

RESOLUTION NO. 4164

APPROVING AND ADOPTING JOB SPECIFICATIONS
AND TITLES AS PREPARED AND SUBMITTED BY
STATE OF CALIFORNIA PERSONNEL BOARD
COOPERATIVE PERSONNEL SERVICES IN THAT
CERTAIN REPORT ENTITLED "CITY OF LODI
LIMITED CLASSIFICATION STUDY, 1975"

RESOLVED, that the report of State of California Personnel Board Cooperative Personnel Services entitled "City of Lodi Limited Classification Study, 1975", a copy of which is annexed hereto and made a part hereof as if set forth in full herein, be and the same is hereby approved and adopted by the City Council of the City of Lodi; and

BE IT FURTHER RESOLVED, that the job classifications and classification titles contained in the said report be and the same are hereby approved and adopted as job specifications and classification titles in the classified personnel system of the City of Lodi and said specifications and titles shall apply as of March 1, 1976.

FURTHER RESOLVED, that Resolution No. 3308-A and all other resolutions in conflict herewith are hereby repealed to the extent of any duplication or conflict herewith.

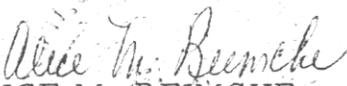
Dated: February 18, 1976

I hereby certify that Resolution No. 4164 was passed and adopted by the City Council of the City of Lodi in regular meeting held February 18, 1976 by the following vote:

Ayes: Councilmen - Ehrhardt, Hughes, Katnich,
Pinkerton and Schaffer

Noes: Councilmen - None

Absent: Councilmen - None


ALICE M. REIMCHE
City Clerk

CITY OF LODI

LIMITED POSITION CLASSIFICATION STUDY

JUNE 1975

Prepared for the
City Council

Ben Schaffer, Mayor
Richard L. Hughes, Mayor Pro Tem

Members

Ezra Ehrhardt
Walter Katnich
Jaws W. Pinkerton

Prepared by

CALIFORNIA STATE PERSONNEL BOARD
Cooperative Personnel Services
George P. Lloyd II, Supervisor

Wendell H. Coon, Survey Program Manager
Joseph A. Broderick, Assistant Survey Program Manager

Tom Eeerhartz
Survey Director

Ray Kawano
Survey Clerk

CALIFORNIA STATE PERSONNEL BOARD
LOCAL GOVERNMENT SERVICES DIVISION
COOPERATIVE PERSONNEL SERVICES

1st Floor, W9-12th Street
Sacramento 95814

714 W. Olympic Boulevard
Los Angeles 90015



Sacramento, California
January 15, 1976

City Council
city of Lodi
City Hall
221 West Pine Street
Lodi, CA 95240

Attention Mr. Henry Glavea
City Manager

Honorable Members:

We are pleased to submit the final report of recommendations resulting from the limited position classification study conducted in accordance with the agreement between our agencies.

Following submission of our preliminary report on August 29, 1975, employees, employee organization representatives, and department heads were given an opportunity to review the report and submit comments and requests for reconsideration of the recommendations made in the report.

Comments were received from, or on behalf of employees in eight job classifications. Comments covering four of the job classifications were discussed with representatives of the San Joaquin County Employees' Association during the review period. Supplemental on-the-job interviews were held with two employees who submitted comments.

The comments submitted to us, analysis of the comments, and final recommendations are discussed below.

Revised class specifications have been prepared for five classifications based on comments received during the review period. One new classification has been recommended. The revised and new class specifications are attached to this report.

COMMENTS, ANALYSIS, AND RECOMMENDATIONS

Comment

Mr. Lester L. Schlaba, whose position was recommended for the classification Equipment Service and Repair Worker, disagreed with the word "incidental" in the class specification in reference to the welding duties of his job. He stated many modifications are required of new vehicles

put into service by the Public Works Department and the classification study appears to make his welding duties secondary when, in fact, they represent an important part of his job.

Analysis

A supplemental on-the-job interview was held with Mr. Schlabs during the review period, to review his current duties and responsibilities. His position was also discussed with Mr. Richard Wiech, Building and Equipment Maintenance Supervisor, and with your Director of Public Works.

The facts obtained from these additional discussions indicate that the welding duties of Mr. Schlabs do constitute a more substantial portion of his "normal" work week than indicated by the class specification and salary range recommended for his classification. Mr. Schlabs spends approximately 50% of his time performing various welding and parts fabrication duties, and 50% of his time performing mechanical maintenance and service work of generally the same skill level as employees whose positions have been allocated to the class Mechanic.

Welding duties consist of an approximately equal mix of the less skilled welding tasks, such as welding steps, license plate brackets, and rewelding bumpers and other broken pieces on equipment, welding seat belt brackets, and building taillight brackets, to the more skilled welding tasks, such as fabricating and installing special safety guards over lights and cabs of equipment, and building special equipment stands and shelves for use in the Public Works Department.

On the basis of the additional information regarding the duties of this position and our personal inspection of examples of the kinds of fabrications and welding tasks required of Mr. Schlabs. we agree that the welding duties of this position were not fully considered in the preliminary report and justify a different job classification and some upward adjustment in salary range for this position.

Recommendation

We recommend the classification Equipment Welder-Mechanic be established for this position at salary range 27.5 This would place this new classification at salary parity with the recommended classification Sewage Plant Equipment Maintenance Worker and at a 5% salary differential below the classification Mechanic. This salary level. in our judgment, appropriately recognizes that approximately 50% of the duties of the position consists of mechanical repair work comparable to that performed by the employees in the Mechanic classification. and the remaining 50% consist of an approximately equal mix of skilled and relatively unskilled welding tasks.

A class specification for the proposed class Equipment Welder-Mechanic and revised specification for Equipment Service and Repair Worker are attached to this report.

Comment

The San Joaquin County Employees' Association requested reconsideration of the classification (Stenographer-Clerk II) recommended for the position occupied by Joyce Denton in the Parks and Recreation Department.

The SJCEA believes this position should be allocated to the classification Stenographer-Clerk III.

Analysis

A supplemental on-the-job interview was conducted for this position. On the basis of the additional information and clarifications obtained during this interview, we agree this position should be reallocated to the higher class Stenographer-Clerk III. The major considerations which we believe support reallocation to the higher classification are:

(1) the incumbent is required to supervise the work of two full-time employees; (2) the incumbent is currently required to take shorthand from the Director of the Recreation and Parks Department and from two recreation supervisor, which was not required during the initial stages of the study; (3) the incumbent is required to take charge of a substantial amount of administrative detail associated with the operation of the Recreation and Parks Department, including preparation of the agenda for the Parks and Recreation Commission and final minutes of Commission meetings, reminding department administrators of important meetings, assuming responsibility for the maintenance of contracts and other department records, and assisting with preparation of the Department budget; (4) the incumbent is required to interpret rules and regulations of the Department to a broad spectrum of community organizations, including church groups, boys' clubs, and annual grape and wine festival officials, and supervise and participate in the clerical work required to schedule a broad range of recreational activities involving large numbers of participants in the community.

The wide range and intensity of participation in the recreation program in the City of Lodi is noted on page 16 of the Preliminary Report. The position occupied by Mrs. Denton is, in summary, responsible for the accomplishment of substantial administrative detail, and supervision of all clerical work and maintenance of all records and files associated with the recreational activities administered by the City. We believe this position substantially meets the standards for allocation to the class Stenographer-Clerk III.

Recommendation

We recommend the position occupied by Joyce Denton be reallocated to the classification Stenographer-Clerk III.

Comment

The San Joaquin County Employees' Association requested reconsideration of the classification title Engineer Aid II, recommended for three positions in the Public Works Department. The SJCEA believes the variety of technical and subprofessional engineering duties performed by the employees whose positions were allocated to this class justify a change in title from Engineering Aid II to Engineering Technician. The employees' association further requested the title Supervising Engineering Aid be changed to Supervising Engineering Technician.

Analysis

The request for change in classification title submitted by the SJCEA was similarly made at the start of the study by the employees whose positions were allocated to the Engineering Aid II classification.

Survey staff agreed to contact the public agencies used by the City of Lodi for salary comparison to determine current prevailing practice with respect to the use of classification titles for subprofessional engineering positions. The information obtained as a result of this contact is described on pages 12 and 13 (concluding at the top of page 14) of the Preliminary Report. Our findings were that the title Engineering Aid II is still in common use and appropriate for the kinds of duties performed by positions allocated to this classification in the City of Lodi.

We agree with SJCEA, that the classification designation Engineering Aid may, to some members of the public, misleadingly indicate an inexperienced level of competency of an "Assistant" level of competency. It is not uncommon in public employment for employees to utilize a working title that is different from the formal job classification to which their position is assigned. For example, employees whose positions are allocated to a classification such as Stenographer-Clerk II, or Typist-Clerk II will utilize a working title of "Secretary to..." then add the name of the particular department in which they are employed. We believe it would be appropriate for employees in the Engineering Aid II classification to similarly use a working title that they believe is more descriptive of the duties they perform. A working title such as Engineering Assistant, Engineering Technician, Engineering Survey Technician. or whatever the employees and the department believe appropriate could be utilized for positions in the Engineering Aid II classification. The classification title would be retained for purposes of administering the classification and salary plan and for setting forth the standards, requirements. and examples of duties in the class specifications for this class.

Recommendation

No change.

Comment

The Assistant City Manager forwarded to us a copy of a letter from Mr. Henry B. Lucas, Business Representative of the International Brotherhood of Electrical Workers, L.U. No. 1245. requesting reconsideration of the recommendations for the position occupied by Mr. Chuck Loftus. This position was recommended for allocation to the classification Utility Materials Warehouse Worker, at salary range No. 27.5 (Salary Schedule "A"). A report dated May 7, 1975, (attached to our preliminary survey report) outlines the classification and salary recommendation for this position and the basis for these recommendations.

Mr. Lucas stated he believes the matter of classification. job duties. and rate of pay for Mr. Loftus' position should have been answered jointly by

the City and the local Union 1245 through the "meet and confer" process. Mr. Lucas did not offer any new information specifying why he believed the classification and salary recommendation for the class Utility Materials Warehouse Worker was inappropriate. Consequently, we have no basis on which to reconsider our recommendations for this classification. It is our understanding that if such additional information is received by the City, it will be forwarded to Cooperative Personnel Services.

We wish to point out that survey staff did discuss the recommendations in the May 7, 1975 report with the employee, Mr. Chuck Loftus, with Mr. Dave Curry, the Assistant Administrator of the Utilities Department, and with Mr. Lucas. The discussion covered our survey procedure and the facts of judgments leading to our recommendations for the classification Utility Materials Warehouse Worker. These discussions occurred after the above individuals had had an opportunity to review the recommendations in the report of May 7, 1975.

Recommendation

No change.

Comment

We were informed by the Assistant City Manager that the City Librarian, Mr. Leonard L. Lachendro, requested the classification title Library Attendant (recommended in the Preliminary Report) be changed to Library Assistant I and the classification title Library Assistant in the Preliminary Report be changed to Library Assistant 11. These classifications are shown on page 27 of the Preliminary Report.

Analysis

Of the survey agencies used by the City of Lodi for salary comparisons, only the Cities of Roseville and Woodland currently employ library clerical employees. These two cities use the classifications Library Assistant I and Library Assistant II. On the basis of this practice and Cooperative Personnel Services' general experience that these class titles are commonly utilized in other cities, we agree with the requested class title changes.

Recommendations

We recommend the proposed class title Library Attendant be changed to Library Assistant I. We recommend the proposed class title Library Assistant be changed to Library Assistant II. Revised class specifications showing the recommended classification titles are attached to this report.

Comment

We were advised by the Assistant City Manager that employees in the classifications Maintenance Worker I, II, and III submitted statements regarding the fact that the class specifications proposed for their positions referenced work at the Sanitary Land Fill Facility which is no longer operated by the City.

Analysis

On the basis of information from the Assistant City Manager that the Sanitary Land Fill Facility will no longer be operated by the City, we agree that statements referencing work performed at this facility should be deleted from the class specification.

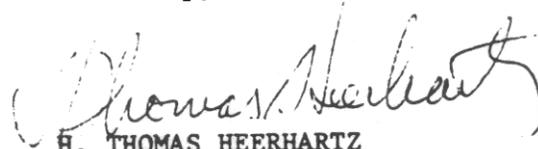
Recommendation

We recommend the revised class specifications for the classes Maintenance Worker I, II, and III attached to this report be substituted for the corresponding class specifications provided in the Preliminary Report.

We wish to emphasize that the utilization of the names of employees in discussing the above requests for reconsideration was only for the purpose of identifying the positions involved in these requests.

We again express our appreciation for the cooperation and constructive assistance provided by employees, department administrators, and representatives and spokespersons for employee organizations during the course of the survey and the review period. This survey could not have been conducted without their cooperative assistance.

Sincerely,



H. THOMAS HEERHARTZ
Survey Director

Enc .

EQUIPMENT SERVICE AND REPAIR WORKER

DEFINITION

Under general supervision, to service, adjust, and make the less difficult repairs to parks department equipment; to do welding in the fabrication of parts or repair of parks equipment; and to do related work as required.

DISTINGUISEING CHARACTERISTICS

Employees whose positions are allocated to this class spend a majority of their time performing lubrication, servicing, and minor adjustments and repair work on a variety of parks department maintenance equipment. Employees perform some welding and parts fabrication work in the maintenance and repair of equipment; however, these duties are performed incidentally to a wide variety of equipment servicing work and do not constitute a majority of assigned duties. Employees in this class may perform the less difficult mechanical repair work for parks equipment and participate in the more complex mechanical repair work; however, this is also performed incidentally to primary assignment of the servicing, adjusting, and making of minor repairs to equipment.

EXAMPLES OF DUTIES

Lubricates, services, cleans, and makes adjustments and minor repairs to a variety of parks department maintenance equipment; does tuneup work not requiring major mechanical repairs including the installation of spark plugs, points, condensers, adjustment of timing and carburation, and changing of oil and air filters on a variety of parks maintenance equipment; uses arc or acetylene welding equipment for the fabrication of parts necessary for the strengthening, repair, or minor modification of parks maintenance equipment; operates grinders to sharpen lawn mower reels and bed knives and adjusts lawn mowing equipment; recommends and may participate in more extensive and complex mechanical repairs where required.

DISTINGUISHING CHARACTERISTICS

Knowledge of:

- Methods, tools, and equipment used in the servicing and lubrication of common parks maintenance mechanical equipment;
- Operation and care of internal combustion engines.

and

Equipment Service and Repair Worker - 2

Ability to:

Service and make minor mechanical repairs to a variety of parks equipment;
Demonstrate skill in the use of hand and power tools;
Operate acetylene or arc welding equipment in the repair of parks equipment and minor fabrication of parts;
Maintain cooperative relationships with others contacted in the course of work.

and

Experience: One year of experience in the servicing and repair of parks equipment for automotive, public works, or other power-driven mechanical equipment.

EQUIPMENT WELDER-MECHANIC

DEFINITION

Under general supervision. to do welding in the repair, modification, and fabrication of parts required for the safe functioning of a variety of public works equipment; to make minor and major mechanical repairs to automotive and a variety of public works mechanical equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees whose positions are allocated to this class spend approximately one-half of their time performing a variety of welding work in the repair and modification of public works equipment and one-half of their time in the servicing and mechanical repair work of a variety of public works equipment. Assigned welding duties consist of a variety of less skilled, semiskilled, and skilled welding utilizing acetylene and arc welding equipment. Mechanical repair work involves some skilled and some less difficult mechanical repair work and equipment servicing work; however, the majority of the mechanical repair work could not be performed unless the incumbent possessed prior experience in skilled mechanical repair work and is capable of performing the full range of skilled mechanical repair work on a variety of mechanical equipment.

EXAMPLES OF DUTIES

Uses arc or acetylene welding equipment for the repair, strengthening, and fabrication of a variety of parts and modifications for public works equipment such as steps, hose racks, tail light brackets, seat belt brackets, safety racks, trailer hitches, and stands for portable power equipment; determines design, selects materials, and bracings necessary for difficult equipment modification and safety rack installations; uses welding equipment to build shelves and racks necessary for the storage of tires and other materials in the public works department; inspects, services and makes mechanical adjustments and repairs to equipment such as automobiles, trucks, tractors, graders, street sweepers, street rollers, wheel tractor loaders, backhoes, portable pumps, and hydraulic equipment; diagnoses trouble and determines extent of necessary repairs; repairs and adjusts engines, transmissions and clutches, cleans, repairs, and replaces carburetors, fuel pumps, strainer, fuel lines, gasoline tanks and gauges; wires and repairs electrical systems; makes repairs to hydraulic equipment components such as pumps, cylinders, and hoses; realigns and adjust brakes; repairs water pumps and hoses; posts repair and servicing work performed to equipment records as part of the City's preventive maintenance program.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, tools, and equipment used in making welding modifications and repairs and fabricating parts for public works equipment;
- Methods, tools, and equipment used in the servicing, repair, and overhaul of a wide variety of automotive and public works equipment;
- Operation and care of internal combustion engines.

and

Ability to:

- Operate acetylene or arc welding equipment in the fabrication of parts and repair and modification of public works equipment;
- Make skilled mechanical repairs to a variety of automotive and public works equipment;
- Accurately diagnose and determine the extent of mechanical repairs needed for a variety of public works equipment;
- Demonstrate skill in the use of hand and power tools;
- Maintain cooperative relations with others contacted in the course of work.

and

Experience: Three years of experience in the repair of automotive and other power driven equipment, including experience in the operation of arc or acetylene welding equipment in making welding repairs and modifications to public works equipment.

