



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Adopt Resolution Creating Job Specifications for Information Systems Analyst (ISD), Energy Specialist (EUD), and Literacy Coordinator (LIB), Amending Job Specifications for Electrical Technician (EUD), and Amending Job Specifications and Title for Police Volunteer Supervisor (PD)

MEETING DATE: July 6, 2005

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: That the City Council adopt a Resolution creating job specifications for Information Systems Analyst (ISD), Energy Specialist (EUD), and Literacy Coordinator (LIB), amending job specifications for Electrical Technician (EUD) and amending job specifications and title for Police Volunteer Supervisor (PD).

BACKGROUND INFORMATION: During Fiscal Year 2005-06 Budget presentations, staff apprised Council that there are a number of job specifications that are in need of updates. Following is a list of the recommended changes with respective explanations:

1. Information Systems Analyst (ISD) – Data Processing and Information Technology were combined in 2002 to form the Information Systems Division. The merger did not result in any position title changes or reclassifications. Over the course of the past year and a half, staff began the process of changing select positions so that they would reflect current job functions. One reclassification is “ready to go” and the remainder of the reclassifications will be completed over the course of the fiscal year for possible recommended action at the mid-year. It is recommended that the Data Processing Programmer Analyst position be reclassified to that of an Information Systems Analyst. This is a Mid-Management position. (Exhibit “A”)
2. Energy Specialist (EUD) – This job specification is being created to fulfill a function of the Electric Utility Department that up until this time has been filled for four years by a contract individual. This is a General Services position. (Exhibit “B”)
3. Literacy Services Coordinator (LIB) – The Literacy Project Coordinator manages and coordinates a program of 50-75 volunteers and three part-time staff members. This entails developing and providing training sessions for staff and volunteer tutors and promotes the program through public speaking, assesses students’ needs and reading levels. Currently the position is filled by a full-time benefited contract employee who has been serving in this capacity for 4 years. This service is a mainstay of library services and it is recommended that the job specification of Literacy Services Coordinator be created. This is a Mid-Management position. (Exhibit “C”)

APPROVED: 
Blair King, City Manager

4. Electrical Technician (EUD) – The job specification is being revised to include fiber optic programming, testing and installation duties. In addition, this position will be used as a bridge of technical knowledge through future division retirements as well as technical support for communications, power and electrical control systems. This is an I.B.E.W. position. (Exhibit “D”)
5. Police Volunteer Supervisor (PD) – It is recommended that the job specification be updated to more accurately reflect the duties being performed for this function. This position oversees, among other activities the Police Partners Program. Additionally, it is proposed the title be changed to Special Services Manager. This is a Mid-Management position. (Exhibit “E”)

The afore-noted changes will not result in salary adjustments.

FISCAL IMPACT: No fiscal impact at this time. The recommended changes will result in more accurate portrayals of job functions.

FUNDING AVAILABLE: Not applicable.



Janet S. Keeter, Deputy City Manager

Attachments

cc: ISD
EUD
Library
PD

CITY OF LODI

July 6 2005

INFORMATION SYSTEMS ANALYST**DEFINITION**

Under general supervision, performs professional computer and related systems support work in the Information Systems Division; troubleshoots, analyzes and resolves systems and applications hardware and software problems; and performs other related work.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Information Systems Manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Provides professional level support to information technology systems in assigned area; duties include the programming, development, testing, implementation, documentation and maintenance of systems, networks, programs and application across multiple platforms and technologies.
- Maintains and provides support to existing; provides technical answers to client requests for information on system use; responds to trouble calls and requests for major systems modifications; writes, tests, debugs and installs programs.
- Provides assistance in the design and development of new systems; from client requirements, determines method of integrating new programming code into existing programs to meet user needs; develops data flow diagrams and other systems documentation used to create program specifications; designs data structures; designs and builds screens, file structures, reports, forms, and menus; maintains systems documentation and procedures.
- Performs network system administration functions; monitors and adds applications and users; administers electronic mail systems; generates system security and capacity reports.
- Provides technical support to network server administrative and maintenance operations; performs daily back up; installs and configures software; monitors and provides technical support for mainframe and Internet access; installs and configures networked equipment including modems, printers and scanners.
- Performs technical writing duties in the development and production of system documentation, instructional and procedural manuals.
- Identifies and coordinates training session for client users on assigned systems or applications; develops training schedule; designs training manuals; conducts training sessions.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information technology.
- Serves as a resource and provides highly specialized support to maintaining existing systems; assesses, reviews and conducts research on system operational problems and functionality; provides technical solutions to client on alternative systems and applications.
- Coordinates the installation and maintenance of computers, circuits, data communications equipment, printers and other peripheral equipment.
- Investigates, analyzes and resolves network related problems; resolves compatibility problems; troubleshoots network failures, router problems and telecommunications problems; recommends and implements changes and improvements.
- Monitors network security and performance; identifies unauthorized access and potential security risks; measures volume and performance of network traffic; identifies utilization and performance issues; recommends improvements to security and network performance.
- Develops, implements and maintains the City's Internet and Intranet sites; recommends design and layouts; writes code; creates database connections; develops written technical procedures; implements interactive website components; provides Internet training for City staff.
- Performs technical writing duties in the development and production of system documentation, instructional and procedural manuals.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operations, services and activities of information systems programs;
- Principles and practices of computer science and information systems;
- Methods and techniques of systems programming; methods and techniques of preparing system specifications; methods and techniques of preparing test data;
- Principles, methods and techniques used in the installation, troubleshooting and maintenance of systems and applications;
- Methods and techniques of using system design and development tools;
- Operational characteristics of a variety of computer and network systems, applications, hardware, software and peripheral equipment;
- Methods and techniques of developing technical manuals and instructional materials; operations, service and activities of local and wide area network systems;

