.231
			annual	61.511	64.587	67.816	71.207	74.767
48	MAINTENANCE WORKER III SOLID WASTE & RESOURCE CONSERV COORD	SEIU	hourly	\$ 30.3122	\$ 31.8280	\$ 33.4190	\$ 35.0899	\$ 36.8447
			bi-weekly	2.425	2.546	2.674	2.807	2.948
			monthly	5.254	5.517	5.793	6.082	6.386
			annual	63.049	66.202	69.512	72.987	76.637
49	PROPERTY AND EVIDENCE TECHNICIAN CUSTOMER SERVICE REPRESENTATIVE II	SEIU	hourly	\$ 31.0699	\$ 32.6234	\$ 34.2548	\$ 35.9676	\$ 37.7659
			bi-weekly	2.486	2.610	2.740	2.877	3.021
			monthly	5.385	5.655	5.937	6.234	6.546
			annual	64.625	67.857	71.250	74.813	78.553
50	ENGINEERING TECHNICIAN I	SFIU	hourly	\$ 31.8466	\$ 33.4389	\$ 35.1111	\$ 36.8664	\$ 38.7099
			bi-weekly	2.548	2.675	2.809	2.949	3.097
			monthly	5.520	5.796	6.086	6.390	6.710
			annual	66.241	69.553	73.031	76.682	80.516
51	CRIME & INTELLIGENCE ANALYST SENIOR ADMINISTRATIVE ASSISTANT ADMINISTRATIVE TECHNICIAN II SENIOR CUSTOMER SERVICE REPRESENTATIVE PERMIT TECHNICIAN II	SEIU LMCEA SEIU SEIU SEIU	hourly	\$ 32.6430	\$ 34.2754	\$ 35.9889	\$ 37.7885	\$ 39.6777
			bi-weekly	2.611	2.742	2.879	3.023	3.174
			monthly	5.658	5.941	6.238	6.550	6.877
			annual	67.897	71.293	74.857	78.600	82.530
52	ACCOUNTANT I BUILDING INSPECTOR I COMMUNITY SERVICE OFFICER I HR ANALYST I UTILITY OPERATOR I	SFIU SEIU SEIU LMCEA SEIU	hourly	\$ 33.4588	\$ 35.1316	\$ 36.8884	\$ 38.7327	\$ 40.6694
			bi-weekly	2.677	2.811	2.951	3.099	3.254
			monthly	5.800	6.089	6.394	6.714	7.049
			annual	69.594	73.074	76.728	80.564	84.592
53	CONSTRUCTION INSPECTOR I POLICE RECORDS SUPERVISOR LFGAI SECRETARY ANIMAL SHELLTER SUPERVISOR	SEIU LMCEA LMCEA LMCEA	hourly	\$ 34.2955	\$ 36.0099	\$ 37.8104	\$ 39.7011	\$ 41.6863
			bi-weekly	2.744	2.881	3.025	3.176	3.335
			monthly	5.945	6.242	6.554	6.882	7.226
			annual	71.335	74.901	78.646	82.578	86.708
54	ENGINEERING TECHNICIAN II EXECUTIVE ASSISTANT	SEIU LMCEA	hourly	\$ 35.1527	\$ 36.9104	\$ 38.7558	\$ 40.6937	\$ 42.7285
			bi-weekly	2.812	2.953	3.100	3.255	3.418
			monthly	6.093	6.398	6.718	7.054	7.406
			annual	73.118	76.774	80.612	84.643	88.875
55	BUILDING INSPECTOR II COMMUNITY SERVICE OFFICER II SENIOR ACCOUNTING TECHNICIAN PERMIT TECHNICIAN III	SEIU SEIU SEIU SEIU	hourly	\$ 36.0316	\$ 37.8332	\$ 39.7248	\$ 41.7109	\$ 43.7965
			bi-weekly	2.883	3.027	3.178	3.337	3.504
			monthly	6.245	6.558	6.886	7.230	7.591
			annual	74.946	78.693	82.628	86.759	91.097