LIBRARY ASSISTANT I

DEFINITION

Under general supervision, to assist the public in the use of the City library; to do a variety of library clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification, after a period of training, are expected to work under general supervision in all departments of the City library, giving assistance to the public in the use of the library and performing a variety of moderately difficult clerical work in the maintenance of library files and records, and preparation of materials for use by the public.

EXAMPLES OF DUTIES

Receives and charges out books and other materials made available to the public in the City library; assists patrons with routine reference questions and in the location of shelved materials in the City library; registers new patrons; takes fines for lost, damaged and overdue books; marks books with an electric stylus; checks and repairs library films and book jackets; types and files catalog cards, accession sheets, pockets, book lists, book orders, requisitions, and bulletins; cuts stencils and ditto carbons; returns books to shelves; makes circulation counts and book counts; pastes pockets; stamps books; packs and unpacks library materials; gives information to the public in person and by telephone.

DESIRABLE QUALIFICATIONS

Knowledge of:
Clerical techniques and office practices.

and

Ability to:
Learn library terminology and standard library practices;
Learn the types and uses of library materials and the publications in the library;
Operate a typewriter and perform routine clerical work;
Make simple arithmetical computations;

Library Assistant I - 2

Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

and

Experience: One year of clerical experience.

LIBRARY ASSISTANT II

DEFINITION

Under general supervision, to perform a variety of subprofessional library work; to do responsible clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The position in this class takes charge of the technical services department of the library and performs a variety of subprofessional and responsible clerical work including the ordering of books, ordering of library of Congress catalog cards, and cataloging and recataloging of library catalog cards. Additionally, the position is responsible for training and supervising clerical work of all library attendants in the City's library.

EXAMPLES OF DUTIES

Sends order slips to book vendors and orders library of Congress catalog cards for nonfiction library materials; maintains records of books ordered and checks invoices for books received, returning books received in error; catalogs all adult and juvenile fiction library materials; types session numbers on catalog cards and types new book lists and lists for new reference books added to the City's library; recatalogs and reclassifies catalog cards for adult and juvenile materials based on changes in headings published on library of Congress cards; maintains records and coordinates the interlibrary loan program; ascertains the extent of damage and needed repairs to library materials; processes photograph records, pamphlets, and other nonbook materials received by the library; compiles lists of needed library supplies; trains, and supervises the clerical library work performed by library attendants in the City library; may assist in the operation of public desk in the library.

DESIRABLE QUALIFICATIONS

Knowledge of:

Standard technical services required in the operation of a public library;
Library terminology and practices;
Standard library clerical techniques and library services to the public.

and

Library Assistant II - 2

Ability to:

- Perform a variety of technical and subprofessional library clerical work;
- Train and supervise the work of library attendants;
- Perform less difficult reference work and assist students in other patrons in the selection of library materials;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

and

Experience: Two years of increasingly responsible experience in library clerical work.

MAINTENANCE WORKER I**DEFINITION**

Under supervision. to perform a variety of semiskilled and unskilled manual tasks in the installation, repair, and maintenance of streets, sewer, or water utilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class for maintenance positions in the Street and Sewer and Water Departments. Positions in this class perform routine unskilled laboring duties and may be in training for the semiskilled maintenance work characteristic of the Maintenance Worker II class. Under this training Concept, employees hired in the Maintenance Worker I class may reasonably expect their positions to be reallocated to the Maintenance Worker II class as they receive work assignments requiring more skill and the regular operation of trucks and light equipment. However, those positions which continue to perform the more routine, unskilled manual laboring tasks or are not required to operate trucks and light equipment on a regular basis, should remain allocated to the Maintenance Worker I class indefinitely.

EXAMPLES OF DUTIES

Works as a member of a street, water, or sewer crew, or performs routine grounds, cleaning, and maintenance tasks at the City's water pollution control plant; lifts and moves heavy objects: lifts and carries stones, boxes, gravel, dirt, asphalt, timber and other materials and equipment as directed; performs pick and shovel work in digging, widening and backfilling trenches and other excavations; sweeps, clears and cleans roadsides, gutters, curbs, culverts, catch basins and other drainage structures: removes debris and clears away undergrowth; uses such tools as shovels, rakes, jackhammers, compressors, spray rigs, and tampers; assists in preparing surfaces for painting and in applying asphalt, macadam, concrete and premixed materials to streets and other roadways; assists in raking, smoothing and tamping patches; assists in laying pipes and sewer lines; uses caulking tools to fit pipes together: assists in making taps and connections to mains; as a member of a street painting crew assists in setting cones, directing traffic, laying forms, and in cleaning and caring for equipment and supplies; at the City's water pollution control plant mows lawns, weeds and cleans grounds, removes grit from plant, washes tanks, and otherwise assists in a routine cleaning of plant facilities: in all assignments may operate power and automotive equipment temporarily or in a training capacity; cleans and maintains basic tools used on the job.

Maintenance Worker I - 2

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

The uses and purposes of various hand tools employed in basic laboring work;

The safety precautions and practices necessary in working with hand tools and heavy equipment.

and

Ability to:

Understand and accurately follow oral directions;

Perform heavy manual labor;

Work outdoors under adverse weather conditions.

and

Experience: None required.

MAINTENANCE WORKER II

DEFINITION

Under general supervision. to perform a wide variety of semiskilled work in the repair and maintenance of City streets and installation and repair of sewer and water systems or other facilities; to operate medium duty trucks and light equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees whose positions are allocated to the class Maintenance Worker II generally work as crew members in either the Street or Sewer and Water Departments. Incumbents occasionally work independently and may supervise a helper as required by the nature of the assignment. Employees whose positions are allocated to the Maintenance Worker II class are expected to perform semiskilled tasks without close or continuous supervision or to operate medium duty trucks or light equipment as a principle part of their work assignment.

EXAMPLES OF DUTIES

Breaks through, lays, rakes, builds forms as necessary, and finishes asphalt and concrete materials in the patching, repair and construction of City streets, curbs and sidewalks; removes debris from roadways, catch basins, and other City property; cleans and unplugs sewer lines; digs out and backfills trenches in performing installation and repair work on sewer and water lines; replaces broken water and sewer piping, using a variety of pipe sizes and compositions, sleeves, valves, fittings and tees; taps water mains and installs new water service; installs fire hydrants; locates and maps water lines and valves; checks City wells and the operation of water pumping equipment and performs maintenance and minor mechanical repairs as necessary; operates rollers, loaders, light tractors, medium duty trucks, and rodding machines as a regular assignment and may operate graders, bulldozers, or cranes on a temporary basis or as a training assignment; may operate a chipper when on a tree trimming crew, and assist the tree trimmer by throwing lines, lowering branches and supplying tools; paints traffic and directional symbols such as crosswalks, loading zones, bus stops and parking and center lines using stencils, tape and cords and brush and spray painting equipment; cleans and performs minor repairs on tools and equipment used in assigned work.

Maintenance Worker II - 2

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, practices, and materials used in street, sewer and water maintenance work;
- The operation and minor maintenance of power-driven equipment including medium duty trucks, loaders, chippers, and related equipment;
- Tools used in street, sewer and water construction maintenance work;
- Safe work practices.

and

Ability to:

- Perform semiskilled maintenance work related to the activities of the department to which assigned;
- Perform heavy manual labor;
- Operate assigned equipment with skill and safety;
- Understand and carry out oral and written directions;
- Maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Two years of maintenance experience comparable to that of a Maintenance Worker I in the City of Lodi, including the operation of light power-driven equipment in a training capacity.

MAINTENANCE WORKER III

DEFINITION

Under general supervision, to operate heavy automotive maintenance and construction equipment; to perform a variety of skilled and semiskilled maintenance work; to act as a lead worker; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Maintenance Worker III is distinguished by its lead responsibilities and the requirement that incumbents regularly operate heavy public works equipment with a minimum of supervision.

EXAMPLES OF DUTIES

Functions as the heavy equipment operator for a street or sewer and water crew; operates graders, bulldozers, rollers, backhoe, front end loader or cranes in the installation and repair of water and sewer pipes; when equipment operation is not required, performs a variety of semiskilled tasks in the installation and repair of water and sewer pipes, fire hydrants, and City streets, curbs and sidewalks; acts as a lead worker in the absence of the foreman.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Power equipment, tools, materials, and procedures used in sewer and water utility installation and maintenance;
The operation and minor maintenance of heavy automotive maintenance and construction equipment;
Safe work practices.

and

Maintenance Worker III - 2

Ability to:

- Perform semiskilled and skilled maintenance work;
- Operate such power-driven equipment as graders, bulldozers, cranes, and rollers;
- Perform heavy manual labor;
- Organize and supervise the work of others;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Three years of increasingly responsible experience in construction and maintenance work, including experience in the operation of a variety of construction equipment.

CALIFORNIA STATE PERSONNEL BOARD
LOCAL GOVERNMENT SERVICES DIVISION
COOPERATIVE PERSONNEL SERVICES

First Floor, 909-12th Street
Sacramento 95814

714 W. Olympic Boulevard
Los Angeles 90015



Sacramento, California
August 29, 1975

City Council
City of Lodi
City Hall
221 West Pine Street
Lodi, CA 95240

Attention Mr. Henry Glaves
City Manager

Honorable Members:

We are pleased to submit this comprehensive report of the recommendations resulting from the limited position classification study conducted in accordance with the agreement between our agencies.

This report includes an explanation of our survey objectives and procedures, allocation recommendations for all positions studied, written specifications describing all proposed classes, and special comments explaining significant recommendations. A **summary** of classification recommendations begins on page 1.

The survey staff **is** available to provide a review period for this study **if** you desire one. This would allow interested parties to submit factual information supporting disagreements they have with recommendations included in this report. The survey staff would review all comments and **prepare a letter containing our analysis of each comment and our recommendation** for its disposition. Work associated with this appeal analysis would be billed to **you on an actual cost basis** in addition to the cost of the comprehensive study.

We recommend you take this report under submission at this time and approve its distribution to all interested parties for at least a **two-week** period. Employees and other interested parties could be given the opportunity to submit written comments during this period and your administration could determine—on the basis of **comments** received—whether you wish to proceed with a review period.

city Council
City of Lodi

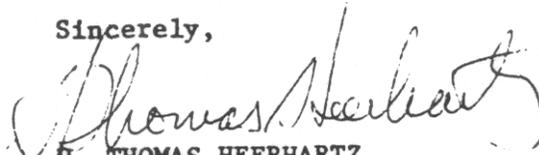
-2-

August 29, 1975

The class specifications included in this report contain desirable qualifications that we feel are job-related. This included eliminating some educational requirements for classes in which the courts have recently ruled that such requirements were not valid. The section of the BOOK OF CLASS SPECIFICATIOXS titled "Employment Standards in Class Specifications" describes this effort in more detail. Since this is a limited study covering only a portion of your classes, we recommend that you review the desirable qualifications of the remainder of your classes to eliminate any non-valid standards.

We wish to express our appreciation for the cooperation and assistance our survey staff received from all the City personnel contacted during the course of this study.

Sincerely,

A handwritten signature in cursive script, appearing to read "H. Thomas Heerhartz".

H. THOMAS HEERHARTZ
Survey Director

TABLE OF CONTENTS

| | <u>Page Number</u> | <u>Color Paper</u> |
|--|--------------------|--------------------|
| <u>Letter of Transmittal</u> | | |
| <u>Summaries of Classification Recommendations</u> | | Pink |
| Classification Recommendations | i | |
| Classes Retitled | i | |
| New Classes | i | |
| Abolished Classes | i | |
| Recommendations | ii | |
| <u>Introduction</u> | | White |
| Study Objectives | 1 | |
| Study Procedure | 1- 2 | |
| <u>The Classification Plan</u> | | White |
| What is a Classification Plan? | 3 | |
| What are the Uses of a Classification Plan? | 3 | |
| How is a Position Classified? | 3- 4 | |
| What are Allocation Factors? | 4 | |
| How are These Allocation Factors Used to Classify Positions? | 4- 5 | |
| How does Work Load Affect Classification? | 5 | |
| How do the Various Persons Involved With the Development of a Classification Plan Work Together? | 6 | |
| What About the Maintenance of the Classification Plan? | 6- 7 | |
| <u>Implementing Classification Recommendations</u> | | Blue |
| How Should Proposed Classification Recommendations be Implemented? | 8- 9 | |
| What is the Difference Between Salary Ranges and Salary Steps? | 10 | |
| Should an Employee be Changed to a Higher Classification in Order to Give a Salary Increase? | 10 | |
| What is the Relationship Between the Classification Plan and the Salary Plan? | 10-11 | |
| <u>Special Comments</u> | 12-16 | White |
| <u>Schematic List of Classes</u> | 17-19 | Pink |
| <u>Present and Proposed Class-Salary Relationship Charts</u> | 20-27 | Pink |
| <u>Position Allocation List</u> | 28-31 | Buff |

Table of Contents - 2

Color Paper

Book of Class Specifications

White

**Employment Standards in Class
Specifications**

Interpretation of Class Specifications

Class Specification Format

Alphabetical List of Classes

**Individual Specifications in
Alphabetical Order**

Report on Utility Warehouse Worker Position

White

**SUMMARY
OF
RECOMMENDATIONS**

CLASSIFICATION RECOMMENDATIONS

Number of classes in present plan 62
Number of classes in proposed plan 63

CLASSES RETITLED

| <u>Present Class Title</u> | <u>Proposed Class Title</u> |
|------------------------------|-----------------------------|
| Electrical Utility Assistant | Electrical Utility Clerk |
| Gardener Leadman | Gardener |
| Library Clerk | Library Attendant |
| Maintenance Man I | Maintenance Worker I |
| Maintenance Man II | Maintenance Worker II |
| Maintenance Man III | Maintenance Worker III |
| Park Maintenance Man I | Park Maintenance Worker I |
| Park Maintenance Man II | Park Maintenance Worker II |
| Park Maintenance Man III | Park Maintenance Worker III |

NEW CLASSES

| | |
|----------------------------------|---|
| Accounting Technician | Equipment Service and Repair Worker |
| Building Maintenance Lead Worker | Sewage Plant Equipment Maintenance Worker |
| Building Maintenance Worker | Stenographer-Transcriber |
| Clerical Trainee | |

ABOLISHED CLASSES

| | |
|-----------------------------|---------------------|
| Equipment Maintenance Man | Police Clerk |
| Laborer | Police Stenographer |
| Park Maintenance Specialist | Street Painter |

SUMMARIES OF CLASSIFICATION RECOMMENDATIONS

The table below shows the number of positions recommended for adjustment to a salary range with a higher or lower **maximum** salary than the **positions'** present classifications. The adjustments result from: (1) recommended reclassification of specific positions; or (2) adjustments of internal relationships between classes within **an** occupational group.

| Occupational Group | Percentage Adjustment by Position | | | | | | | | |
|--------------------------------------|-----------------------------------|----------|----------|----------|-----------|----------|----------|----------|-----------|
| | +10% | +7½% | +5% | +2½% | 0 | -2½% | -5% | -7½% | Total |
| Secretarial, Clerical and Related | 2 | 0 | 1 | 0 | 25 | 0 | 2 | 0 | 30 |
| Maintenance and Operations | 0 | 7 | 0 | 0 | 28 | 0 | 0 | 1 | 36 |
| Planning, Engineering and Inspection | 0 | 0 | 1 | 3 | 4 | 0 | 0 | 0 | 8 |
| Recreation and Administrative | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 |
| Total | 2 | 7 | 2 | 3 | 59 | 0 | 2 | 1 | 76 |

The Position Allocation List, starting on page **28** shows the present and proposed classifications **recommended** for each of the **76** positions studied.

Suggested methods of implementing these **recommendations** are discussed beginning on page 8.