- Methods and techniques of installing and maintaining network devices; basic principles and practices of local and wide area network administration;
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Apply a wide variety of computer programming languages; create various reports, charts and other materials from multiple layers of data;
- Detect, isolate and resolve system and application problems using logical and methodical processes;
- Read, interpret and apply technical publications, manuals and other documents;
- Install, troubleshoot, upgrade, test and support systems programs and applications;
- Provide technical support to systems design and development projects;
- Learn methods and techniques of complex design and analysis; learn principles and procedures of system quality assurance and security; learn operational characteristics of systems hardware and software in multiple environments; learn to analyze procedures and data to develop logical solution to complex system problems; learn principles and practices of local and wide area network design development and implementation;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of a Bachelor's degree in Computer Science, Business Administration, or a related field.

Experience:

Three years of increasingly responsible programming experience with assignments in systems design and analysis.

FLSA Status: EXEMPT

CITY OF LODI

July 6, 2005

ENERGY SPECIALIST**DEFINITION**

Receives direction from the Manager, Customer Service and Programs in the performance of a variety of tasks involved in implementing energy conservation programs; to perform a variety of energy awareness and conservation duties including: conducting comprehensive on-site energy audits and inspections of equipment and energy saving measures installed in commercial, industrial and residential buildings.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Perform field visits to analyze customer's energy utilization, consumption, cost allocation and equipment efficiency;
- Interpret various data sources to provide customer with information regarding their operating efficiency, equipment performance and energy management;
- Utilize computer spreadsheet and word processing programs and various energy management equipment and software programs to produce customer reports;
- Assist in the preparation, coordination and presentation of information to community groups on energy conservation;
- Provide information to customers regarding rebates available and program eligibility standards and procedures;
- Assist customers in completing and reviewing the appropriate forms;
- Performs a variety of responsible clerical work in support of the energy conservation programs including in person and telephone, typing, preparation, duplication, assembly and distribution of documents, mail processing, bill paying, photocopying, and related tasks;
- Assist in the development and implementation of new programs and services;
- Work with various vendors and contractors to coordinate and implement programs;
- Process rebate forms, from public and contractors for reimbursement in accordance with the guidelines of the appropriate public benefits program;
- Maintain various databases in monitoring public benefit programs;
- Assist in providing information and annual reports to various State and Federal agencies;
- Maintains a variety of energy conservation related files and filing systems;
- Organize and distribute various education program materials;

- Operates personal computer, related software and peripheral equipment;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Residential and commercial building energy analysis methods;
- Basic math computations and recordkeeping procedures;
- Applicable policies, procedures and codes;
- Customer service, customer billing and conflict resolution techniques;
- Modern office practices, including the operation of personal computer, related software and peripheral equipment
- Safe work practices

Ability to:

- Analyze and comprehend information related to energy conservation use, equipment types and efficiencies;
- Interpret energy use data;
- Apply theoretical information to practical energy conservation measures;
- Install and operate electronic test equipment and interpret recorded readings;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work;
- Work with minimal supervision;
- Prepare a variety of written reports, records, and correspondence;
- Assist in the administration of various electric utility programs;
- Use and operate centralized telephone equipment, personal computer, related software and peripheral equipment;

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Three years of responsible customer service experience which has provided a basic knowledge of billing and auditing. OR a minimum of one (1) year performing energy audits of residential and/or commercial facilities.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.
- Within one year of appointment must obtain certification as an Energy Auditor issued by the California Energy Commission (CEC).

*FLSA Status: NON-EXEMPT

CITY OF LODI

July 6, 2005

LITERACY SERVICES COORDINATOR**DEFINITION**

Under direction of the Library Services Director, to plan, coordinate, supervise, organize and direct the Adult Literacy Services of the Lodi Public Library.