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 10/17/2022**

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
56	ACCOUNTANT II	SEIU	hourly	\$ 36,9325	\$ 38,7789	\$ 40,7180	\$ 42,7540	\$ 44,8914
	MANAGEMENT ANALYST I (CONFIDENTIAL)	LMCEA	bi-weekly	2,955	3,102	3,257	3,420	3,591
	DEPUTY CITY CLERK	LMCEA	monthly	6,402	6,722	7,058	7,411	7,781
	HR ANALYST II	LMCEA	annual	76,820	80,660	84,693	88,928	93,374
	UTILITY OPERATOR II	SEIU						
57	CONSTRUCTION INSPECTOR II	SEIU	hourly	\$ 37,8556	\$ 39,7484	\$ 41,7360	\$ 43,8225	\$ 46,0138
	CUSTOMER SERVICE SUPERVISOR	LMCEA	bi-weekly	3,028	3,180	3,339	3,506	3,681
	LEGAL ASSISTANT	LMCEA	monthly	6,562	6,890	7,234	7,596	7,976
	PARKS & RECREATION SUPERVISOR	LMCEA	annual	78,740	82,677	86,811	91,151	95,709
58	ASSISTANT PLANNER	SEIU	hourly	\$ 38,8020	\$ 40,7421	\$ 42,7793	\$ 44,9180	\$ 47,1642
	JUNIOR ENGINEER	SEIU	bi-weekly	3,104	3,259	3,422	3,593	3,773
	SENIOR ENGINEERING TECHNICIAN	SEIU	monthly	6,726	7,062	7,415	7,786	8,175
			annual	80,708	84,744	88,981	93,429	98,101
59	BUILDING INSPECTOR III	SEIU	hourly	\$ 39,7721	\$ 41,7608	\$ 43,8487	\$ 46,0409	\$ 48,3433
	CHIEF UTILITY OPERATOR	SEIU	bi-weekly	3,182	3,341	3,508	3,683	3,867
	COMMUNITY SERVICE OFFICER III	SEIU	monthly	6,894	7,239	7,600	7,980	8,380
	MAINTENANCE SERVICES SUPERVISOR	LMCEA	annual	82,726	86,862	91,205	95,765	100,554
	LANDSCAPE & IRRIGATION SPECIALIST	LMCEA						
60	EXECUTIVE ASSISTANT TO THE CITY MANAGER	LMCEA	hourly	\$ 40,7666	\$ 42,8049	\$ 44,9451	\$ 47,1924	\$ 49,5518
	INFORMATION TECHNOLOGY ENGINEER I	LMCEA	bi-weekly	3,261	3,424	3,596	3,775	3,964
	MANAGEMENT ANALYST II (CONFIDENTIAL)	LMCEA	monthly	7,066	7,420	7,790	8,180	8,589
			annual	84,795	89,034	93,486	98,160	103,068
61	POLICE SERVICES MANAGER	LMCEA	hourly	\$ 41,7855	\$ 43,8750	\$ 46,0685	\$ 48,3719	\$ 50,7906
	CONSTRUCTION INSPECTOR III	SEIU	bi-weekly	3,343	3,510	3,685	3,870	4,063
	UTILITY MAINTENANCE SUPERVISOR	LMCEA	monthly	7,243	7,605	7,985	8,384	8,804
	UTILITY OPERATOR III	SEIU	annual	86,914	91,260	95,823	100,614	105,645
62	WASTEWATER TREATMENT PLANT SUPERVISOR	LMCEA	hourly	\$ 42,8302	\$ 44,9718	\$ 47,2202	\$ 49,5814	\$ 52,0603
			bi-weekly	3,426	3,598	3,778	3,967	4,165
			monthly	7,424	7,795	8,185	8,594	9,024
			annual	89,087	93,541	98,218	103,129	108,285
63	SENIOR BUILDING INSPECTOR	SEIU	hourly	\$ 43,9011	\$ 46,0961	\$ 48,4010	\$ 50,8207	\$ 53,3617
	ASSOCIATE PLANNER	SEIU	bi-weekly	3,512	3,688	3,872	4,066	4,269
			monthly	7,610	7,990	8,389	8,809	9,249
			annual	91,314	95,880	100,674	105,707	110,992