INTRODUCTION

INTRODUCTION

STUDY OBJECTIVES

In conducting this position classification study, the staff had the following major objectives:

1. To recommend revisions in the present position classification plan so that the plan will systematically describe the kinds of work currently performed by all employees and the levels of responsibility and difficulty which that work involves.
2. To prepare complete specifications for all classes of positions studied in the survey. These specifications are the basic administrative tools used in maintaining the classification plan and in other personnel administrative activities.
3. To allocate each position to its appropriate class on the basis of the duties and responsibilities assigned at the time the position was studied.
4. To determine the appropriate salary relationships, in terms of percentage differentials, among classes within the same or closely related occupational groups, on the basis of comparative levels of assignments.

STUDY PROCEDURE

The steps followed to achieve the study objectives are listed below:

1. The project staff met with management representatives to explain the study objectives and procedures and to discuss their concerns and suggestions.
2. The project staff met with all available employees and department heads to discuss the objectives and procedures of the study. Job questionnaire forms, as shown immediately after this discussion of study procedure, were distributed. All employees were asked to describe their duties and responsibilities. Additional forms and instructions were provided for employees unable to meet with our staff.
3. Upon the independent completion of job questionnaires by employees, supervisory personnel reviewed the forms and were given the opportunity to add their comments but were asked not to change the employees' statements. The original copies were then forwarded to our office, with administration and employees retaining copies for reference purposes.

4. The project staff thoroughly analyzed each questionnaire and reviewed other pertinent classification materials such as organization, functional, and class relationship charts.
5. The information gained from the above sources was supplemented by interviewing 67% of the employees participating in the study to insure a thorough understanding of your jobs by our staff. These interview are referred to as job audits. Selection of personnel for these job audits was based on the following factors:
 - a. Major administrators and supervisors to obtain a broad overview of the various work programs.
 - b. All employees requesting an interview.
 - c. Employees filling positions in which clarification or additional information was needed or in which the existing class allocation was questionable.
 - d. Sufficient numbers of employees to provide a representative cross section of the work for a particular occupational group.

These interviews were carried out by the project staff at various work locations.

6. Based upon the information obtained from the questionnaires and audits, the project staff grouped into classes positions which were similar in kind and level. Written specifications were then developed for all classes.
7. Internal class relationships were reviewed and adjusted where necessary to insure equitable salary differentials among classes within the same or closely related occupational groups.
8. Each job classification was assigned to a specific salary range.
9. The project staff held a meeting with management to discuss our preliminary findings and recommendations, make certain our coverage was adequate, and answer any questions.
10. This comprehensive report of our findings and recommendations was prepared for consideration.

JOB DESCRIPTION FORM

Information on this form will be used to help classify or set the pay for your job. **Be clear and accurate.** Fill out completely.

- Mr.
1. Mrs.
Miss (cross out two)
2. Department..
3. Payroll Title.
4. Address where you work
5. Rate of Pay \$ a (month, hour, day)
6. Hours of work
(a) Basic work week
(b) Shift schedule (days and hours)
- Do you receive other money, quarters, meals, laundry, etc., from your job? Indicate:
.
.

7. How long have you been working for this jurisdiction?

8. Who is your immediate supervisor?
(Name) (Title)

9. I directly supervise the following employees:

| Name | Job Title |
|------|-----------|
| | |
| | |
| | |

10. I supervise through subordinates (show numbers and titles only):

| Number of employees | Job Title |
|---------------------|-----------|
| | |
| | |
| | |

11. List any machines, equipment, office appliances, or motor vehicles you are **required** to use in doing your job. Indicate whether use is occasional, frequent, or constant:

12. Indicate license, registration, or certificates required for your job:
- a. Motor Vehicle Operator's License
Class:
- b. Other ,
.

13. For office positions only:

| | Typing | Stenography |
|------------------------|--------|-------------|
| Regularly required: | _____ | _____ |
| Occasionally required: | _____ | _____ |
| Not required: | _____ | _____ |

I certify that the answers to all questions are my own and that to the best of my knowledge they are complete and correct.

Date 19

(Signed)

15b. **CERTIFICATE OF IMMEDIATE SUPERVISOR**
INDICATE BELOW:

- a. I concur entirely with employee's statement
- b. See attached memo for comments
- c. I need to discuss this with you
- (Signed)
- (Title)

15c. **CERTIFICATE OF DEPARTMENT HEAD**
INDICATE BELOW:

- a. I concur entirely with employee's statement
- b. See attached memo for comments
- c. I need to discuss this with you
- (Signed)
- (Title)

16. **This is the most important item on this form.** Describe your own job in your own words. List the duties first that take the largest amount of your time. **Estimate the amount of your working time spent on each duty.** Use percentages or number of hours or days, or a similar breakdown. You may group related duties together and give estimated time for each group. Please do **NOT** copy a standard job specification or duty statement.

% or amt of time

Attach extra sheets if more space is needed.

7. How long have you been doing the above duties for this jurisdiction?

8. In your opinion, what part of your job requires the highest skill and knowledge?

9. (Optional) if there is any other information about your position which you feel is important, enter it here. Attach extra sheets if more space is needed.

**THE
CLASSIFICATION
PLAN**

THE CLASSIFICATION PLAN

WHAT IS A CLASSIFICATION PLAN?

A classification plan is a way of systematically describing the positions and classes in a public agency. A position is a group of duties and responsibilities which are intended to be performed by one employee. A **class** is any number of positions (one or more) which are sufficiently similar in duties and responsibilities that the same job title, minimum qualifications, qualifying tests, and salary range are appropriate **for** all positions in the class.

A position classification plan attempts to describe the working situation at a given moment. It is derived from the smallest unit of organization - the position - which characteristics, like those of the overall organization, are continually changing. Consequently, as job assignments to individual positions change, the classification plan should be reviewed accordingly.

WHAT ARE THE USES OF A CLASSIFICATION PLAN?

The classification plan **is** a key personnel management tool which:

- Serves as a basis for an organized and equitable salary plan.
- Aids in recruiting and selecting qualified personnel. The description of each class, the "class specification", provides information to the agency and to job applicants as to entrance qualifications for all classes, and helps the agency determine what should be included in the examination process. It also enables current employees to see possible career ladders available to them.
- Provides a basis for analyzing training needs, developing training programs, and fostering the development of a career service within the agency.
- Provides information useful in the preparation, review, and control of a budget and the clarification of organizational problems.
- Assists management in planning for future growth and changes in services.

HOW IS A POSITION CLASSIFIED?

In classifying jobs, we are concerned with what work is being done, **not** with who, how much, or how well it **is** being done. The job itself must be analyzed - the job which actually exists as duties to be performed before an employee is hired to perform them.

A position, then, is classified after a careful study of the duties and responsibilities assigned to the position, in which a number of allocation factors are used to assist in making the proper classification decision.

WHAT ARE ALLOCATION FACTORS?

Allocation factors are job requirements which can be compared in order to measure the similarities and differences **among** positions. The most **im-**portant of these allocation factors are:

1. Kind or nature of the work.
2. Difficulty of the work - difficulty of decisions; skill, mentality, training, experience, and analytical requirements; initiative; cooperation and contact with others; complexity of duties - the variety of elements or tasks assigned, abstract concepts dealt with and the amount of new procedures to be learned.
3. Supervision - both given and received.
4. Responsibility for decisions - degree and level - consequence of errors.
5. Knowledges and abilities required - also education, certificates or licenses, and experience needed to perform the **work**.
6. Working conditions - hazards of the job.

HOW ARE THESE ALLOCATION FACTORS USED TO CLASSIFY POSITIONS?

Allocation factors are studied during the analysis of each position. They are then compared with the same elements in positions which involve similar kinds of work. Not all such factors will be pertinent to all positions and each factor is weighed in accordance with the importance of that particular factor to the kind of job under study.

Consideration of these allocation factors leads to the identification of various classes. More specifically, positions are normally divided first into groups which involve the same kind of work and then subdivided into classes based on levels of responsibility within each grouping.

Within each occupational group there may be as many as three or four different levels below the administrative level, depending upon the size and organization of a department.

The basic levels are:

1. Entry Level: This **is** usually a trainee level. Employees in entry-level classes perform the routine, repetitive tasks, and may receive training in the more complex operations of a department. These positions require no particular previous experience.
2. Working Level: **This** is the experienced, working-level group of classes. Most positions in the various occupational groups are allocated to working-level classes. The work performed at this level involves the ability to independently make decisions in procedural matters and the performance of duties of average difficulty without immediate supervision. Positions allocated to classes at this level require previous general experience in an occupational family. In many cases, employees who have completed one year in an entry-level class can expect to be eligible for promotion to a working-level class. Working-level classes generally carry a title which includes the Roman numeral II, or they carry an adjective title (which contains no Roman numeral designation).
3. Lead Supervisory Level: Classes at this level are distinguished by the following factors: (1) the work performed **is** of a specialized nature, requiring previous experience in a particular office, and (2) the assigned duties and responsibilities include exercising lead supervision over other employees. The performance of specialized or complex work, not supervision, **is** the major work assignment. Some positions requiring the performance of highly specialized and complex duties may be allocated to this level even though the positions are not assigned lead supervisory responsibilities.
4. Supervisory Level: The primary responsibility of classes at this level **is** the supervision of a group of subordinates. Supervision, rather than the performance of specialized work, **is** the key feature of classes at this level. Titles at this level often contain the terms "Senior" or "Supervising".
5. Administrative Level: Classes at this level plan, organize, direct and supervise the activities of a department. Department management, rather than the supervision of subordinates or the performance of difficult technical work, distinguishes positions in these classes.

HOW DOES WORK LOAD AFFECT CLASSIFICATION?

It doesn't. Positions are classified according to the nature and the kind of duties and responsibilities assigned to the position. The addition of more duties of the same kind to a position does not justify a higher classification. Problems of excessive work load are properly solved by re-distributing the work or adding employees, —by reclassifying existing positions.

HOW DO THE VARIOUS PERSONS INVOLVED WITH THE DEVELOPMENT OF A CLASSIFICATION PLAN WORK TOGETHER?

The development of a workable position classification plan requires the coordinated efforts of employees, supervisory and administrative personnel, and trained personnel analysts. Employees are most aware of the duties they are actually performing. Supervisory and administrative personnel are most aware of the manner in which departments are organized to accomplish their objectives. The personnel analyst translates information regarding assigned duties and departmental organization into a classification plan. The plan distinguishes between kinds and levels of duties and responsibilities in a manner which can reasonably be measured (through written tests, oral interviews, etc.). In doing this, the analyst applies his knowledge of prevailing classification practices in a way which will best assist the local agency management in carrying out its programs.

WHAT ABOUT THE MAINTENANCE OF THE CLASSIFICATION PLAN?

A classification plan is an accurate description of work performed only at the time it is prepared. The plan should not function in a manner which fixes the titles, duties, or qualifications required of employees. It is intended as a beginning rather than an end.

The process of keeping a classification plan up **to** date should begin when the plan is adopted. Changes in job duties or the addition of new responsibilities should be recognized. Class specifications should be reviewed to insure that they continue to accurately describe the duties of a class and that the qualification standards are consistent with the needs of the agency. A clear-cut procedure should be established and followed to achieve continued maintenance of the classification plan.

Regardless of the extent of classification plan maintenance, an overall review of the plan is necessary from time to time. A classification plan which is subject not only to good internal administration, but to the periodic review of outside consultants, is an asset to sound personnel administration. The frequency of these overall reviews depends on the rate of growth and change of the agency, and the amount of classification maintenance services that can be performed by its staff.

It has been the experience of Cooperative Personnel Services that general classification reviews conducted at relatively frequent intervals are less costly and less disruptive to an agency than thorough surveys conducted at intervals of five or more years.

A considerable amount of time and money is invested in a sound classification plan. Such plans require the continued attention of an administrative official or group, and the frequent attention of experienced personnel analysts. In view of the investment and the potential dividends of a well-maintained plan for employee, administrator, and taxpayer alike, the cost of organized maintenance is relatively small. The savings to be effected by improving employee morale and job satisfaction probably more than offset the cost of a maintenance program.

IMPLEMENTING CLASSIFICATION RECOMMENDATIONS

HOW SHOULD PROPOSED CLASSIFICATION RECOMMENDATIONS BE IMPLEMENTED?

During the course of this study, we analyzed the duties assigned to all positions, filled or vacant, that were referred to us. The "Position Allocation List" section of this report contains what we feel are the appropriate allocations for all positions studied. The names of incumbents are included on that list in order to identify the positions. We wish to stress the fact that we are recommending allocating positions, not people. It is a management decision to determine how incumbents will be affected by our classification recommendations. For instance, where we have recommended reallocating a position to a class with a higher salary range than the original class to which the position was allocated, there are several approaches available to management, such as transferring incumbents of the reallocated positions to vacant positions allocated to their original classes and opening the higher level positions to competitive examinations; or, reassigning the duties that justified the higher or lower allocations to positions already allocated to the appropriate classes; or moving incumbents with their positions and granting salary increases as appropriate.

Incumbents should be moved with their positions only if they meet the education and experience requirements for the class to which their position is assigned. If an employee does meet these requirements, management may allow the employee to "underfill" the position by remaining in a lower classification until the employee meets all requirements for advancement to the higher classification.

For those agencies that do not have personnel rules governing such transactions, we present the following as one possible system of implementing salary and salary-related recommendations in this report,

1. Rule 1. Classes Proposed for Movement to a Higher Salary Range

Incumbents of positions in a class that is proposed for a salary increase should move to the same steps in the proposed salary range that they were on in the lower salary range. Their anniversary dates should remain unchanged. Employees in this category are identified by the number (1) after their names on the Position Allocation List beginning on page 28.

2. Rule 2. Classes Proposed for Movement to a Lower Salary Range or Reallocation of a Position to a Class with a Lower Salary Range

- a. Incumbents of all positions in a class, or incumbents of positions reallocated to a class, that is proposed for a lower salary range with a maximum step not lower than the incumbents' current actual salaries, should continue to receive their present salaries until their next anniversary date, which remains unchanged, at which time they would be eligible to move to the step in the salary range with the next higher dollar amount, unless they were already at the maximum step.

- b. Incumbents of all positions in a class, or incumbents of positions reallocated to a class, that **is** proposed for a lower salary range with a **maximum** step ~~lower than~~ the incumbents' current **actual** salaries should continue to receive their present salaries until the **maximum** step of the range again exceeds the incumbents' actual salaries. This action **is** generally referred to as a "Y" rate and allows "freezing" rather than reducing employees' salaries. The letter "Y" should be used with these rates **on** all official pay-related records and documents until the frozen salaries again fall within the range of the class.

Incumbents who fall under Rule 2 are identified by the number (2) after their names on the Position Allocation List beginning **on** page 28.

3. Rule 3. Reallocation of a Position to a Class With a Higher or Equal Proposed Salary Range

- a. **An** employee in a position proposed for reallocation to a **different** class with a **recommended salary range** that **is** at **least 5% higher** than the **salary range recommended** for the **employee's present class** should be placed on a step in the new range that **is at least 5% higher than the step the employee would receive if the position were not proposed for reallocation**. In cases where management feels inequities have existed over substantial periods of time, management **may** grant a step placement in **excess** of the **5%** figure. The effective date of the reallocation should become the employee's new anniversary date.
- b. An employee in a position proposed for reallocation to a **class with a recommended salary range that is equal to or higher by less than 5%** than the **salary range recommended for the original class** should move to the **same** step on the range of the new class. The salary **anniversary** date should remain **unchanged**.

Incumbents, whose positions are recommended for a class with a higher **maximum** salary than their present **class** are identified by the number (3) after their names on the Position Allocation List beginning **on** page 28.

Computation of Salaries for Part-Time Positions

To present accurate salary relationships among related classes of positions, we have presented all **recommendations** based on a full monthly rate. Incumbents who **work** less than full **time** should be paid in accordance with the number of hours actually **worked**.

WHAT IS THE DIFFERENCE BETWEEN SALARY RANGES AND SALARY STEPS?

The salary range is established on the basis of comparative data for benchmark classes. A range is appropriate, however, so long as it enables an agency to recruit and retain properly qualified personnel. Of special importance is the fact that the minimum of the range becomes the initial or hiring step which the agency offers in competing for employees.

The salary steps within a salary range, on the other hand, are used as an incentive for competent employees to remain in your employment and to improve their effectiveness on the job. Movements from step to step are based on satisfactory service. Step advancements are typically granted at the end of each year of service until the top of the salary range is reached. These movements are not related in any way to wage levels in other agencies since they reflect on the individual employee and not the class or job.

From year to year, it may become necessary to reassign individual classes from their established salary range to a higher or lower salary range. This kind of change will be necessary due to increasing or decreasing salary levels for that type of employment in neighboring public agencies and private industry. It should be clearly understood that these salary range changes, whether for individual classes or for all classes in the classified service, may be expected to occur from time to time in addition to the normal step increase within the range for individual employees.