DISTINGUISHING CHARACTERISTICS

This position works closely with library management personnel to administer and raise funds for an adult literacy program in the City of Lodi. It requires strong administrative skills combined with interpersonal sensitivity and tact, and the ability to speak in public.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Library Director and provides supervision to clerical staff, trained tutors and other program volunteers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Planning and implementation of recruitment activities for tutors and students, including outreach through community organizations, letters, notices and newsletters.
- Developing and implementing goals, programs, procedures and work standards for library literacy services.
- Arranging and coordinating the training of tutors and students including the screening, assessment and assignment of students with trained tutors
- Developing and conducting tutor orientations, training, and in-service meetings, including training and introduction into the use of the computer lab for teaching literacy skills
- Developing and continuing an ongoing public awareness campaign for the program through public speaking, press releases and other media.
- Preparing periodic reports required under grant agreements and related reports as needed including preparation and review of correspondence.
- Preparing and monitoring an annual budget for the literacy services program and preparing financial reports as needed
- Preparing grant applications and developing ongoing funding sources for the program.
- Planning, directing, and supervising the work of literacy support staff, volunteers, and tutors.
- Serving as literacy advocate in the community to promote and expand literacy services and programs
- Providing occasional service to patrons at public service desks

MINIMUM QUALIFICATIONS

Knowledge of:

- Current practices of adult literacy-- literacy principles, organization, objectives, trends, materials and services
- Instructional methods for teaching literacy skills using traditional and computerized technology
- Volunteer programs and coordinating volunteers
- Experience working with community groups

Ability to:

- Communicate clearly both orally and in writing
- Maintain effective relationships with community, business and special interest groups
- Develop, maintain and manage a volunteer program
- Interact and communicate successfully with people of diverse backgrounds
- Accommodate a flexible schedule including evenings and weekends

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in education, library science or a closely related field.

Experience:

Two years of professional experience working in the adult education field, preferably with experience in a literacy program. One year of experience working with community groups/organizations and/or coordinating a volunteer program.

LICENSES AND CERTIFICATES

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

FLSA Status: Exempt

CITY OF LODI

July 6, 2005

ELECTRICAL TECHNICIAN**DEFINITION**

Under general direction, specializes in low, medium and high-voltage substation work, including switching, equipment maintenance and calibration; also performs skilled work in electrical construction, maintenance and troubleshooting of electric utility facilities, such as electric generation, transmission, distribution, telemetering, communications and data systems including copper and fiber installation, testing, maintenance and repair and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class position. Positions in this class differ from the Electrician class in that they perform a wider range of skilled tasks with limited direct supervision. This class is subject to emergency call outs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Technical Services Supervisor or from other supervisors as assigned.

May perform the supervisory duties of the Technical Services Supervisor during his/her absence.

EXAMPLES OF DUTIES

This position is located in the Electric Utility Department. Duties include, but are not limited to the following:

- Install, test, calibrate, maintain, troubleshoot and repair simple and complex protective relays, regulator control and operating devices, power transformer protective and safety devices and maintain appropriate records for calibration, testing and maintenance; Install, maintain, test and repair 60-kV and 12-kV power circuit breakers; perform periodic trip testing;
- Sample, test and evaluate condition of insulating media and maintain appropriate records;
- Maintain, test and repair, 60/12-kv power transformers and load tap changers;
- Sample test and evaluate insulating oil and maintain appropriate records;
- Troubleshoot, repair, maintain and calibrate computer-based SCADA system, transducers, input devices, communication equipment and data transmission equipment; Perform periodic inspections of substation equipment and facilities and

maintain appropriate records, including building, site and yard maintenance and housekeeping;

- Perform substation high-voltage switching operations;
- Test, calibrate, maintain and repair indicating and recording instruments and measuring devices;
- Test, calibrate, maintain and repair distribution system line equipment such as transformers, capacitors, regulators, reclosers and associated control equipment;
- Test prior to energization and perform fault locating of high-voltage underground cable systems;
- Perform infrared scanning of substation and distribution equipment;

- Perform field and substation surveys to locate and determine the cause of radio and TV interference problems and make recommendations for appropriate corrective measures;
- Perform site surveys to determine and analyze power-quality conditions and make recommendations for corrective measures;
- Install, troubleshoot, maintain and repair fiber optic systems and associated equipment; Answers emergency calls during and outside of normal working hours, evaluates City emergency problems, performs troubleshooting of electrical equipment;
- Generally works independently in determining source of problems and making emergency repairs;
- Communicates with and instructs electricians and other technicians, as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- General fundamentals of electrical theory, including solid state circuitry control relaying, protection relaying, control and power switching schemes, fiber networks and installation; General tools, methods and materials used in electrical electronic, and fiber optic work;
- Instrumentation and specialized testing equipment, precision tools associated with fiber optic networks, installation and maintenance of substation transformers, controls, protection, telemetering and low through high voltage circuit breakers;
- Electrical codes including NFPA 70E, OSHA Regulations and other codes as applicable; Safe work practices and procedures including high voltage switching procedures;
- Maintenance and operation of substation, controls, power flow, protection, telemetering, fiber optic networks and data transport equipment; Tools, equipment

and methods to locate and determine the cause of radio and TV interference problems both in the field and substations;

- Tools, equipment and methods used to analyze power quality on various voltage systems;
- Safety requirements and precautions necessary while working with low medium and high voltage systems.