64	ASSISTANT ENGINEER	SEIU	hourly	\$ 44,9984	\$ 47,2482	\$ 49,6108	\$ 52,0915	\$ 54,6959
	PARKS AND RECREATION ADMINISTRATOR	SEIU	bi-weekly	3,600	3,780	3,969	4,167	4,376
	RECREATION MANAGER	LMCEA	monthly	7,800	8,190	8,599	9,029	9,481
	PARKS AND FACILITIES MANAGER	LMCEA	annual	93,597	98,276	103,191	108,350	113,768
	STREETS AND OPERATIONS MANAGER	LMCEA						
65	BUDGET MANAGER	LMCEA	hourly	\$ 46,1235	\$ 48,4298	\$ 50,8511	\$ 53,3937	\$ 56,0636
	SENIOR ACCOUNTANT	LMCEA	bi-weekly	3,690	3,874	4,068	4,271	4,485
	POLICE OFFICER	SWORN	monthly	7,995	8,394	8,814	9,255	9,718
			annual	95,937	100,734	105,770	111,059	116,612
66			hourly	\$ 47,2765	\$ 49,6403	\$ 52,1224	\$ 54,7284	\$ 57,4652
			bi-weekly	3,782	3,971	4,170	4,378	4,597
			monthly	8,195	8,604	9,035	9,486	9,961
			annual	98,335	103,252	108,415	113,835	119,528
67	COMMUNITY SERVICES SUPERVISOR	LMCEA	hourly	\$ 48,4584	\$ 50,8815	\$ 53,4254	\$ 56,0971	\$ 58,9014
	INFORMATION TECHNOLOGY ENGINEER II	LMCEA	bi-weekly	3,877	4,071	4,274	4,488	4,712
	HUMAN RESOURCES MANAGER	EX-MPT	monthly	8,399	8,819	9,260	9,723	10,210
	SENIOR MANAGEMENT ANALYST	LMCEA	annual	100,793	105,834	111,125	116,682	122,515
	SPECIAL DISTRICTS MANAGER	LMCEA						
68	PERMIT AND PLAN CHECK SUPERVISOR	LMCEA	hourly	\$ 49,6697	\$ 52,1535	\$ 54,7610	\$ 57,4991	\$ 60,3742
			bi-weekly	3,974	4,172	4,381	4,600	4,830
			monthly	8,609	9,040	9,492	9,967	10,465
			annual	103,313	108,479	113,903	119,598	125,578
69	UTILITY PLANT SUPERVISOR	LMCEA	hourly	\$ 50,9116	\$ 53,4572	\$ 56,1303	\$ 58,9366	\$ 61,8834
	SENIOR PLANNER	LMCEA	bi-weekly	4,073	4,277	4,490	4,715	4,951
			monthly	8,825	9,266	9,729	10,216	10,726
			annual	105,896	111,191	116,751	122,588	128,717
70	ASSOCIATE ENGINEER	SEIU	hourly	\$ 52,1846	\$ 54,7939	\$ 57,5333	\$ 60,4101	\$ 63,4305
			bi-weekly	4,175	4,384	4,603	4,833	5,074
			monthly	9,045	9,498	9,972	10,471	10,995
			annual	108,544	113,971	119,669	125,653	131,935
71	PARKS AND RECREATION SUPERINTENDENT	LMCEA	hourly	\$ 53,4893	\$ 56,1635	\$ 58,9717	\$ 61,9201	\$ 65,0162
	INFORMATION TECHNOLOGY ENGINEER III	LMCEA	bi-weekly	4,279	4,493	4,718	4,954	5,201
			monthly	9,271	9,735	10,222	10,733	11,269
			annual	111,258	116,820	122,661	128,794	135,234
72	POLICE SERGEANT	SWORN	hourly	\$ 54,8264	\$ 57,5677	\$ 60,4462	\$ 63,4683	\$ 66,6417
			bi-weekly	4,386	4,605	4,836	5,077	5,331
			monthly	9,503	9,978	10,477	11,001	11,551
			annual	114,039	119,741	125,728	132,014	138,615
73	ASSISTANT CHIEF BUILDING OFFICIAL	LMCEA	hourly	\$ 56,1968	\$ 59,0067	\$ 61,9573	\$ 65,0550	\$ 68,3077