SHOULD AN EMPLOYEE BE CHANGED TO A HIGHER CLASSIFICATION IN ORDER TO GIVE A SALARY INCREASE?

A change in classification should NOT be made merely to increase an employee's salary. Classification changes should be made as the result of changes in the duties assigned to a position. Furthermore, salary range changes should not be approved in order to recognize quality of performance, length of service, or a desire for higher wages or increased prestige on the part of an employee.

If a position is comprised of duties which are consistent with a particular class, the position should not be assigned to a new or existing class at a higher range merely because the salary of the proper class is believed to be inadequate. If the salary is inadequate for one position in a class, it is inadequate for all positions in that class, and the class should be moved to a new salary range consistent with prevailing wage levels.

WHAT IS THE RELATIONSHIP BETWEEN THE CLASSIFICATION PLAN AND THE SALARY PLAN?

The classification plan provides the base upon which the salary plan is built. In public agencies an employee's salary is determined by the class to which his position has been allocated. Since salary recommendations

are based on comparative data for bench mark classes and internal relationships between bench mark and nonbench mark classes, it is important to study the positions in an agency to be sure that they are in the proper class. If a classification study shows that some positions are improperly classified, then those positions should be reallocated to an appropriate class before salary recommendations are made. If a position is improperly classified then the salary for that position will be wrong also.

SPECIAL COMMENTS

SPECIAL COMMENTS INDEX

| Class | <u>Page Number</u> |
|--|--------------------|
| Engineering Aid 11 | 12-14 |
| Electrical Utility Clerk | 14 |
| Stenographer-Transcriber | 14 |
| Utility Warehouse Worker | 15 |
| Library Attendant | 15 |
| Park Maintenance Worker II | 15 |
| Recreation Supervisor | 16 |
| Classification Titles vs. Working Titles | 16 |
| Maintenance Worker I | 16 |
| Park Maintenance Worker II | 16 |

SPECIAL COMMENTS

Engineering Aid II

Employees in this classification asked us to consider changing the title for their classification to Engineering Technician on the basis that this title **is now** in use by a **number** of the survey agencies used **by** the City of Lodi in its salary studies and by the neighboring City of Stockton.

We contacted the cities which Lodi currently uses for salary surveys (and the City of Stockton) to obtain information on the current use of the classification Engineering Technician. The Cities of Pleasanton, Fairfield, Antioch, Roseville, Manteca, and Stockton currently have the classification Engineering Technician. The City of Fairfield currently has no positions in its Engineering Technician classification and will be discontinuing the use of this classification immediately. The City of Livermore uses the class titles "Technician" and "Engineering Technician".

Of the above cities, the Cities of Livermore, Fairfield, Roseville, Manteca, and Stockton use the classification Engineering Aid in addition to the classification Engineering Technician.

Our information on the utilization of the classification Engineering Technician in the above survey agencies verifies Cooperative Personnel Services' experience that this class title is normally utilized for positions that perform a **more** difficult level of subprofessional engineering design, layout, and survey work than Engineering Aid positions and require at least three years' of subprofessional engineering experience or college education beyond the twelfth grade. One exception is Engineering Technician **in** the City of Antioch, where duties and job requirements are similar to those for Engineering Aid II in Lodi. The levels of education and experience required for the class Engineering Technician in the above cities is sham in the table below.

| <u>City</u> | <u>Education Required</u> | <u>Experience Required</u> |
|-------------|---|---|
| Pleasanton | Either: AA degree in Civil Engineering or related field and Or: High school graduation and | one year of experience three years of experience |
| Antioch | Either: Two years of college in Civil Engineering or related field Or: High school graduation and | two years of experience |
| Roseville | Either: High School graduation and Or: Two years of college and | three years of experience one year of experience |

| <u>City</u> | <u>Education Required</u> | <u>Experience Required</u> |
|-------------|--|---|
| Manteca | Either: High school graduation and Or: Two years of college and | four years of experience two years of experience |
| Livermore | High school graduation and | three years of experience |
| Stockton | Either: Two years of college with major in Civil Engineering and Or: High school graduation and | two years of experience four years of experience including two years as Senior Engineering Aid |

Although we cannot agree with the suggestion that the class title Engineering Aid II be changed to Engineering Technician in the City of Lodi to more closely reflect prevailing practice, we do believe an adjustment in the relationship between the classes Engineering Aid I and Engineering Aid II in the City of Lodi is justified. In our experience, the relationship between these classes can vary from 10% to 15% depending on the experience required and on the range and level of difficulty of assigned work at the Engineering Aid II level.

Our recommendation to increase the existing 10% differential between Engineering Aid I and Engineering Aid II to a 12½% differential is based on our evaluation of the range and difficulty of work assigned to positions at the Engineering Aid II level. The most difficult duties, in our judgment, consist of preliminary layout work for a variety of public works which currently constitutes about 20% of the assigned office duties for Engineering Aid II employees. Preliminary design and layout work is, in some surveyed agencies, performed by positions in classifications above the Engineering Aid II level. Additionally, we are impressed by the wide range of office and field sub-professional engineering duties assigned to employees in the Engineering Aid II classification.

We recognize that salary data from the most recent salary study conducted by the City of Lodi do not, alone, support the recommended increase in the salary differential between Engineering Aid I and Engineering Aid II. Our recommendation for this change in salary differential is based primarily on the strength of the subprofessional duties performed at the Engineering Aid II level and our previous experience indicating that a 124% or 15% differential is appropriate if substantial subprofessional duties are performed at the Engineering Aid II level.

The current advancement pattern from Engineering Aid I to Engineering Aid II in the City of Lodi requires two years of experience at the Engineering Aid I level. We recommend that advancements from the I to the II level in the future be based on the ability of the employee to perform the full range of

subprofessional duties assigned to the Engineering Aid II level in addition to meeting of the two year experience requirement for the higher level.

Electrical Utility Clerk

This position was previously studied by Cooperative Personnel Services in June 1970 and recommended for reallocation in that study from the classification Account Clerk to the classification Electrical Utility Assistant. Although the current job description filled out by the incumbent in this position, Mrs. D. Bohnet, indicates a lesser percentage of time spent on joint pole line calculations and other of the more difficult clerical tasks which justified the upward allocation of her position in 1970, the basic duties and responsibilities of the position have not changed substantially since 1970. We recognize that our recommendation for the classification Electrical Utility Clerk reverses (by 5%) the recommendation made in the 1970 study. The 1970 study did not, however, cover any positions at or above the level of Senior Account Clerk (Salary Range 24.5) where the classification Electrical Utility Assistant is currently allocated. This is one of the disadvantages of a limited position classification study in which the relative duties and responsibilities of other positions at a given level are not compared due to limitations on the numbers of positions studied. Although we agree with the earlier study that the overall clerical duties of the Electrical Utility Clerk position justify allocation above the Account Clerk level and the requirement for experience in an electrical utilities department, we do not believe the duties and responsibilities of the position are sufficiently difficult to justify salary parity with the class Senior Account Clerk or the existing salary relationship above the level of Stenographer Clerk III. Consequently, we have recommended downward allocation of the class Electrical Utility Clerk to Salary Range 23.5 and a title change from Electrical Utility Assistant to Electrical Utility Clerk to obtain greater consistency in the use of the title Clerk for secretarial and clerical positions in the City service.

The revised class specification for the class Electrical Utility Clerk continues to require one year of experience in an electrical utilities department for allocation to a position of this class. If the position currently filled by Mrs. Bohnet is, in the future, filled by an employee who does not have the required year of experience, the position should be downgraded to a lower level classification for a period of not less than one year until the new employee obtains the required experience in the City of Lodi Utility Department.

Stenographer-Transcriber

One position in the Police Department which is currently allocated to the classification Stenographer Clerk II has been recommended for reallocation to a new classification Stenographer-Transcriber. The duties of this position consist primarily of transcribing of police reports from machine recording. Consequently, the desired qualifications for the class Stenographer Clerk II are not appropriate for this position. The proposed classification Stenographer-Transcriber should facilitate the recruitment of an employee capable of achieving a sustained typing speed from machine recording necessary for performance in this position.

Utility Warehouse Worker

Enclosed at the end of this report are copies of an earlier report forwarded to your administration covering the class Utility Warehouseman in the Electrical Utility Department. Although this was issued as a preliminary report, we studied no additional positions in the Utility Department and therefore we consider the recommendations in this report final with respect to the position of Utility Warehouse worker.

Library Attendant

Employees in the classification Library Clerk asked us to consider changing the title for their class. Only three of the surveyed agencies utilized by the City of Lodi, the Cities of Livermore, Roseville, and Woodland, use library classifications. The City of Livermore uses the title Library Clerk. The Cities of Roseville and Woodland use the titles of Library Assistant I and Library Assistant II. Since the City of Lodi is already utilizing the classification Library Assistant for a single position, we have recommended the title Library Clerk be changed to Library Attendant to reflect the requirement that employees in this classification be capable of working in all major library departments in providing assistance to the public in person and over the telephone in utilizing the full range of library services. We believe the designation Clerk does not adequately reflect the fact that a majority of time is spent in providing assistance to the public in the use of library facilities.

Employees in the class Library Attendant also asked us to review the working conditions for their classification. Specifically, the requirement that they work on certain number of evening and Saturday shifts on a rotational basis. Since this study is limited to the classification of positions, we are not able to review whether it is prevailing practice in other Lodi survey agencies to require library employees to work evening and Saturday shifts without additional compensation. We recommend that the matter of working hours and working shifts for library employees be reviewed along with the next salary study conducted by the City of Lodi to determine if an inequity exists.

Park Maintenance Worker II

In writing the "Distinguishing Characteristics" for the classification Park Maintenance Worker II, we have attempted to clearly set forth the requirement that positions allocated to this class perform the full range of park maintenance work independently, including the frequent operation of gang mower or similar motorized equipment.

Although we found a generally sound pattern of the allocation of positions to the classes Park Maintenance Worker I and II, we did find one position, that occupied by Mr. A. Gehring, for which we could not support continued allocation to the classification Park Maintenance Worker II.

Recreation Supervisor

In reviewing the job descriptions and discussing assigned duties and responsibilities **with** the **two** employees whose positions are in this classification, we were impressed with the wide range, intensity of participation, and numbers of employees that were hired, oriented, trained, and evaluated by the **two** employees in this classification.

Although we believe the current classification title **is** appropriate to reflect assigned duties and responsibilities, we recommend that consideration be given in the next salary study conducted by the City to the range, intensity of participation, and kinds, and numbers of recreational specialists and leaders, game officials and score keepers, playground coaches, part-time instructors. and umpires hired. and supervised by the Recreational Supervisors in the City of Lodi in **relation** to positions of the **same** title in the survey cities utilized by the City of Lodi. **We** believe the City of Lodi has one of the **more** intense recreation programs with one of the widest participations of any of the cities utilized for salary comparisons by the City of **Lodi**.

Classification Titles vs. Working Titles

Several employees commented. during the course of the survey, that they did not like utilizing their classification title when speaking to the public **or** signing documents as representatives of the City. **It is common** practice for employees in public jurisdictions to use a working title in addition to their formal position classification title. Under this concept, an employee in a position allocated to the classification Typist Clerk **11**. **or** Stenographer Clerk **11**, could **use** the working title "Secretary to the Street Department" or "Secretary to the Parks and Recreation Department" in place of the classification title.

Maintenance Worker I - Mr. Ronald Hertz

The position occupied by Hr. Hertz **is** currently allocated to the class Maintenance **Man** I and recommended for allocation to the class Maintenance Worker I. In **our** judgment, this position **is** borderline and there **is** justification for reallocation to the class Maintenance Worker XI. We **recomm**end that when the employee's foreman and department head believe the employee **is** substantially performing at the Maintenance Worker **II** level, that this position be reallocated to that class.

Park Maintenance Worker II - Calvin Ost

During the course of the study, the position occupied by **Mr.** Ost was taken over by Mr. Jerry Storck. **Mr.** Ost, on the other hand, assumed the position **former**ly held by Mr. Storck. **Our** recommendations in the study assume that the above employees are performing substantially the duties of their predecessors following this position switch.

SCHEMATIC LIST OF CLASSES

AND

CLASS – SALARY

RELATIONSHIP CHARTS

SCHEMATIC LIST OF CLASSES
AND
PRESENT AND PROPOSED SALARY RANGES

| | <u>Present</u> <u>Range</u> | <u>Salary</u> | <u>Proposed</u> <u>Range</u> | <u>Salary</u> |
|--|--------------------------------|---------------|---------------------------------|---------------|
| MAINTENANCE AND OPERATIONS CLASSES | | | | |
| Park Supervisor | 34.5 | \$1254-1526 | 34.5 | \$1254-1526 |
| Street Supervisor | 34.5 | 1254-1526 | 34.5 | 1254-1526 |
| Water and Sewer Supervisor | 34.5 | 1254-1526 | 34.5 | 1254-1526 |
| Equipment and Building Maintenance Supervisor | 33.5 | 1195-1453 | 33.5 | 1195-1453 |
| Chief Sewage Plant Operator | 31.5 | 1083-1317 | 31.5 | 1083-1317 |
| Street Foreman | 31 | 1058-1286 | 31 | 1058-1286 |
| Water Services Foreman II | 31 | 1058-1286 | 31 | 1058-1286 |
| Park Foreman | 30.5 | 1031-1254 | 30.5 | 1031-1254 |
| Water Services Foreman I | 30 | 1008-1225 | 30 | 1008-1225 |
| Building Maintenance Lead Worker | New Class | | 29 | 960-1166 |
| Gardener | 29 | 960-1166 | 29 | 960-1166 |
| Mechanic | 28.5 | 936-1138 | 28.5 | 936-1138 |
| Maintenance Worker III | 28 | 914-1111 | 28 | 914-1111 |
| Building Maintenance Worker | New Class | | 27.5 | 892-1083 |
| Laboratory Technician | 27.5 | 892-1083 | 27.5 | 892-1083 |
| Park Maintenance Worker III | 27.5 | 892-1083 | 27.5 | 892-1083 |
| Sewage Plant Equipment Maintenance Worker | New Class | | 27.5 | 892-1083 |
| Swage Plant Operator | 27.5 | 892-1083 | 27.5 | 892-1083 |
| Equipment Service and Repair Worker | New Class | | 27 | 870-1058 |
| Street Sweeper Operator | 27 | 870-1058 | 27 | 870-1058 |
| Tree Trimmer | 27 | 870-1058 | 27 | 870-1058 |
| Haintenance Man II | 26 | 830-1008 | 26 | 830-1008 |
| Parking Meter Repairman-Collector | 26 | 830-1008 | 26 | 830-1008 |

Schematic List of Classes - 2

| | <u>Present</u> | <u>Salary</u> | <u>Proposed</u> | <u>Salary</u> |
|---|----------------|---------------|-----------------|---------------|
| | <u>Range</u> | | <u>Range</u> | |
| MAINTENANCE AND OPERATIONS CLASSES - Contd. | | | | |
| Park Maintenance Worker II | 25.5 | \$ 809- 982 | 25.5 | \$ 809- 982 |
| Maintenance Worker I | 24.5 | 771- 936 | 24.5 | 771- 936 |
| Park Maintenance Worker I | 24 | 753- 914 | 24 | 753- 914 |
| Janitor | 22 | 681- 829 | 22 | 681- 829 |
| PLANNING, ENGINEERING, AND INSPECTION CLASSES | | | | |
| Associate Civil Engineer | 37 | 1417-1723 | 37 | 1417-1723 |
| Chief Building Inspector | 35.5 | 1317-1601 | 35.5 | 1317-1601 |
| Assistant Civil Engineer | 34.5 | 1254-1526 | 34.5 | 1254-1526 |
| Assistant Planner | 33 | 1166-1417 | 33 | 1166-1417 |
| Junior Civil Engineer | 32 | 1111-1350 | 32 | 1111-1350 |
| Projects Officer | 32 | 1111-1350 | 32 | 1111-1350 |
| Building Inspector | 31.5 | 1083-1317 | 31.5 | 1083-1317 |
| Public Works Inspector | 30.5 | 1031-1254 | 30.5 | 1031-1254 |
| Engineering Assistant | 30 | 1008-1225 | 30 | 1008-1225 |
| Junior Planner | 30 | 1008-1225 | 30 | 1008-1225 |
| Supervising Engineering Aid | 29 | 960-1166 | 30 | 1008-1225 |
| Engineering Aid II | 27 | 870-1058 | 27.5 | 892-1083 |
| Engineering Aid I | 25 | 790- 960 | 25 | 790- 960 |
| RECREATION AND GENERAL ADMINISTRATIVE CLASSES | | | | |
| Recreation Supervisor | 30.5 | 1031-1254 | 30.5 | 1031-1254 |
| Administrative Assistant (Public Works) | 30 | 1008-1225 | 30 | 1008-1225 |