Ability to:

- Demonstrate a high degree of aptitude and ability for electrical, electronic, fiber optic and mechanical work;
- Work independently with limited direct supervision;
- Work as a crew member on large construction projects;
- Establish and maintain cooperative working relationships with other employees and the public;
- Prepare and write reports.
- Effectively organize information and data
- Perform maintenance, troubleshooting and repair on a wide variety of electrical and electronic equipment commonly found in a substation or distribution system.
- Install and retrofit substation equipment;
- Use precision instruments and testing equipment to obtain specified performance;
- Develop, follow preventative maintenance programs and keep appropriate records;
- Read, interpret, and update electrical drawings, plans, diagrams and specifications, sketch electrical drawings to reflect as built systems;
- Understand and carry out written and oral instructions; Make recommendations to correct both power quality and radio interference complaints on city and customer owned facilities;
- Supervise the activities of the Division during the absence of the assigned Supervisor.

EXPERIENCE AND EDUCATION

Experience

- Attainment and proof of journey status through apprentice training as an Apprentice Electrician (usually 48 months of experience) with electric utility experience as a substation Electrician or Technician. This experience typically would include performing electrical maintenance, calibration, and troubleshooting (with emphasis on substation equipment).

- Experience with solid state circuitry and computer based test equipment, control, monitoring and analysis systems and associated tools required.

Education

Completion of high school or its equivalent.

Completion of Journey Level status through apprenticeship training and work experience.

WORKING CONDITIONS

Hazardous conditions are an extremely critical factor of this job, working in close proximity to energized lines and equipment up to 60,000 volts.

Incumbents in this classification are required to:

- Use common hand tools such as hammers, saws, and screwdrivers; make precise arm-hand positioning movements when working with electrical hand tools, for example, when using a socket wrench to tighten overhead fittings; climb ladders or step to reach objects
- Make continuous, repetitive arm-hand movements when working with screwdrivers or tightening or loosening nuts and bolts
- Coordinate movement of more than one limb simultaneously and make fine, highly controlled muscular movements while operating equipment used to set such items as substation breakers
- Bend and stoop repeatedly or continually over time when working in electrical panels or picking up cones;
- Work in a variety of weather conditions with exposure when working in substations;
- Observe or monitor such items as electrical meters for compliance with safety standards;
- Make skillful, controlled manipulations of small objects when connecting bolts on breakers to live panels or working with fuses;
- Use arms above shoulder level when installing overhead conduit or fixtures;
- Work in small, confined areas, when working in a bucket truck or with panels that are difficult to access;
- Work while standing on extension ladders or lift trucks at heights greater than 25 feet, such as when servicing or repairing substation bus; hear alarms and other auditory warning devices such as vehicle back-up bells or electrical panel audible alarms;
- Use stomach and lower back muscles to support the body when lifting heavy electrical equipment during installation, or when climbing in and out of the truck cab or bucket;

- Walk over rough, uneven or rocky surfaces to access work sites in substations;
- Move electrical components or fixtures weighing up to 50 pounds short distances;
- Discriminate among and identify individual colors or match colors of electrical wires;
- Communicate orally both face to face and using a telephone or radio when receiving or communicating status of work assignments;
- Sit for extended periods of time with the ability to move about at will when working on ground level electrical facilities.

LICENSE

- Possession of a valid drivers' license issued from the California Department of Motor Vehicles.

*FLSA Status: NON-EXEMPT

CITY OF LODI

July 6, 2005

SPECIAL SERVICES MANAGER

DEFINITION

Under general direction, responsible for the supervision of a volunteer program, crime prevention program and or other projects in the Lodi Police Department.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from a Police Captain. Exercises supervision and coordination of volunteers, employee(s) assigned to crime prevention and or other functions and projects as assigned by the Chief of Police.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Recruits volunteers for assignments in the program;
- Conducts fund raising for program activities;
- Determines various job descriptions and assignments;
- Schedules, plans, and organizes program activities and work assignments;
- Coordinates with departmental personnel volunteer activities, tasks and assignments relative to divisional needs and areas of responsibility;
- Prepares program policies and procedures, job descriptions, training materials, reports and relevant program documents;
- Plans, organizes, and directs assignments, and evaluates work performance;
- Manages program budget expenditures and solicits revenue sources;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Departmental organizational structure, policies and procedures;
- Basic modern office methods, practices and procedures;
- Principles and practices of supervision, leadership and management;
- Principles and practices of budgeting and fund raising.

Ability to:

- Recruit, train, supervise and evaluate volunteers and or employees;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Give oral presentations to community groups;
- Compile and analyze report information;
- Plan, organize, direct and evaluate the work of volunteers and or employees in coordination with departmental divisions and their respective personnel.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to graduation from high school.