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 10/17/2022**

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
			bi-weekly	4,496	4,721	4,957	5,204	5,465
			monthly	9,741	10,228	10,739	11,276	11,840
			annual	116,889	122,734	128,871	135,314	142,080
74	CITY CLERK SENIOR CIVIL ENGINEER PRINCIPAL PLANNER FINANCE MANAGER	EXEMPT LMCEA LMCEA LMCEA	hourly bi-weekly monthly annual	\$ 57,6021 4,608 9,984 119,812	\$ 60,4820 4,839 10,484 125,803	\$ 63,5059 5,080 11,008 132,092	\$ 66,6813 5,335 11,558 138,697	\$ 70,0153 5,601 12,136 145,632
75			hourly bi-weekly monthly annual	\$ 59,0422 4,723 10,234 122,808	\$ 61,9941 4,960 10,746 128,948	\$ 65,0936 5,207 11,283 135,395	\$ 68,3485 5,468 11,847 142,165	\$ 71,7657 5,741 12,439 149,273
76	ACCOUNTING MANAGER CONSTRUCTION SUPERINTENDENT DEPUTY DIRECTOR OF PARKS, REC & MAINT SERVICES PARKS PROJECT MANAGER PROJECTS MANAGER UTILITY OPERATIONS SUPERINTENDENT	LMCEA LMCEA LMCEA LMCEA LMCEA LMCEA	hourly bi-weekly monthly annual	\$ 60,5180 4,841 10,490 125,877	\$ 63,5440 5,084 11,014 132,172	\$ 66,7210 5,338 11,565 138,780	\$ 70,0571 5,605 12,143 145,719	\$ 73,5599 5,885 12,750 153,005
77	ASSISTANT CITY ATTORNEY	EXEMPT	hourly bi-weekly monthly annual	\$ 62,0307 4,962 10,752 129,024	\$ 65,1325 5,211 11,290 135,476	\$ 68,3890 5,471 11,854 142,249	\$ 71,8084 5,745 12,447 149,361	\$ 75,3989 6,032 13,069 156,830
78	DEPUTY FINANCE DIRECTOR	LMCEA	hourly bi-weekly monthly annual	\$ 63,5819 5,087 11,021 132,250	\$ 66,7607 5,341 11,572 138,862	\$ 70,0988 5,608 12,150 145,806	\$ 73,6037 5,888 12,758 153,096	\$ 77,2841 6,183 13,396 160,751
79	ECONOMIC DEVELOPMENT ADMINISTRATOR LAND DEVELOPMENT MANAGER	LMCEA LMCEA	hourly bi-weekly monthly annual	\$ 65,1713 5,214 11,296 135,556	\$ 68,4296 5,474 11,861 142,333	\$ 71,8516 5,748 12,454 149,451	\$ 75,4439 6,036 13,077 156,923	\$ 79,2161 6,337 13,731 164,770
2022 Compensation May Be Subject to CalPERS Compensation Limits Beginning at Grade 80/Step 5								
80	ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR CHIEF PLANNING OFFICIAL PRINCIPAL ENGINEER	LMCEA LMCEA LMCEA	hourly bi-weekly monthly annual	\$ 66,8004 5,344 11,579 138,945	\$ 70,1406 5,611 12,158 145,892	\$ 73,6476 5,892 12,766 153,187	\$ 77,3299 6,186 13,404 160,846	\$ 81,1964 6,496 14,074 168,889
81	CHIEF INFORMATION OFFICER CHIEF BUILDING OFFICIAL	EXEMPT EXEMPT	hourly bi-weekly monthly annual	\$ 68,4708 5,478 11,868 142,419	\$ 71,8943 5,752 12,462 149,540	\$ 75,4893 6,039 13,085 157,018	\$ 79,2636 6,341 13,739 164,868	\$ 83,2266 6,658 14,426 173,111
82	ASSISTANT PUBLIC WORKS DIRECTOR POLICE COMMANDER	LMCEA SWORN	hourly bi-weekly monthly annual	\$ 70,1823 5,615 12,165 145,979	\$ 73,6918 5,895 12,773 153,279	\$ 77,3761 6,190 13,412 160,942	\$ 81,2447 6,500 14,082 168,989	\$ 85,3074 6,825 14,787 177,439
83	SENIOR CONSTRUCTION MANAGER	LMCEA	hourly bi-weekly monthly annual	\$ 71,9370 5,755 12,469 149,629	\$ 75,5337 6,043 13,092 157,110	\$ 79,3105 6,345 13,747 164,966	\$ 83,2756 6,662 14,434 173,213	\$ 87,4396 6,995 15,156 181,874
84			hourly bi-weekly monthly annual	\$ 73,7352 5,899 12,781 153,369	\$ 77,4222 6,194 13,420 161,038	\$ 81,2931 6,503 14,091 169,090	\$ 85,3576 6,829 14,795 177,544	\$ 89,6260 7,170 15,535 186,422
85	DIRECTOR OF HUMAN RESOURCES DIRECTOR OF PARKS, RECREATION & MAINT SERVICES DIRECTOR OF GOVERNMENT SERVICES/CITY CLERK DIRECTOR OF INFORMATION SYSTEMS	EXEMPT EXEMPT EXEMPT EXEMPT	hourly bi-weekly monthly annual	\$ 75,5786 6,046 13,100 157,203	\$ 79,3577 6,349 13,755 165,064	\$ 83,3256 6,666 14,443 173,317	\$ 87,4918 6,999 15,165 181,983	\$ 91,8663 7,349 15,923 191,082
86	CITY ENGINEER (7/1/22)	EXEMPT	hourly bi-weekly monthly annual	\$ 77,4680 6,197 13,428 161,133	\$ 81,3416 6,507 14,099 169,191	\$ 85,4086 6,833 14,804 177,650	\$ 89,6790 7,174 15,544 186,532	\$ 94,1630 7,533 16,322 195,859
87	DIRECTOR OF FINANCE	EXEMPT	hourly bi-weekly monthly annual	\$ 79,4049 6,352 13,764 165,162	\$ 83,3752 6,670 14,452 173,421	\$ 87,5440 7,004 15,174 182,092	\$ 91,9210 7,354 15,933 191,196	\$ 96,5172 7,721 16,730 200,756
88	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS	EXEMPT EXEMPT	hourly bi-weekly monthly annual	\$ 81,3900 6,511 14,108 169,291	\$ 85,4594 6,837 14,813 177,756	\$ 89,7323 7,179 15,554 186,643	\$ 94,2190 7,538 16,331 195,975	\$ 98,9300 7,914 17,148 205,774
89			hourly bi-weekly monthly annual	\$ 83,4248 6,674 14,460 173,524	\$ 87,5960 7,008 15,183 182,200	\$ 91,9760 7,358 15,943 191,310	\$ 96,5748 7,726 16,740 200,876	\$ 101,4033 8,112 17,577 210,919