Schematic List of Classes - 3

| | <u>Present</u> | | <u>Proposed</u> | |
|---|----------------|---------------|-----------------|---------------|
| | Range | <u>Salary</u> | Range | <u>Salary</u> |
| SECRETARIAL, CLERICAL, AND RELATED CLASSES | | | | |
| Secretary to City Manager | 27 | \$870-1058 | 27 | \$870-1058 |
| Dispatcher Clerk-Jailer | 25.5 | 809- 982 | 25.5 | 809- 982 |
| Dispatcher Clerk-Matron | 25.5 | 809- 982 | 25.5 | 809- 982 |
| Meter Reader | 25.5 | 809- 982 | 25.5 | 809- 982 |
| Dispatcher Clerk-Fire | 24.5 | 771- 936 | 24.5 | 771- 936 |
| Library Assistant | 24.5 | 771- 936 | 24.5 | 771- 936 |
| Senior Account Clerk | 24.5 | 771- 936 | 24.5 | 771- 936 |
| Electrical Utility Clerk | 24.5 | 771- 936 | 23.5 | 735- 892 |
| Stenographer Clerk III | 23.5 | 735- 892 | 23.5 | 735- 892 |
| Parking Enforcement Assistant | 22.5 | 699- 850 | 22.5 | 699- 850 |
| Account Clerk | 21.5 | 666- 809 | 21.5 | 666- 809 |
| Library Attendant | 21.5 | 666- 809 | 21.5 | 666- 809 |
| Stenographer Clerk II | 21.5 | 666- 809 | 21.5 | 666- 809 |
| Stenographer-Transcriber | New Class | | 21.5 | 666- 809 |
| Typist Clerk II | 20.5 | 634- 771 | 20.5 | 634- 771 |
| Stenographer Clerk I | 19.5 | 604- 735 | 19.5 | 604- 735 |
| Telephone Operator-Receptionist | 19.5 | 604- 735 | 19.5 | 604- 735 |
| Typist Clerk I | 18.5 | 575- 699 | 18.5 | 575- 699 |
| Clerical Trainee | New Class | | 16.5 | 521- 634 |

PRESENT CLASS-SALARY RELATIONSHIP CHART

MAINTENANCE AND OPERATIONS CLASSES

| Salary Range | | | | | | | |
|--------------|-------------|---------------------|--------------------|--------------------|-----------------------------|--------------------------|-------------------------|
| 34.5 | \$1254-1526 | Street Supervisor | Park Supervisor | | Water and Sewer Supvr | | |
| 34 | 1225-1488 | | | | | | |
| 33.5 | 1195-1453 | | | | | Equip & Bldg Maint Supvr | |
| 33 | 1166-1417 | | | | | | |
| 32.5 | 1138-1382 | | | | | | |
| 32 | 1111-1350 | | | | | | |
| 31.5 | 1083-1317 | | | | Chief Sewage Plant Operator | | |
| 31 | 1058-1286 | Street Foreman | | | Water Svs Foreman II | | |
| 30.5 | 1031-1254 | | Park Foreman | | | | |
| 30 | 1008-1225 | | | | Water Svs Foreman I | | |
| | 83-119 | | | | | | |
| 29 | 960-1166 | | Gardener Leadman | | | | |
| 28.5 | 936-1138 | | | | | Mechanic | |
| 28 | 914-1111 | Maintenance Man III | | | | | |
| 27.5 | 892-1083 | Park Maint Spec | Park Maint Man III | | Sewage Plant Opr | | Laboratory Techn |
| 27 | 879-1058 | | Tree Trimmer | Street Sweeper Opr | | | |
| 26.5 | 850-1031 | | | | | Parks Equip Repair Wkr | |
| 26 | 830-1008 | Maintenance Man II | | | Street Painter | | Parking Mtr Repair-Coll |
| 25.5 | 809- 982 | | Park Maint Man II | | | Equip Maint Man | |
| 25 | 790- 960 | | | | | | |
| | 936 | Maintenance Man I | | | | | |
| 24 | 753- 914 | | Park Maint Man I | | | | |
| 23.5 | 735- 892 | | | | | | |
| 23 | 716- 870 | | | | | | |
| 22.5 | 699- 850 | Laborer | | | | | |
| 22 | 681- 829 | Janitor | | | | | |

PROPOSED CLASS-SALARY RELATIONSHIP CHART

MAINTENANCE AND OPERATIONS CLASSES

| Salary Range | | | | | | |
|--------------|-------------|------------------------|-----------------------|---------------------|-----------------------------|------------------------------|
| 34.5 | \$1254-1526 | Street Supervisor | Park Supervisor | | Water and Sewer Supvr | |
| 34 | 1225-1488 | | | | | |
| 33.5 | 1195-1453 | | | | | Equip & Bldg Maint Supvr |
| 33 | 1166-1417 | | | | | |
| | 12 | | | | | |
| 32 | 1111-1350 | | | | | |
| 31.5 | 1083-1317 | | | | Chief Sewage Plant Operator | |
| 31 | 1058-1286 | Street Foreman | | | Water Svs Foreman II | |
| 30.5 | 1031-1254 | | Park Foreman | | | |
| 30 | 1008-1225 | | | | Water Svs Foreman I | |
| 29.5 | 983-1194 | | | | | |
| 29 | 960-1166 | | Gardener | Bldg Maint Lead Wkr | | |
| 28.5 | 936-1138 | | | | | Mechanic |
| 28 | 914-1111 | Maintenance Worker III | | | | |
| 27.5 | 892-1083 | | Park Maint Worker III | Bldg Maint Worker | Sewage Plant Opr | Sewage Plant Equip Maint Wkr |
| 27 | 870-1058 | | Tree Trimmer | Street Sweeper Opr | | Equip Svs & Repair Wkr |
| | 11 | | | | | |
| 26 | 830-1008 | Maintenance Worker II | | | | Parking Mtr Repair-Coll |
| 25.5 | 809- 982 | | Park Maint Worker II. | | | |
| 25 | 790- 960 | | | | | |
| 24.5 | 771- 936 | Maintenance Worker I. | | | | |
| 24 | 753- 914 | | Park Maint Worker I | | | |
| 23.5 | 735- 892 | | | | | |
| 23 | 716- 870 | | | | | |
| 22.5 | 699- 850 | | | | | |
| 22 | 681- 829 | Janitor | | | | |

PRESENT CLASS-SALARY RELATIONSHIP CHART

PLANNING, ENGINEERING, AND INSPECTION CLASSES

Salary Range

| | | | | | | |
|------|-------------|----------------|--------------|----------------------|--------------------|------------------|
| 37 | \$1417-1723 | | | Assoc Civil Engineer | | |
| 36.5 | 1383-1682 | | | | | |
| 36 | 1350-1642 | | | | Chief Bldg Insp | |
| 35.5 | 1317-1601 | | | | | |
| 35 | 1285-1562 | | | Asst Civil Engineer | | |
| 34.5 | 1254-1526 | | | | | |
| 34 | 1225-1488 | | | | | |
| 33.5 | 1195-1453 | | | | | |
| 33 | 1166-1417 | Asst Planner | | | | |
| 32.5 | 1138-1382 | | | | | |
| 32 | 1111-1350 | | | Jr Civil Engineer | | Projects Officer |
| 31.5 | 1083-1317 | | | | Building Inspector | |
| 31 | 1058-1286 | | | | | |
| 30.5 | 1031-1254 | | | | | Public Wks Insp |
| 30 | 1008-1225 | Junior Planner | Eng Asst | | | |
| 29.5 | 983-1194 | | | | | |
| 29 | 960-1166 | | Sup Eng Aide | | | |
| 28.5 | 936-1138 | | | | | |
| 28 | 914-1111 | | | | | |
| 27.5 | 892-1083 | | | | | |
| 27 | 870-1058 | | Eng Aide II | | | |
| 26.5 | 850-1031 | | | | | |
| 26 | 830-1008 | | | | | |
| 25.5 | 809- 982 | | | | | |
| 25 | 790- 960 | | Eng Aide I | | | |
| 24.5 | 771- 936 | | | | | |

PROPOSED CLASS-SALARY RELATIONSHIP CHART

PLANNING, ENGINEERING, AND INSPECTION CLASSES

| Salary Range | | | | | | |
|--------------|-------------|-------------------|----------------|------------------------|-----------------------|---------------------|
| 37 | \$1417-1723 | | | Assoc Civil Eng | | |
| 36.5 | 1383-1682 | | | | | |
| 36 | 1350-1642 | | | | | |
| 35.5 | 1317-1601 | | | | Chief Bldg Insp | |
| 35 | 1285-1562 | | | | | |
| 34.5 | 1254-1526 | | | Asst Civil Engineer | | |
| 34 | 1225-1488 | | | | | |
| 33.5 | 1195-1453 | | | | | |
| 33 | 1166-1417 | Asst Planner | | | | |
| 32.5 | 1138-1382 | | | | | |
| 32 | 1111-1350 | | | Jr Civil Engineer | | Projects Officer |
| 31.5 | 1083-1317 | | | | Building Inspector | |
| 31 | 1058-1286 | | | | | |
| 30.5 | 1031-1254 | | | | | Public Wks Insp |
| 30 | 1008-1225 | Junior Planner | Sup Eng Aid | Eng Assistant | | |
| 29.5 | 983-1194 | | | | | |
| 29 | 960-1166 | | | | | |
| 28.5 | 936-1138 | | | | | |
| 28 | 914-1111 | | | | | |
| 27.5 | 892-1083 | | Eng Aid II | | | |
| 27 | 870-1058 | | | | | |
| 26.5 | 850-1031 | | | | | |
| 26 | 830-1008 | | | | | |
| 25.5 | 809- 982 | | | | | |
| 25 | 790- 960 | | Eng Aid. I. | | | |
| 24.5 | 771- 936 | | | | | |

PRESENT CLASS-SALARY RELATIONSHIP CHART

RECREATION AND GENERAL ADMINISTRATIVE CLASSES

Salary Range

| | | | | | |
|------------------|-------|----------------------|-------|-----------------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 31.5 \$1083-1317 | | | | | |
| 31 1058-1286 | | | | | |
| 30.5 1031-1254 | | | | Recreation Supervisor | |
| 30 1008-1225 | | Admin Asst (Pub Wks) | | | |
| 29.5 983-1194 | | | | | |
| 29 960-1166 | | | | | |
| 28.5 936-1138 | | | | | |
| 28 914-1111 | | | | | |
| 27.5 892-1083 | | | | | |
| 27 870-1058 | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PROPOSED CLASS-SALARY RELATIONSHIP CHART

RECREATION AND GENERAL ADMINISTRATIVE CLASSES

Salary Range

| | | | | | |
|---------------------|-------|-------------------------|-------|-------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 31.5 \$1083-1317 | | | | | |
| 31 1058-1286 | | | | | |
| 30.5 1031-1254 | | | | | |
| 30 1008-1225 | | Admin Asst (Pub Wks) | | | |
| 29.5 983-1194 | | | | | |
| 29 960-1166 | | | | | |
| 28.5 936-1138 | | | | | |
| 28 914-1111 | | | | | |
| 27.5 892-1083 | | | | | |
| 27 870-1058 | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PRESIDENT CLASS-SALARY RELATIONSHIP CHART

SECRETARIAL, CLERICAL, AND RELATED CLASSES

Salary Range

| | | | | | | |
|------|------------|--------------------|----------------------|-----------------|---------------------|------------------------|
| 28 | \$914-1111 | | | | | |
| 27.5 | 892-1083 | | | | | |
| 27 | 870-1058 | | Secty to City Mgr | | | |
| 26.5 | 850-1031 | | | | | |
| 26 | 830-1008 | | | | | |
| 25.5 | 809- 982 | | | Meter Reader | Disp Clk- Matron | Disp Clk- Jailer |
| 25 | 790- 960 | | | | | |
| 24.5 | 771- 936 | | | Sr Acct | Electrical | Disp Clk- Fire |
| 24 | 753- 914 | | | | | Library Assistant |
| 23.5 | 735- 692 | | Steno Clk III | | | |
| 23 | 716- 870 | | Steno Clk III | | | |
| 22.5 | 699- 850 | | | | Police | Parking Enf Asst |
| 22 | 681- 829 | | | | | |
| 21.5 | 666- 809 | | Steno Clk II | Account Clk | Police Clerk | Library Clerk |
| 21 | 650- 790 | | | | | |
| 20.5 | 634- 771 | Typist Clerk II | | | | |
| 20 | 618- 753 | | | | | |
| 19.5 | 604- 735 | | Steno Clk I | | | Telephone Opr-Recpt |
| 19 | 590- 716 | | | | | |
| 18.5 | 575- 699 | Typist Clerk I | | | | |
| 18 | 562- 681 | | | | | |
| 17.5 | 548- 666 | | | | | |
| | | | | | | |

PROPOSED CLASS-SALARY RELATIONSHIP CHART

SECRETARIAL, CLERICAL, AND RELATED CUSSES

Salary Range

| | | | | | | |
|------|------------|----------------------|----------------------|----------------------------|---------------------|----------------------|
| 28 | \$914-1111 | | | | | |
| 27.5 | 892-1083 | | | | | |
| 27 | 870-1058 | Secty to City Mgr | | | | |
| 26.5 | 850-1031 | | Accounting Techn. | | | |
| 26 | 830-1008 | | | | | |
| 25.5 | 809- 982 | | | Meter Reader | Disp Clk- Matron | Disp Clk- Jailer |
| 25 | 790- 960 | | | | | |
| 24.5 | 771- 936 | | Senior Acct Clk. | | Disp Clk- Fire | Library Assistant |
| 24 | 753- 914 | | | | | |
| 23.5 | 735- 892 | Steno Clk III | | Electrical Util. Clerks | | |
| 23 | 716- 870 | | | | | |
| 22.5 | 699- 850 | | | | | |
| 22 | 681- 829 | | | | | |
| 21.5 | 666- 809 | Steno Clk II | Account Clk. | | | Library Attendant |
| 21 | 650- 790 | | | | | |
| 20.5 | 634- 771 | Typist Clerk II | | | | |
| 20 | 618- 753 | | | | | |
| 19.5 | 604- 135 | | Steno Clk I | Telephone Opr-Recpt. | | |
| 19 | 590- 716 | | | | | |
| 18.5 | 575- 699 | Typist Clerk I | | | | |
| 18 | 562- 681 | | | | | |
| 17.5 | 548- 666 | | | | | |
| 17 | 535- 650 | | | | | |
| 16.5 | 521- 634 | Clerical Trainee | | | | |

**POSITION
ALLOCATIONS**

POSITION ALLOCATION LIST

Each position included in the study has been analyzed to identify the type and level of duties assigned and has been recommended for allocation to the appropriate class. This list contains those recommendations. The names of incumbents of the positions have been included so that all interested parties may easily interpret our recommendations. The recommendations refer to positions, not incumbents. The decision, in the case of a proposed upward or downward reallocation of a position, to move the incumbent with the position or to follow a different procedure such as opening the position to a competitive examination rests with management. In cases where current personnel rules do not cover such transactions, Cooperative Personnel Services will be available to discuss alternate methods of implementation.

| PRESENT | | PROPOSED | | Position |
|------------------------------------|-------|---|-------|------------------------|
| Title | Range | Title | Range | Currently Occupied- By |
| Recreation Supervisor | 30.5 | Recreation Supervisor II | 30.5 | Field, M. |
| Recreation Supervisor | 30.5 | Recreation Supervisor II | 30.5 | Williamson, R. |
| MAINTENANCE AND OPERATIONS CLASSES | | | | |
| Gardener Leadman | 29 | Gardener | 29 | Bender, R. |
| Parks Maintenance Specialist | 27.5 | Building Maintenance Lead Worker | 29 | Freshour, R. (3) |
| Mechanic | 28.5 | Mechanic | 28.5 | Bechthold, G. |
| Mechanic | 28.5 | Mechanic | 28.5 | Feikert, A. |
| Maintenance Man III | 28 | Maintenance Worker III | 28 | Lachenmeier, H. |
| Maintenance Man II | 26 | Building Maintenance Worker | 27.5 | Falos, J. (3) |
| Park Maintenance Man III | 27.5 | Park Maintenance Worker III | 27.5 | Mendez, J. |
| Maintenance Man II | 26 | Sewage Plant Equipment Maintenance Worker | 27.5 | Ahart, G. (3) |
| Park Maintenance Man II | 25.5 | Equipment Service and Repair Worker | 27 | Pepper, F. (3) |
| Equipment Maintenance Man | 25.5 | Equipment Service and Repair Worker | 27 | Schlabs, L. (3) |