Experience:

Four years experience in a field involving extensive public contact, one year of which shall have been a supervisory capacity, and two years of which shall have been in a municipal law enforcement department.

LICENSES AND CERTIFICATES:

- Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

*FLSA Status: EXEMPT

RESOLUTION NO. 2005-142

A RESOLUTION OF THE LODI CITY COUNCIL CREATING JOB SPECIFICATIONS FOR INFORMATION SYSTEMS ANALYST (ISD), ENERGY SPECIALIST (EUD), AND LITERACY COORDINATOR (LIB), AMENDING JOB SPECIFICATION FOR ELECTRICAL TECHNICIAN (EUD), AND AMENDING JOB SPECIFICATION AND TITLE FOR POLICE VOLUNTEER SUPERVISOR (PD)

WHEREAS, during fiscal year 2005-06 Budget presentations, staff apprised Council that there are a number of job specifications that are in need of updates. The recommended changes will not result in salary adjustments. Staff recommends the following changes:

1. Information Systems Analyst (ISD) – It is recommended that the Data Processing Programmer Analyst position be reclassified to that of an Information Systems Analyst. This is a Mid-Management position. (Exhibit "A")
2. Energy Specialist (EUD) – This job specification is being created to fulfill a function of the Electric Utility Department that has been filled for four years by a contract individual. This is a General Services position. (Exhibit "B")
3. Literacy Services Coordinator (LIB) – This job specification is being created to fulfill a function of the Library that has been filled by a full-time benefited contract employee for four years. This service is a mainstay of library services and it is recommended that the job specification of Literacy Services Coordinator be created. This is a Mid-Management position. (Exhibit "C")
4. Electrical Technician (EUD) – The job specification is being revised to include fiber optic programming, testing, and installation duties. In addition, this position will be used as a bridge of technical knowledge through future division retirements as well as technical support for communications, power, and electrical control systems. This is an I.B.E.W. position. (Exhibit "D")
5. Special Services Manager (PD) – It is recommended that the job specification for Police Volunteer Supervisor be updated to more accurately reflect the duties being performed for this function. This position oversees, among other activities, the Police Partners Program. Staff recommends that the title of Police Volunteer Supervisor be changed to Special Services Manager. This is a Mid-Management position. (Exhibit "E")

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby create job specifications for Information Systems Analyst (ISD), Energy Specialist (EUD), and Literacy Coordinator (LIB), amend job specification for Electrical Technician (EUD), and amend job specification and title from Police Volunteer Supervisor to Special Services Manager (PD).

Dated: July 6, 2005

I hereby certify that Resolution No. 2005-142 was passed and adopted by the City Council of the City of Lodi in a regular meeting held July 6, 2005, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Hitchcock, Johnson, Mounce, and Mayor Beckman

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

CITY OF LODI

July 6 2005

INFORMATION SYSTEMS ANALYST

DEFINITION

Under general supervision, performs professional computer and related systems support work in the Information Systems Division; troubleshoots, analyzes and resolves systems and applications hardware and software problems; and performs other related work.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Information Systems Manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Provides professional level support to information technology systems in assigned area; duties include the programming, development, testing, implementation, documentation and maintenance of systems, networks, programs and application across multiple platforms and technologies.
- Maintains and provides support to existing; provides technical answers to client requests for information on system use; responds to trouble calls and requests for major systems modifications; writes, tests, debugs and installs programs.
- Provides assistance in the design and development of new systems; from client requirements, determines method of integrating new programming code into existing programs to meet user needs; develops data flow diagrams and other systems documentation used to create program specifications; designs data structures; designs and builds screens, file structures, reports, forms, and menus; maintains systems documentation and procedures.
- Performs network system administration functions; monitors and adds applications and users; administers electronic mail systems; generates system security and capacity reports.
- Provides technical support to network server administrative and maintenance operations; performs daily back up; installs and configures software; monitors and provides technical support for mainframe and Internet access; installs and configures networked equipment including modems, printers and scanners.
- Performs technical writing duties in the development and production of system documentation, instructional and procedural manuals.
- Identifies and coordinates training session for client users on assigned systems or applications; develops training schedule; designs training manuals; conducts training sessions.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information technology.
- Serves as a resource and provides highly specialized support to maintaining existing systems; assesses, reviews and conducts research on system operational problems and functionality; provides technical solutions to client on alternative systems and applications.
- Coordinates the installation and maintenance of computers, circuits, data communications equipment, printers and other peripheral equipment.
- Investigates, analyzes and resolves network related problems; resolves compatibility problems; troubleshoots network failures, router problems and telecommunications problems; recommends and implements changes and improvements.
- Monitors network security and performance; identifies unauthorized access and potential security risks; measures volume and performance of network traffic; identifies utilization and performance issues; recommends improvements to security and network performance.
- Develops, implements and maintains the City's Internet and Intranet sites; recommends design and layouts; writes code; creates database connections; develops written technical procedures; implements interactive website components; provides Internet training for City staff.
- Performs technical writing duties in the development and production of system documentation, instructional and procedural manuals.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operations, services and activities of information systems programs;
- Principles and practices of computer science and information systems;
- Methods and techniques of systems programming; methods and techniques of preparing system specifications; methods and techniques of preparing test data;
- Principles, methods and techniques used in the installation, troubleshooting and maintenance of systems and applications;
- Methods and techniques of using system design and development tools;
- Operational characteristics of a variety of computer and network systems, applications, hardware, software and peripheral equipment;
- Methods and techniques of developing technical manuals and instructional materials; operations, service and activities of local and wide area network systems;