**CITY OF LATHROP
GRADE-STEP TABLE
Eff. 10/17/2022**

Adopted Per Resolution No 22-_____

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
90			hourly	\$ 85,5106	\$ 89,7858	\$ 94,2752	\$ 98,9890	\$ 103,9385
			bi-weekly	6,841	7,183	7,542	7,919	8,315
			monthly	14,822	15,563	16,341	17,158	18,016
			annual	177,862	186,755	196,092	205,897	216,192
91	ASSISTANT CITY MANAGER	EXEMPT	hourly	\$ 87,6482	\$ 92,0303	\$ 96,6322	\$ 101,4640	\$ 106,5371
			bi-weekly	7,012	7,362	7,731	8,117	8,523
			monthly	15,192	15,952	16,750	17,587	18,466
			annual	182,308	191,423	200,995	211,045	221,597
92			hourly	\$ 89,8456	\$ 94,3384	\$ 99,0496	\$ 104,0000	\$ 109,2000
			bi-weekly	7,188	7,547	7,924	8,320	8,736
			monthly	15,573	16,352	17,169	18,027	18,928
			annual	186,879	196,224	206,023	216,320	227,136
93			hourly	\$ 92,0920	\$ 96,6888	\$ 101,5248	\$ 106,6000	\$ 111,9352
			bi-weekly	7,367	7,735	8,122	8,528	8,955
			monthly	15,963	16,759	17,598	18,477	19,402
			annual	191,551	201,113	211,172	221,728	232,825
94	POLICE CHIEF	EXEMPT	hourly	\$ 94,3904	\$ 99,1120	\$ 104,0624	\$ 109,2728	\$ 114,7328
			bi-weekly	7,551	7,929	8,325	8,742	9,179
			monthly	16,361	17,179	18,037	18,941	19,887
			annual	196,332	206,153	216,450	227,288	238,644
95			hourly	\$ 96,7408	\$ 101,5768	\$ 106,6624	\$ 111,9872	\$ 117,5928
			bi-weekly	7,739	8,126	8,533	8,959	9,407
			monthly	16,768	17,607	18,488	19,411	20,383
			annual	201,221	211,280	221,858	232,933	244,593
96			hourly	\$ 99,1640	\$ 104,1248	\$ 109,3248	\$ 114,7952	\$ 120,5360
			bi-weekly	7,933	8,330	8,746	9,184	9,643
			monthly	17,188	18,048	18,950	19,898	20,893
			annual	206,261	216,580	227,396	238,774	250,715

CONTRACT								
	CITY ATTORNEY	EXEMPT	annual	\$ 236,404				
	CITY MANAGER	EXEMPT	annual	\$ 251,291				

Changes

Added:

- Permit Technician II Grade 51
- Permit Technician III Grade 55

Adjustments:

Chief Building Official from Grade 77 to Grade 81

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