(3) = See Rule 3 on page 9

Position Allocation List - 2

| PRESENT | | | PROPOSED | | Position |
|---|--------|--|----------------------------|-------|-----------------------|
| Title | Flange | | Title | Range | Currently Occupied By |
| MAINTENANCE AND OPERATIONS CLASSES - Contd. | | | | | |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Baltzer, W. |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Martel, A. |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Mitchell, D. |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Mittelsteadt, R. |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Pechin, D. |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Quaschnick, J. |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Rempfer, O. |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Strohmaier, J. |
| Maintenance Man II | 26 | | Maintenance Worker II | 26 | Terra, L. |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker II | 25.5 | Baumbach W. |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker II | 25.5 | Daijogo, K. |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker II | 25.5 | Devalt. K. |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker II | 25.5 | Filley, D. |
| Park Maintenance Man I | 24 | | Park Maintenance Worker II | 25.5 | Mason, D. (3) |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker II | 25.5 | Mason, E. |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker II | 25.5 | Ost, C. |
| Park Maintenance Man I | 24 | | Park Maintenance Worker II | 25.5 | Perhach, J. (3) |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker II | 25.5 | Reinbold, K. |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker II | 25.5 | Tuckerman, W. |
| Maintenance Man I | 24.5 | | Maintenance Worker I | 24.5 | Hertz. R. |
| Park Maintenance Man I | 24 | | Park Maintenance Worker I | 24 | Culbertson, J. |
| Park Maintenance Man I | 24 | | Park Maintenance Worker I | 24 | Garcia, J. |
| Park Maintenance Man II | 25.5 | | Park Maintenance Worker I | 24 | Gehring, A. (2) |

(2) = See Rule 2 on page 8-9

(3) = See Rule 3 on page 9

Position Allocation List - 3

| PRESENT | | PROPOSED | | Position |
|---|-------|-----------------------------|-------|-----------------------|
| Title | Range | Title | Range | Currently Occupied By |
| MAINTENANCE AND OPERATIONS CLASSES - Contd. | | | | |
| Park Maintenance Man I | 24 | Park Maintenance Worker I | 24 | Haupt, V. |
| Park Maintenance Man I | 24 | Park Maintenance Worker I | 24 | Patterson, J. |
| Park Maintenance Man I | 24 | Park Maintenance Worker I | 24 | Storck, J. |
| PLANNING ENGINEERING AND INSPECTION CLASSES | | | | |
| Project Officer | 32 | Projects Officer | 32 | Weimer, E. |
| Public Works Inspector | 30.5 | Public Works Inspector | 30.5 | Raverty, H. |
| Engineering Assistant | 30 | Engineering Assistant | 30 | Davis, M. |
| Engineering Assistant | 30 | Engineering Assistant | 30 | Lea, R. |
| Supervising Engineering Aid | 29 | Supervising Engineering Aid | 30 | Tamura, K. (1) |
| Engineering Aid II | 27 | Engineering Aid II | 27.5 | Okamoto, J. (1) |
| Engineering Aid II | 27 | Engineering Aid II | 27.5 | Ouye, W. (1) |
| Engineering Aid II | 27 | Engineering Aid II | 27.5 | Werbiel, D. (1) |
| SECRETARIAL, CLERICAL AND RELATED CLASSES | | | | |
| Senior Account Clerk | 24.5 | Accounting Technician | 26.5 | Formento, D. (3) |
| Library Assistant | 24.5 | Library Assistant | 24.5 | Bechthold, R. |
| Senior Account Clerk | 24.5 | Senior Account Clerk | 24.5 | Cadwallader, M. |
| Senior Account Clerk | 24.5 | Senior Account Clerk | 24.5 | Soucie, V. |
| Electrical Utility Assistant | 24.5 | Electrical Utility Clerk | 23.5 | Bohnet, D. (2) |
| Stenographer-Clerk III | 23.5 | Stenographer-Clerk III | 23.5 | Blaufus, S. |
| Stenographer-Clerk II | 21.5 | Stenographer-Clerk III | 23.5 | Crete, V. (3) |
| Police Stenographer | 22.5 | Stenographer-Clerk III | 23.5 | Masterson, J. (3) |

(1) * See Rule 1 on page 8
 (2) * See Rule 2 on page 8-9
 (3) * See Rule 3 on page 9

Position Allocation List - 4

| PRESENT | | PROPOSED | | Position |
|--|-------|------------------------------|-------|-----------------------|
| Title | Range | Title | Range | Currently Occupied By |
| SECRETARIAL, CLERICAL AND RELATED CLASSES - Contd. | | | | |
| Account Clerk | 21.5 | Account Clerk | 21.5 | Clapp, V. |
| Account Clerk | 21.5 | Account Clerk | 21.5 | Dossett, R. |
| Account Clerk | 21.5 | Account Clerk | 21.5 | Linton, D. |
| Account Clerk | 21.5 | Account Clerk | 21.5 | Motoyama, J. |
| Account Clerk | 21.5 | Account Clerk | 21.5 | Robey, J. |
| Account Clerk | 21.5 | Account Clerk | 21.5 | Schlabs, A. |
| Account Clerk | 21.5 | Account Clerk | 21.5 | Schmid, B. |
| Library Clerk | 21.5 | Library Attendant | 21.5 | Atkinson, C. |
| Library Clerk | 21.5 | Library Attendant | 21.5 | Dixon, T. |
| Library Clerk | 21.5 | Library Attendant | 21.5 | Houbein, V. |
| Library Clerk | 21.5 | Library Attendant | 21.5 | Miller, R. |
| Library Clerk | 21.5 | Library Attendant | 21.5 | Mitchell, C. |
| Library Clerk | 21.5 | Library Attendant | 21.5 | Zedeker, Z. |
| Stenographer-Clerk II | 21.5 | Stenographer-Clerk II | 21.5 | Burton, M. |
| Stenographer-Clerk II | 21.5 | Stenographer-Clerk II | 21.5 | Denton, J. |
| Stenographer-Clerk II | 21.5 | Stenographer-Clerk II | 21.5 | Heinrich, E. |
| Stenographer-Clerk II | 21.5 | Stenographer-Clerk II | 21.5 | Hunt, E. |
| Stenographer-Clerk II | 21.5 | Stenographer-Clerk II | 21.5 | Pugh, P. |
| Stenographer-Clerk II | 21.5 | Stenographer-Clerk II | 21.5 | Reynolds, K. |
| Stenographer-Clerk II | 21.5 | Stenographer- Transcriber | 21.5 | Hittle, C. |
| Police Clerk | 21.5 | Typist-Clerk II | 20.5 | Motoyama, L. (2) |
| Typist-Clerk II | 20.5 | Typist-Clerk II | 20.5 | Reed, B. |

(2) - See Rule 2 on page 8-9

CLASS SPECIFICATIONS

BOOK OF CLASS SPECIFICATIONS

EMPLOYMENT STANDARDS IN CLASS SPECIFICATIONS

The Civil Rights Act of 1964 mandated that employment decisions in private industry be made on the basis of job qualifications, not on the basis of race, religion, nationality, sex, or any other nonjob-related factor. To implement and enforce the Civil Rights Act, Congress established the Equal Employment Opportunity Commission (EEOC). The EEOC issued a set of selection standards in 1966, and revised them in 1970, under the title, "Guidelines on Employee Selection Procedures".

The United States Supreme Court, in the 1971 case of Griggs v. Duke Power Company, made the landmark decision regarding fair employment testing. The specific question to which the unanimous opinion was addressed was this: Is an employer prohibited by Title VII of the 1964 Civil Rights Act from requiring a high school education or the passing of a standardized general intelligence test as a condition of employment when (1) neither standard can be shown to be significantly related to job performance; (2) both requirements operate to disqualify minority applicants at a greater rate than White applicants (adverse effect); and (3) the jobs in question had formerly been filled only by Whites as part of an overtly discriminatory practice?

The essential elements of the Court's ruling were these:

1. Selection criteria which have the effect of discriminating against minority competitors, and which cannot be demonstrated to be job related, are illegal under the 1964 Civil Rights Act. (This places the burden of proof on the employer.)
2. The new guidelines of the EEOC express the will of Congress, and thus provide a standard for the enforcement of Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunity Act of 1972 extended the applicability of **the EEOC "Guidelines" to local government**.

The EEOC "Guidelines" impact on the content of class specifications. They state that the use of any test which adversely affects the hiring of disadvantaged group members constitutes discrimination unless (1) the test has been validated; and (2) the employer can demonstrate that alternative suitable employment procedures are unavailable. The "Guidelines" define a "test" as "any paper and pencil or performance measure used as a basis for any employment decision." Since minimum, or desirable, qualifications are tools used to screen out or rank job seekers, they fall within this definition of a "test". Their negative impact may be greater than realized since potential candidates may screen themselves out of competition upon reading the qualifications and never formally apply for some jobs.

CPS has developed class specifications describing all classes of positions included in the study. Based on our analyses of the jobs, we have developed a list of knowledges, skills, and abilities for each class

that we believe are necessary for an applicant to possess when hired in order to perform satisfactorily on the job. These are knowledges and abilities that cannot be acquired in a brief orientation.

We have included the type and quantity of experience/education that we feel can reasonably be expected to provide the necessary background. We have developed alternate patterns wherever appropriate and have developed career ladders. The type of experience/education included in the specifications possesses a substantial degree of content validity since it is based on an analysis of job content. In order to validate the quantity of experience/education, an empirical study would be required. This would be prohibitively expensive and time-consuming. Therefore, we have made a reasonable attempt to specify the minimum quantity of experience/education that could reasonably be expected to provide the requisite knowledges, skills, and abilities.

In our attempt to bring you into conformity with the law, we have eliminated some historically prevalent qualifications such as a high school diploma or college degree for classes where these requirements cannot be shown to be job related. In other cases, we have provided alternate experience/education patterns to some qualifications that have become prevailing practice but are indefensible.

In order to further comply with the law, CPS has recommended revising class titles that tend to restrict employment in a class to persons of one sex when this is not actually necessary for successful job performance.

Since it is not feasible to empirically validate the quantity of experience/education in all the class specifications and since court decisions in regard to cases involving minimum or desirable qualifications have varied to some degree, we cannot guarantee that the qualifications included in the class specifications will stand up in case of a challenge that is taken to court. However, they do represent an effort to develop reasonable job-related standards through job analyses by which to measure job applicants.

INTERPRETATION OF CLASS SPECIFICATIONS

Class Titles

The class titles in the classification plan are used as payroll titles and are intended to be generally descriptive of the type of work done by positions allocated to the class. They should not be confused with or in any way prevent the proper use of organizational or "working" titles.

Class Specifications are General Descriptions

Class specifications are descriptive and explanatory, but not restrictive. They are intended to indicate the kinds of positions allocated to various classes and should not be construed as declaring to any extent or in any way what the duties and responsibilities of any one position should be. The use of a particular expression or illustration as to duties does not exclude others not mentioned that are of a similar nature.

In determining the class to which any position should be allocated, the specification of each class should be considered in its entirety and in relation to others in the classification plan. Consideration should be given to both the general and specific duties, the responsibilities, and the qualifications required in relation to other classes.

Qualifications

The following personal qualification requirements apply to all classes though not specifically mentioned in the specification:

- Good health and freedom from disabling defects and communicable diseases; good physical condition and agility and strength commensurate with the duties of the class; honesty; sobriety; industry; initiative; resourcefulness; dependability, good judgment; good moral character and reputation; loyalty; and other related qualities.

The qualifications indicated in the specifications form the essential basis for selection of new employees in the class. The extent of a specific knowledge or ability is construed in relation to the appropriate level of difficulty of the particular class involved. Candidates who possess these knowledges and abilities to the greatest degree are considered most qualified for employment in the class insofar as these factors are concerned.

Education and experience patterns represent desirable recruitment qualifications. Persons not meeting the education and experience, or promotional qualifications where indicated, should not normally be further considered for employment in the class. Where there is no education or experience listed on a specification, we are indicating that none is required.

Format

The following page illustrates the format used for all class specifications.

CLASS TITLE

DEFINITION

The main purpose **or** function performed is briefly described here. Also included is a statement of the type **or** extent of supervision received **or** exercised. Definitions end with "...and to do related work as required" to cover emergency **or** short-term special assignments and to emphasize the fact that the specifications are descriptive, not restrictive.

DISTINGUISHING CHARACTERISTICS

This section, when used, describes the level of work in relation to higher **or** lower classes in the **same** class series, e.g., Typist Clerk I and Typist Clerk 11.

EXAMPLES OF DUTIES

A list of representative **or** illustrative examples of **work** performed by incumbents is contained in this section. All duties are not covered, nor is it necessary that incumbents actually perform all the duties included. These examples are "typical" and reflect the nature, difficulty, and responsibility of the **work**.

LICENSE

Candidates **must** have any license mentioned here.

DESIRABLE QUALIFICATIONS

Knowledge of:

Knowledges listed here should be measured, and the candidates **who** possess them in the greatest degree are considered **most** qualified **on** this selection factor.

and

Ability to:

The abilities listed here are, also, selection factors.

and

Experience: Candidates should have this much experience to **merit** consideration for **employment** in the class. Where specifically provided, additional education **may** be substituted for experience.

and

Education: Candidates should have the education indicated. **Where** specifically provided, additional experience **may** be substituted for education. **All** specifications do not contain this section. **When** specific educational requirements are not appropriate, this section is omitted.

ALPHABETICAL LIST OF CLASSES

Account Clerk
Accounting Technician

Building Maintenance Lead Worker
Building Maintenance Worker

Clerical Trainee

Electrical Utility Clerk
Electrical Utility Warehouse Worker
Engineering Aid II
Engineering Assistant
Equipment Service and Repair Worker

Gardener

Library Assistant
Library Attendant

Maintenance Worker I
Maintenance Worker II
Maintenance Worker III
Mechanic

Park Maintenance Worker I
Park Maintenance Worker II
Park Maintenance Worker III
Projects Officer
Public Works Inspector

Recreation Supervisor

Senior Account Clerk
Sevage Plant Equipment Maintenance Worker
Stenographer Clerk II
Stenographer Clerk III
Supervising Engineering Aid

Typist Clerk I
Typist Clerk II

ACCOUNT CLERK

DEFINITION

Under general supervision, to perform clerical work of average difficulty involving the keeping and reviewing of financial and statistical records; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

An employee in this class is called upon to do a wide variety of clerical work of average difficulty involving financial records, including billing, collecting, posting and checking of such records. Work assigned is usually controlled by established procedures, and is not closely supervised or checked once the employee is trained.

EXAMPLES OF DUTIES

Performs a variety of clerical work of average difficulty in keeping financial records, recording and checking financial transactions, and preparing financial or statistical statements or reports; collects, sorts and posts invoices, warrants, receipts, and other data; checks and reconciles accounts; audits and verifies claims and warrants; prepares payrolls, computing and proving deductions; maintains accounts receivable and prepares bills for services provided by the City; maintains departmental expenditure records and assigns costs to proper account; maintains journals and general ledger; prepares revenue and expenditure analysis; meets the public at the counter to receive money in payment for utility services; uses judgment within established procedures to resolve billing or utility service charge problems; personally and over the telephone answers questions regarding City utility service, billing, and collection procedures and policies; composes and types letters relating to departmental policies and procedures; types lists, reports, payrolls and other tabular material; cuts stencils and operates calculating, adding, bookkeeping, duplicating and addressing machines.

DESIRABLE QUALIFICATIONS

Knowledge of:

Financial record-keeping methods, practices, and terminology;
Office methods and procedures and common office equipment.

and

Account Clerk - 2

Ability to:

- Maintain financial and statistical records with speed and accuracy;
- Operate office machines and equipment including typewriter, calculator, and bookkeeping machines;
- Make arithmetical computations rapidly and accurately;
- Resolve problems** in accordance with established policies, regulations and procedures;
- Type at the rate of 40 words per minute;
- Deal tactfully and courteously with the general public.

and

Experience: One year of clerical experience involving financial record-keeping work.

ACCOUNTING TECHNICIAN

DEFINITION

Under direction, to supervise and participate in the maintenance of complete and interrelated city income and expenditure records utilized for budgetary controls; to supervise and participate in the preparation of monthly and annual budget status reports; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The position in this class is responsible for the maintenance of control records of city income and expenditures in all major budgetary fund categories and for the preparation of periodic reports summarizing the budget status of each major fund category. Substantial knowledge of city cost center designations and budgetary and financial transaction and accounting procedures are required for the performance of assigned duties.