- Methods and techniques of installing and maintaining network devices; basic principles and practices of local and wide area network administration;
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Apply a wide variety of computer programming languages; create various reports, charts and other materials from multiple layers of data;
- Detect, isolate and resolve system and application problems using logical and methodical processes;
- Read, interpret and apply technical publications, manuals and other documents;
- Install, troubleshoot, upgrade, test and support systems programs and applications;
- Provide technical support to systems design and development projects;
- Learn methods and techniques of complex design and analysis; learn principles and procedures of system quality assurance and security; learn operational characteristics of systems hardware and software in multiple environments; learn to analyze procedures and data to develop logical solution to complex system problems; learn principles and practices of local and wide area network design development and implementation;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of a Bachelor's degree in Computer Science, Business Administration, or a related field.

Experience:

Three years of increasingly responsible programming experience with assignments in systems design and analysis.

FLSA Status: EXEMPT

CITY OF LODI

July 6, 2005.

ENERGY SPECIALIST**DEFINITION**

Receives direction from the Manager, Customer Service and Programs in the performance of a variety of tasks involved in implementing energy conservation programs; to perform a variety of energy awareness and conservation duties including: conducting comprehensive on-site energy audits and inspections of equipment and energy saving measures installed in commercial, industrial and residential buildings.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Perform field visits to analyze customer's energy utilization, consumption, cost allocation and equipment efficiency;
- Interpret various data sources to provide customer with information regarding their operating efficiency, equipment performance and energy management;
- Utilize computer spreadsheet and word processing programs and various energy management equipment and software programs to produce customer reports;
- Assist in the preparation, coordination and presentation of information to community groups on energy conservation;
- Provide information to customers regarding rebates available and program eligibility standards and procedures;
- Assist customers in completing and reviewing the appropriate forms;
- Performs a variety of responsible clerical work in support of the energy conservation programs including in person and telephone, typing, preparation, duplication, assembly and distribution of documents, mail processing, bill paying, photocopying, and related tasks;
- Assist in the development and implementation of new programs and services;
- Work with various vendors and contractors to coordinate and implement programs;
- Process rebate forms, from public and contractors for reimbursement in accordance with the guidelines of the appropriate public benefits program;
- Maintain various databases in monitoring public benefit programs;
- Assist in providing information and annual reports to various State and Federal agencies;
- Maintains a variety of energy conservation related files and filing systems;
- Organize and distribute various education program materials;

- Operates personal computer, related software and peripheral equipment;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Residential and commercial building energy analysis methods;
- Basic math computations and recordkeeping procedures;
- Applicable policies, procedures and codes;
- Customer service, customer billing and conflict resolution techniques;
- Modern office practices, including the operation of personal computer, related software and peripheral equipment
- Safe work practices

Ability to:

- Analyze and comprehend information related to energy conservation use, equipment types and efficiencies;
- Interpret energy use data;
- Apply theoretical information to practical energy conservation measures;
- Install and operate electronic test equipment and interpret recorded readings;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work;
- Work with minimal supervision;
- Prepare a variety of written reports, records, and correspondence;
- Assist in the administration of various electric utility programs;
- Use and operate centralized telephone equipment, personal computer, related software and peripheral equipment;

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Three years of responsible customer service experience which has provided a basic knowledge of billing and auditing. OR a minimum of one (1) year performing energy audits of residential and/or commercial facilities.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.
- Within one year of appointment must obtain certification as an Energy Auditor issued by the California Energy Commission (CEC).

*FLSA Status: NON-EXEMPT

CITY OF LODI

July 6, 2005

LITERACY SERVICES COORDINATOR

DEFINITION

Under direction of the Library Services Director, to plan, coordinate, supervise, organize and direct the Adult Literacy Services of the Lodi Public Library.

DISTINGUISHING CHARACTERISTICS

This position works closely with library management personnel to administer and raise funds for an adult literacy program in the City of Lodi. It requires strong administrative skills combined with interpersonal sensitivity and tact, and the ability to speak in public.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Library Director and provides supervision to clerical staff, trained tutors and other program volunteers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Planning and implementation of recruitment activities for tutors and students, including outreach through community organizations, letters, notices and newsletters.
- Developing and implementing goals, programs, procedures and work standards for library literacy services.
- Arranging and coordinating the training of tutors and students including the screening, assessment and assignment of students with trained tutors
- Developing and conducting tutor orientations, training, and in-service meetings, including training and introduction into the use of the computer lab for teaching literacy skills
- Developing and continuing an ongoing public awareness campaign for the program through public speaking, press releases and other media.
- Preparing periodic reports required under grant agreements and related reports as needed including preparation and review of correspondence.
- Preparing and monitoring an annual budget for the literacy services program and preparing financial reports as needed
- Preparing grant applications and developing ongoing funding sources for the program.
- Planning, directing, and supervising the work of literacy support staff, volunteers, and tutors.
- Serving as literacy advocate in the community to promote and expand literacy services and programs
- Providing occasional service to patrons at public service desks

MINIMUM QUALIFICATIONS

Knowledge of:

- Current practices of adult literacy-- literacy principles, organization, objectives, trends, materials and services
- Instructional methods for teaching literacy skills using traditional and computerized technology
- Volunteer programs and coordinating volunteers
- Experience working with community groups

Ability to:

- Communicate clearly both orally and in writing
- Maintain effective relationships with community, business and special interest groups
- Develop, maintain and manage a volunteer program
- Interact and communicate successfully with people of diverse backgrounds
- Accommodate a flexible schedule including evenings and weekends

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in education, library science or a closely related field.

Experience:

Two years of professional experience working in the adult education field, preferably with experience in a literacy program. One year of experience working with community groups/organizations and/or coordinating a volunteer program.

LICENSES AND CERTIFICATES

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

FLSA Status: Exempt

CITY OF LODI

July 6, 2005

ELECTRICAL TECHNICIAN

DEFINITION

Under general direction, specializes in low, medium and high-voltage substation work, including switching, equipment maintenance and calibration; also performs skilled work in electrical construction, maintenance and troubleshooting of electric utility facilities, such as electric generation, transmission, distribution, telemetering, communications and data systems including copper and fiber installation, testing, maintenance and repair and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class position. Positions in this class differ from the Electrician class in that they perform a wider range of skilled tasks with limited direct supervision. This class is subject to emergency call outs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Technical Services Supervisor or from other supervisors as assigned.

May perform the supervisory duties of the Technical Services Supervisor during his/her absence.

EXAMPLES OF DUTIES

This position is located in the Electric Utility Department. Duties include, but are not limited to the following:

- Install, test, calibrate, maintain, troubleshoot and repair simple and complex protective relays, regulator control and operating devices, power transformer protective and safety devices and maintain appropriate records for calibration, testing and maintenance; Install, maintain, test and repair 60-kV and 12-kV power circuit breakers; perform periodic trip testing;
- Sample, test and evaluate condition of insulating media and maintain appropriate records;
- Maintain, test and repair, 60/12-kv power transformers and load tap changers;
- Sample test and evaluate insulating oil and maintain appropriate records;
- Troubleshoot, repair, maintain and calibrate computer-based SCADA system, transducers, input devices, communication equipment and data transmission equipment; Perform periodic inspections of substation equipment and facilities and

maintain appropriate records, including building, site and yard maintenance and housekeeping;

- Perform substation high-voltage switching operations;
- Test, calibrate, maintain and repair indicating and recording instruments and measuring devices;
- Test, calibrate, maintain and repair distribution system line equipment such as transformers, capacitors, regulators, reclosers and associated control equipment;
- Test prior to energization and perform fault locating of high-voltage underground cable systems;
- Perform infrared scanning of substation and distribution equipment;
- Perform field and substation surveys to locate and determine the cause of radio and TV interference problems and make recommendations for appropriate corrective measures;
- Perform site surveys to determine and analyze power-quality conditions and make recommendations for corrective measures;
- Install, troubleshoot, maintain and repair fiber optic systems and associated equipment; Answers emergency calls during and outside of normal working hours, evaluates City emergency problems, performs troubleshooting of electrical equipment;
- Generally works independently in determining source of problems and making emergency repairs;
- Communicates with and instructs electricians and other technicians, as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- General fundamentals of electrical theory, including solid state circuitry control relaying, protection relaying, control and power switching schemes, fiber networks and installation; General tools, methods and materials used in electrical electronic, and fiber optic work;
- Instrumentation and specialized testing equipment, precision tools associated with fiber optic networks, installation and maintenance of substation transformers, controls, protection, telemetering and low through high voltage circuit breakers;
- Electrical codes including NFPA 70E, OSHA Regulations and other codes as applicable; Safe work practices and procedures including high voltage switching procedures;
- Maintenance and operation of substation, controls, power flow, protection, telemetering, fiber optic networks and data transport equipment; Tools, equipment

and methods to locate and determine the cause of radio and TV interference problems both in the field and substations;

- Tools, equipment and methods used to analyze power quality on various voltage systems;
- Safety requirements and precautions necessary while working with low medium and high voltage systems.