EXAMPLES OF DUTIES

Supervises and personally participates in the posting of all city revenues and expenditures to proper fund accounts, and the maintenance and balancing of city general ledgers and subsidiary ledgers; supervises and participates in the preparation of monthly and annual reports of city budgetary status; resolves problems in charging and posting incomes, expenditures, and budget transfers to appropriate budget codes; audits supporting financial records and reports such as collectors' daily reports and interdepartmental memos involving fund transfers; makes and posts general ledger entries originating from journal entries; provides information on budgetary and financial status to city departments on request; audits and balances the subsidiary ledgers and general ledger prior to preparation of revenue and expenditure reports each month; prepares special monthly, quarterly, and annual reports involving Federal programs, income tax withholdings, social security and Public Employees' Retirement System accounting, and adjusting and closing entries at the conclusion of each fiscal year; orients and trains new employees and supervises the maintenance of required records.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Accounting and bookkeeping principles and procedures relating to governmental and business accounting;
- Modern office organization, equipment, and procedures;
- Principles of employee supervision and training;
- Basic principles of governmental budgeting.

and

Accounting Technician - 2

Ability to:

- Supervise and participate in the maintenance of a complex, interrelated set of financial records;
- Make determinations and resolve problems with accounting classification determinations with speed and accuracy;
- Analyze accounting data and prepare clear and accurate financial statements and reports;
- Make arithmetical calculations with speed and accuracy;
- Instruct and supervise clerical personnel;
- Establish and maintain cooperative relationships with those contacted in the course of work.

and

Experience: Four years of increasingly responsible experience in maintaining financial and statistical records, including two years of experience at a level comparable to Senior Account Clerk in the City of Lodi.

BUILDING MAINTENANCE LEAD WORKER

DEFINITION

Under general supervision, to supervise and perform a wide variety of semiskilled and skilled work in several trades in the maintenance and repair of automatic sprinkler systems, buildings, grounds, and equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The position in this class supervises and personally performs a variety of tasks in the building trades. Although work requires the use of journeymen's tools and ability to perform duties in several of the crafts, the skill required in any one field is normally less than would be required of a journeyman in that field.

EXAMPLES OF DUTIES

Supervises and performs semiskilled and skilled work in the alteration, repair, or construction of articles and structures of wood, such as room additions, partitions, counters, benches, tables, forms, and fences; supervises and participates in the installation, repair, and maintenance of automatic sprinkler system control clocks, valves, sprinkler heads, and pipelines; supervises and participates in the preparation of wood surfaces for painting and in the painting of these surfaces utilizing brush and spray equipment; supervises and personally installs and maintains building and plumbing equipment; supervises and participates in repairs to electrical appliances and fixtures including the installation of wall plugs, electrical lines, switches, flood lights and fans; supervises and participates in the building of forms, pouring and finishing of concrete for building foundations, and curbing; supervises the use of and personally uses a wide variety of hand and hand-power tools; estimates and may order material for work projects; may take charge of a larger building or grounds maintenance crew during the absence of a supervisor.

DESIRABLE QUALIFICATIONS

Knowledge of:

Methods, materials, tools, and equipment used in the building maintenance trades, such as carpentry, plumbing, electrical, and painting;

Building Maintenance Lead Worker - 2

Methods and practices followed in the maintenance of tools,
machinery, and equipment;
Safe work practices;
Techniques of supervision.

and

Ability to:

Supervise and personally perform a wide variety of semiskilled
and skilled building and sprinkler system maintenance and
repair work;
Recognize and locate conditions which require repair and
maintenance work;
Work from sketches and drawings;
Effectively supervise the work of other employees;
Establish and maintain cooperative working relationships with
those contacted in the course of work.

and

Experience: Three years of experience in semiskilled general build-
ing maintenance work of any combination of carpentry, plumb-
ing, electrical, or painting work at a level comparable to
Building Maintenance Worker in the City of Lodi.

BUILDING MAINTENANCE WORKER

DEFINITION

Under general supervision, to do a wide variety of semiskilled and skilled work in several trades in the maintenance and repair of buildings, grounds, and equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned a variety of tasks in the building trades. Although work requires the use of journeyman's tools and ability to perform duties in several of the crafts, the skill required in any one field is normally less than would be required of a journeyman in that field.

EXAMPLES OF DUTIES

Alters, repairs, or constructs articles and structures of wood, such as room additions, partitions, counters, benches, tables, forms, and fences; maintains and repairs woodwork of buildings; operates power saws, drills, and related woodworking equipment; prepares wood surfaces for painting, and applies paint, varnish, shellac, lacquer, or other protective or decorative finishes to various surfaces using brush and spray equipment; installs and maintains building plumbing equipment; repairs and replaces pipes, valves, fittings, timers and other fixtures for buildings and sprinkler systems; packs faucets and cleans out drains and obstructions in water systems; makes repairs to electrical appliances and fixtures, installs wall plugs, electrical lines, switches, flood lights and fans; builds forms, pours and finishes concrete; estimates and may order material for work projects.

DESIRABLE QUALIFICATIONS

Knowledge of:
Standard methods, materials, and equipment used in a variety of building maintenance and repair work;
Safe work practices.

and

Building Maintenance Worker - 2

Ability to:

Perform a wide variety of semiskilled and skilled building maintenance work;
Use required tools and equipment skillfully and safely;
Recognize and locate conditions which require repair and maintenance work;
Work from sketches and drawings;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Three years of experience in semiskilled general building maintenance work of any combination of carpentry, plumbing, electrical, or painting work.

CLERICAL TRAINEE

DEFINITION

Under direct supervision, to learn a variety of typing and general clerical duties **in a** training capacity; to do a variety of the more routine clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This **is** the entry and training level for employees who do not possess the educational level **or** typing skill required for the class Typist Clerk I. In this training capacity, employees are expected to obtain the experience necessary for advancement to the next higher class or to develop the typing skill which **is** required for advancement to that class. Employees perform the more routine **or** repetitive clerical tasks, and work **is** observed and reviewed during its performance and upon completion. Employees who complete the experience required for the next higher class, or develop a required typing skill, may reasonably expect their positions to be reallocated to the next higher classification.

EXAMPLES OF DUTIES

Performs a variety of clerical work including typing, proofreading, filing, checking, and recording information on records; answers telephones and waits **on** the public, giving information as required; types letters, memorandums, **or** other material, from oral directions, rough draft, notes or transcribing machine recordings; prepares offset and ditto masters and mimeograph stencils; operates adding machines and other office appliances; sorts and files documents and records according to predetermined classifications, maintaining alphabetical, index and cross reference files; **performs** routine arithmetical calculations; mails out letters, forms, and applications; receives, sorts, and distributes incoming and outgoing mail; assists in making out forms; prepares simple statistical reports.

DESIRABLE QUALIFICATIONS

Ability to:

- Perform routine clerical work, including ability to spell correctly, to use good English, and to make simple arithmetical calculations;
- Learn to operate standard office appliances and to learn office rules, methods, and policies;
- Type at a speed of 40 words a minute from clear copy, **or** develop this typing speed in a training capacity.

ELECTRICAL UTILITY CLERK

DEFINITION

Under direction, to perform responsible clerical work relating to the preparation and maintenance of cost and inventory records in the utilities department; to perform secretarial and general clerical duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

An employee in this class is required to maintain a variety of materials, job costs, and utility equipment and material inventory and cost records which require prior experience in utility company work in order to be familiar with the terminology and procedures of utility record keeping. Although judgment is required to accurately maintain required inventory and cost records, computations necessary to post to these records are done in accordance with established procedures and formula and do not require specialized mathematical or statistical skills or experience. Secretarial and general clerical is performed along with clerical work related specifically to utility department records.

EXAMPLES OF DUTIES

. From department inventory stock cards, determines prices of materials issued to and used by utility field crews; verifies accuracy of budget account codes against which material costs are charged and submits recaps of charges to the finance department; calculates labor and overhead and equipment charges against individual field utility projects and records required information on pull or transformer inventory cards; sets up depreciation schedules for poles and transformers and calculates remaining stock values for future pricing purposes; maintains maps showing transformer and pole locations; maintains purchase order records for utility departments; verifies shipments of materials and equipment received prior to releasing invoices for payment; assigns budget account numbers to invoices after verifying prices; types letters, memorandums, and electrical reports from rough draft, dictation, or verbal instructions; checks joint poles and anchor applications received from Pacific Telephone and Telegraph Company for accuracy prior to preparing billings to this Company for joint pole and anchor use; types and assembles documents required to obtain bids for utility work; recaps payroll hours worked and maintains sick leave and vacation records for departmental employees; calculates electric power statistics such as load factors and percentage of annual growth using standard formula; annually, prices, extends, and totals summary of utility department inventory; types and assembles preliminary budget documents for the department; acts as department receptionist, answers telephone, and gives information to callers and visitors on department policies and operations.

DESIRABLE QUALIFICATIONS

Knowledge of:

Terminology regarding methods, equipment, materials, and general operating procedures of an electrical utility department;

Office methods, procedures, and equipment.

and

Ability to:

Maintain statistical and financial records;

Make arithmetical calculations rapidly and accurately;

Learn, interpret, and apply departmental policy and rules;

Use judgment in resolving problems related to utility department records;

Compose correspondence independently;

Take and transcribe shorthand dictation;

Type at a speed of not less than 50 words per minute.

and

Experience: Three years of increasingly responsible clerical experience in a position involving maintenance of statistical or fiscal records, pricing of work or purchase orders, or related activities. A **minimum** of one year of experience with a utility company is required. (Applicants without this one year of specific experience should be hired in an appropriate lower level class until such experience can be obtained.)

ELECTRICAL UTILITY WAREHOUSE WORKER

DEFINITION

Under general direction, to order, receive, account for and issue electrical equipment, supplies, and tools for the utility warehouse; to perform clerical and related work as required.

EXAMPLES OF DUTIES

Maintains accurate records of City electrical utility equipment, materials and supplies; estimates future supply requirements and assists in developing procedures to assure adequate, but not excessive stock levels; receives and fills work order requisitions for equipment, materials and tools for field performance; checks purchase invoices against purchase orders. Maintains accurate ledgers for all open order accounts and prepares orders against them as required: makes entries in record books as shipments are received and inspects materials received for quantity and freedom from damage; numbers new transformers as received; keeps accurate records of parts, supplies, materials and tools issued; files copies of requisitions and delivery sheets; makes deductions and additions to perpetual inventory cards; helps in unloading shipments, places newly received items on shelves or in other designated places; keeps catalogs up to date: answers telephone and gives information concerning stock; takes periodic and special inventories; contacts suppliers, prepares purchase requisitions and audits deliveries; maintains tools (including small hydraulic) in good working order: maintains stocks of safety gloves, tape, and other supplies; sends out gloves for safety testing periodically as required; keeps premises in clean, neat, and orderly condition.

LICENSE

Possession of a valid operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Wide variety of electrical supplies, materials and equipment used in the construction and maintenance of high and low voltage lines;
- Applicable utility department safety rules.

and

Electrical Utility
Warehouse Worker - 2

Ability to:

Demonstrate an aptitude for purchasing, warehousing, and inventory control practices and techniques;
Keeps detailed and accurate records and maintains a perpetual inventory;
Prepares reports;
Make arithmetical calculations and extensions;
Follow written and oral instructions;
Type with moderate skill (25 words per minute);
Establish and maintain cooperative working relationships with other employees and the public.

and

Experience: Two years of experience in an electrical utility involved in the construction and maintenance of electric distribution systems.

ENGINEERING AID II

DEFINITION

Under general supervision, to perform subprofessional engineering office and field work involving surveying and drafting; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this class perform a wide variety of office and field subprofessional engineering work. Employees normally rotate annually between office and field assignments and are expected to be proficient in a variety of subprofessional duties in both assignments.

EXAMPLES OF DUTIES

On field assignments, operates transits and levels to determine distances, layout curves and establish ties in the preparation of a variety of preliminary locations, construction, property, and other survey work; may serve as a working survey party chief in less complex assignments, working independently with rodman and chainman in the observation, computing, and recording of field data; determines lines, angles, distances, elevations, and keeps field notes of readings and observations; cleans and adjusts survey instruments; calculates cuts and fills for pipe and street work.

In the office, uses drafting instruments; performs layout work on less complex public works projects; makes rough layouts, tracings, drawings, diagrams, and maps for public works projects; performs the computing and drafting operations involved in checking and reducing field survey notes; calculates distances, ties, angles, areas, stations, traverses and closures; lays out, draw, inks, traces, checks, and keeps maps up to date; refers to public records to obtain information necessary for projects.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of algebra, geometry and trigonometry;
Nomenclature, symbols, methods, practices, techniques, and
instruments used in drafting and mapping.

and

Engineering Aid II - 2

Ability to:

- Perform a variety of office and field subprofessional engineering work;
- Collect and analyze data;
- Transpose drawings and diagrams and prepare neat and accurate tracings;
- Interpret engineering maps, plans, specifications and legal descriptions;
- Understand and apply laws, rules and regulations;
- Establish and maintain cooperative working relationships.

and

Experience: One year of subprofessional engineering or drafting experience involving office and field experience.

ENGINEERING ASSISTANT

DEFINITION

Under general supervision, to perform difficult subprofessional engineering office and field work; to conduct traffic engineering studies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this class are expected to perform difficult subprofessional engineering work in the office or in the field requiring substantial independent judgment, performance with minimum supervision, and substantial knowledge and experience in subprofessional engineering work. Employees may be expected to supervise other subprofessional engineering staff in the performance of field survey work.

EXAMPLES OF DUTIES

When assigned to field surveys, acts as chief of survey party crew; sets line and grade for city public works projects and supervises work of Engineering Aids engaged in field surveys; makes topographic surveys for future public works projects including street widening and curb and gutter installation; makes property surveys necessary for topographic maps or for newly acquired properties; exercises judgment in staking out public works construction jobs in accordance with engineering plans; uses drafting instruments and other engineering aids in the office to perform the computing and drafting operation involved in checking and reducing field and survey notes; calculates distances, ties, angles, areas, stations, transverses and enclosures; computes grades and profiles.

When assigned to traffic engineering studies, conducts such studies including vehicular and pedestrian volumes, prevailing speeds, accidents, parking patterns; prepares written reports of traffic engineering studies including charts, maps, diagrams and photographs necessary for the installation of traffic control devices; drafts city resolutions and ordinances pertaining to traffic signal installations; prepares documents such as property descriptions, annexation descriptions, deeds, easements, and easement vacations; calculates distances, angles, transverses, enclosures, and makes drawings for property descriptions; answers complaints from the public regarding curb, gutter, sidewalk and driveway maintenance and repairs.

Engineering Assistant - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of algebra, geometry, and trigonometry and their applications to subprofessional engineering work;
Principles and tools used in engineering field survey work;
Engineering drafting methods, techniques, and equipment;
Traffic survey methods and procedures.

and

Ability to:

Act as field survey party chief and personally perform a variety of difficult subprofessional field and office engineering work;
Interpret engineering maps, plans, specifications and legal descriptions;
Make accurate engineering computations;
Transpose drawings and diagrams and prepare neat and accurate tracings;
Prepare clear and accurate notes and reports;
Interpret laws, rules and regulations;
Establish and maintain cooperative working relationships.

and

Experience: Two years of subprofessional engineering experience at a level comparable to Engineering Aid II in the City of Lodi.

EQUIPMENT SERVICE AND REPAIR WORKER

DEFINITION

Under general supervision, to service, adjust, and make the less difficult repairs to public works **or** parks equipment; to do welding in the fabrication of parts or repair of equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees whose positions are allocated to this class spend a majority of their time performing lubrication, servicing, and minor adjustment and repair work on a variety of public works and parks maintenance equipment. Employees perform ~~some~~ welding and parts fabrication work in the maintenance and repair of equipment, however, these duties are performed incidentally to a wide variety of equipment servicing work and do not constitute a majority of assigned duties. Employees in this class ~~may~~ perform the less difficult mechanical repair work for public works and parks equipment and participate in the more complex mechanical repair work, however, this is also performed incidentally to primary assignment of the servicing, adjusting, and making of minor repairs to equipment.

EXAMPLES OF DUTIES

Lubricates, services, and makes adjustments and minor repairs to a variety of public works or parks maintenance equipment; does ~~tuneup~~ work not requiring major mechanical repairs including the installation of spark plugs, points, ~~condensors~~, adjustment of timing and carburation, adjustment of brakes, and changing of oil and air filters on a variety of public works and parks maintenance equipment; checks and adjusts brakes; installs water pumps, seals, and makes other less difficult mechanical repairs; uses arc or acetylene welding equipment for the fabrication of parts such as ~~trailer~~ hitches, steps, racks, **or** for the repair of frames of park maintenance equipment; services and makes minor repairs to hydraulic equipment including the replacement of seals and servicing of hydraulic fluid levels; operates grinders to sharpen lawn ~~mower~~ reels and bed knives and adjusts ~~lawn~~ mowing equipment; recommends and ~~may~~ participate in more extensive and complex mechanical repairs where required.