Ability to:

- Demonstrate a high degree of aptitude and ability for electrical, electronic, fiber optic and mechanical work;
- Work independently with limited direct supervision;
- Work as a crew member on large construction projects;
- Establish and maintain cooperative working relationships with other employees and the public;
- Prepare and write reports.
- Effectively organize information and data
- Perform maintenance, troubleshooting and repair on a wide variety of electrical and electronic equipment commonly found in a substation or distribution system.
- Install and retrofit substation equipment;
- Use precision instruments and testing equipment to obtain specified performance;
- Develop, follow preventative maintenance programs and keep appropriate records;
- Read, interpret, and update electrical drawings, plans, diagrams and specifications, sketch electrical drawings to reflect as built systems;
- Understand and carry out written and oral instructions; Make recommendations to correct both power quality and radio interference complaints on city and customer owned facilities;
- Supervise the activities of the Division during the absence of the assigned Supervisor.

EXPERIENCE AND EDUCATION

Experience

- Attainment and proof of journey status through apprentice training as an Apprentice Electrician (usually 48 months of experience) with electric utility experience as a substation Electrician or Technician. This experience typically would include performing electrical maintenance, calibration, and troubleshooting (with emphasis on substation equipment).

- Experience with solid state circuitry and computer based test equipment, control, monitoring and analysis systems and associated tools required.

Education

Completion of high school or its equivalent.

Completion of Journey Level status through apprenticeship training and work experience.

WORKING CONDITIONS

Hazardous conditions are an extremely critical factor of this job, working in close proximity to energized lines and equipment up to 60,000 volts.

Incumbents in this classification are required to:

- Use common hand tools such as hammers, saws, and screwdrivers; make precise arm-hand positioning movements when working with electrical hand tools, for example, when using a socket wrench to tighten overhead fittings; climb ladders or step to reach objects
- Make continuous, repetitive arm-hand movements when working with screwdrivers or tightening or loosening nuts and bolts
- Coordinate movement of more than one limb simultaneously and make fine, highly controlled muscular movements while operating equipment used to set such items as substation breakers
- Bend and stoop repeatedly or continually over time when working in electrical panels or picking up cones;
- Work in a variety of weather conditions with exposure when working in substations;
- Observe or monitor such items as electrical meters for compliance with safety standards;
- Make skillful, controlled manipulations of small objects when connecting bolts on breakers to live panels or working with fuses;
- Use arms above shoulder level when installing overhead conduit or fixtures;
- Work in small, confined areas, when working in a bucket truck or with panels that are difficult to access;
- Work while standing on extension ladders or lift trucks at heights greater than 25 feet, such as when servicing or repairing substation bus; hear alarms and other auditory warning devices such as vehicle back-up bells or electrical panel audible alarms;
- Use stomach and lower back muscles to support the body when lifting heavy electrical equipment during installation, or when climbing in and out of the truck cab or bucket;

- Walk over rough, uneven or rocky surfaces to access work sites in substations;
- Move electrical components or fixtures weighing up to 50 pounds short distances;
- Discriminate among and identify individual colors or match colors of electrical wires;
- Communicate orally both face to face and using a telephone or radio when receiving or communicating status of work assignments;
- Sit for extended periods of time with the ability to move about at will when working on ground level electrical facilities.

LICENSE

- Possession of a valid drivers' license issued from the California Department of Motor Vehicles.

*FLSA Status: NON-EXEMPT

CITY OF LODI

July 6, 2005

SPECIAL SERVICES MANAGER

DEFINITION

Under general direction, responsible for the supervision of a volunteer program, crime prevention program and or other projects in the Lodi Police Department.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from a Police Captain. Exercises supervision and coordination of volunteers, employee(s) assigned to crime prevention and or other functions and projects as assigned by the Chief of Police.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Recruits volunteers for assignments in the program;
- Conducts fund raising for program activities;
- Determines various job descriptions and assignments;
- Schedules, plans, and organizes program activities and work assignments;
- Coordinates with departmental personnel volunteer activities, tasks and assignments relative to divisional needs and areas of responsibility;
- Prepares program policies and procedures, job descriptions, training materials, reports and relevant program documents;
- Plans, organizes, and directs assignments, and evaluates work performance;
- Manages program budget expenditures and solicits revenue sources;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Departmental organizational structure, policies and procedures;
- Basic modern office methods, practices and procedures;
- Principles and practices of supervision, leadership and management;
- Principles and practices of budgeting and fund raising.

Ability to:

- Recruit, train, supervise and evaluate volunteers and or employees;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Give oral presentations to community groups;
- Compile and analyze report information;
- Plan, organize, direct and evaluate the work of volunteers and or employees in coordination with departmental divisions and their respective personnel.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to graduation from high school.

Experience:

Four years experience in a field involving extensive public contact, one year of which shall have been a supervisory capacity, and two years of which shall have been in a municipal law enforcement department.

LICENSES AND CERTIFICATES:

- Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

*FLSA Status: EXEMPT