Equipment Service and
Repair Worker - 2

DISTINGUISHING CHARACTERISTICS

Knowledge of:

Methods, tools, and equipment used in the servicing and lubrication of automotive and other mechanical equipment;
Operation and care of internal combustion engines.

and

Ability to:

Service and make minor mechanical repairs to a variety of public works or parks equipment;
Demonstrate skill in the use of hand and power tools;
Operate acetylene or arc welding equipment in the fabrication of parts or repair of equipment;
Maintain cooperative relationships with others contacted in the course of work.

and

Experience: One year of experience in the servicing and repair of automotive, public works, or other power driven mechanical equipment.

GARDENER

DEFINITION

Under direction. to plan, supervise and participate in the skilled gardening program of the City; and to do related work as required.

EXAMPLES OF DUTIES

Plans, supervises a small crew of Park Maintenance Workers, and participates in the propagating, transplanting, cultivating, trimming, spraying, fertilizing, pruning, and watering of trees, shrubs, and flowers; inspects plants for insects and diseases and sees that they are properly watered, cultivated and sprayed; inspects lawns and establishes or alters fertilizer and irrigation programs depending on the particular needs of each area; supervises and participates in the preparation and planting of new lawn areas; plans and advises on the planting and remodeling of flowers and shrubbery beds in parks and around City buildings: selects and prepares requisitions for current and yearly seed, plant, insecticide, fungicide, and other gardening supplies; works with the Park Supervisor in planning schedules for the construction of new parks and landscaping of park areas; maintains and makes repairs to hoses, tools and equipment; may operate light trucks to haul rubbish and supplies.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and methods of general gardening, with particular reference to the propagation, planting, transplanting, and care of flowers, trees, and shrubs;
Plant cultivation, irrigation, spraying, and fertilization;
Plant diseases and pests;
Plant insect and disease control;
Soil preparation;
Gardening tools and equipment.

and

Ability to:

Apply the principles and methods of skilled gardening work;
Train and supervise the work of other employees;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

and

Experience: Four years of increasingly responsible experience in gardening, nursery, or greenhouse work.

LIBRARY ASSISTANT

DEFINITION

Under general supervision, to perform a variety of subprofessional library work; to do responsible clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The position in this class takes charge of the technical services department of the library and performs a variety of subprofessional and responsible clerical work including the ordering of books, ordering of library of Congress catalog cards, and cataloging and recataloging of library catalog cards. Additionally, the position **is** responsible for training and supervising clerical work of all library attendants **in** the City's library.

EXAMPLES OF DUTIES

Sends order slips to book vendors and orders library of Congress catalog cards for nonfiction library materials; maintains records of books ordered and checks invoices for books received, returning books received in error; catalogs all adult and juvenile fiction library materials; types session numbers on catalog cards and types **new** book lists and lists for **new** reference books added to the City's library; ~~recatalogs~~ and reclassifies catalog cards for adult and juvenile materials based on changes in headings published on library of Congress **cards**; maintains records and coordinates the interlibrary loan program; ascertains the extent of damage and needed repairs to library materials; processes photograph records, pamphlets, and other nonbook materials received by the library; compiles lists of needed library supplies; trains, and supervises the clerical library work performed by library attendants in the City library; may assist in the operation of public desk in the library.

DESIRABLE QUALIFICATIONS

Knowledge of:

Standard technical services required in the operation of a public library;
Library terminology and practices;
Standard library clerical techniques and library services to the public.

and

Library Assistant - 2

Ability to:

- Perform a variety of technical and subprofessional library clerical work;
- Train and supervise the work of library attendants;
- Perform less difficult reference work and assist students in other patrons in the selection of library materials;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

and

Experience: **Two** years of increasingly responsible experience in library clerical work.

LIBRARY ATTENDANT

DEFINITION

Under general supervision, to assist the public in the use of the City library; to do a variety of library clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification, after a period of training, are expected to work under general supervision in all departments of the City library, giving assistance to the public in the use of the library and performing a variety of moderately difficult clerical work in the maintenance of library files and records, and preparation of materials for use by the public.

EXAMPLES OF DUTIES

Receives and charges out books and other materials made available to the public in the City library; assists patrons with routine reference questions and in the location of shelved materials in the City library; registers new patrons; takes fines for lost, damaged and overdue books; marks books with an electric stylus; checks and repairs library films and book jackets; types and files catalog cards, accession sheets, pockets, book lists, book orders, requisitions, and bulletins; cuts stencils and ditto carbons; returns books to shelves; makes circulation counts and book counts; pastes pockets; stamps books; packs and unpacks library materials; gives information to the public in person and by telephone.

DESIRABLE QUALIFICATIONS

Knowledge of:

Clerical techniques and office practices.

and

Ability to:

Learn library terminology and standard library practices;

Learn the types and uses of library materials and the publications in the library;

Operate a typewriter and perform routine clerical work;

Make simple arithmetical computations;

Library Attendant - 2

**Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.**

and

Experience: One year of clerical experience.

MAINTENANCE WORKER I**DEFINITION**

Under supervision. to perform a variety of semiskilled and unskilled manual tasks in the installation, repair, and maintenance of streets, sewer, or water utilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class for maintenance positions in the Street and Sewer and Water Departments. Positions in this class perform routine unskilled laboring duties and may be in training for the semiskilled maintenance work characteristic of the Maintenance Worker II class. Under this training concept, employees hired in the Maintenance Worker I class may reasonably expect their positions to be reallocated to the Maintenance Worker II class as they receive work assignments requiring more skill and the regular operation of trucks and light equipment. However, those positions which continue to perform the more routine, unskilled manual laboring tasks or are not required to operate trucks and light equipment on a regular basis, should remain allocated to the Maintenance Worker I class indefinitely.

EXAMPLES OF DUTIES

Works as a member of a street, water, or sewer crew, or performs routine grounds, cleaning, and maintenance tasks at the City's water pollution control plant, or sanitary landfill facility. Lifts and moves heavy objects; lifts and carries stones, boxes, gravel, dirt, asphalt, timber and other materials and equipment as directed; performs pick and shovel work in digging, widening and backfilling trenches and other excavations; sweeps, clears and cleans roadsides, gutters, curbs, culverts, catch basins and other drainage structures; removes debris and clears away undergrowth; uses such tools as shovels, rakes, jackhammers, compressors, spray rigs, and tampers; assists in preparing surfaces for painting and in applying asphalt, macadam, concrete and premixed materials to streets and other roadways; assists in raking, smoothing and tamping patches; assists in laying pipes and sewer lines; uses caulking tools to fit pipes together; assists in making taps and connections to mains; as a member of a street painting crew assists in setting cones, directing traffic, laying forms, and in cleaning and caring for equipment and supplies; at the City's Water Pollution Control Plant mows lawns, weeds and cleans grounds, removes grit from plant, washes tanks, and otherwise assists in a routine cleaning of plant facilities; at the City's sanitary landfill facility, directs traffic, cleans and sweeps banks and ramps. moves ramps and timbers, fights fires and patches surface areas; in all assignments may operate power and automotive equipment temporarily or in a training capacity; cleans and maintains basic tools used on the job.

Maintenance Worker I - 2

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

The uses and purposes of various hand tools employed in basic laboring work;

The safety precautions and practices necessary in working with hand tools and heavy equipment.

and

Ability to:

Understand and accurately follow oral directions;

Perform heavy manual labor;

Work outdoors under adverse weather conditions.

and

Experience: None required.

MAINTENANCE WORKER II

DEFINITION

Under general supervision, to perform a wide variety of semiskilled work in the repair and maintenance of City streets and installation and repair of sewer and water systems or other facilities; **to** operate medium duty trucks and light equipment; and **to** do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees whose positions are allocated to the class Maintenance Worker II generally work as crew members in either the Street or Sewer and Water Departments or at the City's sanitary landfill facility. Incumbents occasionally work independently and may supervise a helper as required by the nature of the assignment. Employees whose positions are allocated to the Maintenance Worker II class are expected to perform semiskilled tasks without close or continuous supervision or to operate medium duty trucks or light equipment as a principle part of their work assignment.

EXAMPLES OF DUTIES

Breaks through, lays, rakes, builds forms as necessary, and finishes asphalt and concrete materials in the patching, repair and construction of City streets, curbs and sidewalks; removes debris from roadways, catch basins, and other City property; cleans and unplugs sewer lines; digs out and backfills trenches in performing installation and repair work on sewer and water lines; replaces broken water and sewer piping, using a variety of pipe sizes and compositions, sleeves, valves, fittings and tees; taps water mains and installs new water service; installs fire hydrants; locates and maps water lines and valves; checks City wells and the operation of water pumping equipment and performs maintenance and minor mechanical repairs as necessary; operates rollers, loaders, light tractors, medium duty trucks, and rodding machines as a regular assignment and may operate graders, bulldozers, or cranes on a temporary basis or as a training assignment; may operate a chipper when on a tree trimming crew, and assist the tree trimmer by throwing lines. lowering branches and supplying tools; paints traffic and directional symbols such as crosswalks, loading zones, bus stops and parking and center lines using stencils, tape and cords and brush and spray painting equipment; at the City's sanitary landfill facility directs traffic, collects money, keeps records, cleans and sweeps banks and ramps, moves ramps and timbers, fights fires, and patches surface areas; cleans and performs minor repairs on tools and equipment used in assigned work.

Maintenance Worker II - 2

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Methods, practices, and materials used in street, sewer and water maintenance work;
The operation and minor maintenance of power-driven equipment including medium duty trucks, loaders, chippers, and related equipment;
Tools used in street, sewer and water construction maintenance work;
Safe work practices.

and

Ability to:

Perform semiskilled maintenance work related to the activities of the department to which assigned;
Perform heavy manual labor;
Operate assigned equipment with skill and safety;
Understand and carry out oral and written directions;
Maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Two years of maintenance experience comparable to that of a Maintenance Worker I in the City of Lodi, including the operation of light power-driven equipment in a training capacity.

MAINTENANCE WORKER 111

DEFINITION

Under general supervision, to operate heavy automotive maintenance and construction equipment; to perform a variety of skilled and semiskilled maintenance work; to act as a lead worker; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Maintenance Worker III is distinguished by its lead responsibilities and the requirement that incumbents regularly operate heavy public works equipment with a minimum of supervision.

EXAMPLES OF DUTIES

Functions as the heavy equipment operator for a street or sewer and water crew; operates graders, bulldozers, rollers, backhoe, front end loader or cranes in the installation and repair of water and sewer pipes; when equipment operation is not required, performs a variety of semiskilled tasks in the installation and repair of water and sewer pipes, fire hydrants, and City streets, curbs and sidewalks; acts as a lead worker in the absence of the foreman.

. At the City's sanitary landfill facility, supervises assigned crew, operates a bulldozer, directs traffic and keeps records of cash and charge accounts.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Power equipment, tools, materials, and procedures used in sewer and water utility installation and maintenance;
The operation and minor maintenance of heavy automotive maintenance and construction equipment;
Safe work practices.

and

Maintenance Worker III - 2

Ability to:

Perform semiskilled and skilled maintenance work;
Operate such power-driven equipment as graders, bulldozers,
cranes, and rollers;
Perform heavy manual labor;
Organize and supervise the work of others;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships
with those contacted in the course of work.

and

Experience: Three years of increasingly responsible experience in construction and maintenance work, including experience in the operation of a variety of construction equipment.

MECHANIC

DEFINITION

Under general direction, to make minor and major mechanical repairs to automotive and a variety of public works mechanical equipment; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees whose positions are assigned to this class are required to perform skilled mechanical repair work on a variety of automotive and public works equipment as a primary work assignment. Although less difficult mechanical repair and some equipment servicing work may be performed, the majority of the mechanical repair work could not be performed unless the incumbent possessed prior experience in skilled mechanical repair work and is capable of performing the full range of skilled mechanical repair work on a variety of mechanical equipment.

EXAMPLES OF DUTIES

Inspects motorized and other mechanical equipment such as automobiles, trucks, tractors, graders, street sweepers, street rollers, wheel tractor loaders, back hoes, portable pumps, and hydraulic equipment; diagnosis trouble and determines extent of necessary repairs; repairs and adjusts engines, transmissions, and clutches, tunes and reconditions engines; refaces, receipts and adjusts valves; cleans, repairs, and replaces carburetors, fuel pumps, strainers, fuel lines, gasoline tanks and gauges; wires and repairs electrical systems; makes repairs to hydraulic equipment components such as pumps, cylinders, and hoses; services and repairs air compressors; repairs and replaces lights, switches, and equipment wiring; realigns and adjusts brakes; repairs water pumps and hoses; performs lubrication and equipment servicing work; posts repair and servicing work performed to equipment records as part of the City's preventive maintenance program; may perform welding utilizing arc or acetylene welding equipment; may supervise the work or instruct an assistant.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, tools, and equipment used in the overhaul, repair, and adjustment of the wide variety of automotive and public works motorized equipment;
- Operation and care of internal combustion engines.

and

Mechanic - 2

Ability to:

Make skilled mechanical repairs to a variety of automotive and public works equipment;

Accurately diagnose and determine the extent of mechanical repairs needed **for** a variety of public works equipment;

Demonstrate skills in the use of hand and power tools.

and

Experience: Three years of experience in the repair of automotive and other power driven equipment.

PARK MAINTENANCE WORKER I

DEFINITION

Under supervision, to perform the more routine work in the maintenance of parks, playgrounds, athletic fields and other areas; to clean and maintain park equipment and facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform the less difficult duties in parks and playground maintenance. A wide variety of hand tools, and hand operated power tools is used in performing assigned work. Although this class may be used for training new employees for positions with more difficult duties, employees who regularly perform the less difficult duties characteristic of Park Maintenance Worker I, should remain assigned to this class indefinitely.

EXAMPLES OF DUTIES

Waters, mows, weeds, trims, and fertilizes lawns, rakes leaves, cleans walks, fields, courts, and other facilities; prepares baseball and softball diamonds by watering, dragging infields, raking, and lining; weeds, cultivates, waters, and sprays flowers and ornamental and foundation shrubs; picks up paper and debris; may operate power mowers, edgers, and other equipment; may drive vehicles, as required; assists in moving and installing park recreation facilities; performs unskilled work in the maintenance and repair of park structures and equipment; sweeps and cleans restrooms in park buildings; sets up park buildings for meetings and other events; on a temporary or training basis, may operate tractor-driven gang mowers and other light equipment.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Basic methods, tools, materials, and equipment used in park maintenance work;

Safe work practices.

and

Park Maintenance Worker I - 2

Ability to:

- Perform general park maintenance work;**
- Use hand and power tools required of park maintenance work;**
- Perform heavy manual labors;**
- Understand and carry out oral and written directions;**
- Establish and maintain cooperative working relationships
with those contacted in the course of work.**

and

Experience: None required.

PARK MAINTENANCE WORKER II

DEFINITION

Under general supervision, to perform a variety of semiskilled or skilled tasks in gardening and general grounds maintenance work: to operate tractor-driven gang mowers and other light equipment as a regular assignment; to maintain park facilities and equipment: and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the class of Park Maintenance Worker I in that the Park Maintenance Worker II performs the more difficult and skilled assignments both in gardening and parks maintenance work and is expected to work without close or continuous supervision. Positions involving the regular operation of tractor-driven gang mowers or other light equipment should be allocated to this classification.

EXAMPLES OF DUTIES

Plants, transplants, removes, fertilizes, cultivates, waters, and sprays flowers, shrubs, grass, and shade trees: grows flowers and shrubs from seeds and cuttings; spades, rakes, hoes, and otherwise prepares ground for planting; operates tractor-driven gang mowers, light tractors, power mowers, edgers, and other equipment; makes minor adjustments and repairs on equipment; prepares baseball and softball diamonds by watering, dragging, raking, and lining; makes minor repairs on irrigation systems and assists in trimming trees and shrubs, removing dead or diseased limbs or branches, using handsaws and other basic trimming devices: rakes leaves, cleans walks, courts and other park structures, and performs general grounds maintenance work; assists in the construction and repair of sprinkler systems, park buildings, facilities and equipment, including the performance of the less difficult carpentry, plumbing, electrical, and concrete construction and repair work.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Park Uaintenance Worker II - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

Methods, tools, and techniques used in gardening and the maintenance of landscaped areas;
Basic methods, tools, and materials used in park building maintenance and repair work;
Basic characteristics and control techniques of plant pests and diseases;
Safe work practices.

and

Ability to:

Operate tractor-driven gang mowers, light tractors, and other assigned equipment with skill and safety;
Perform semiskilled or skilled park maintenance work related to activities of the department where duties are performed;
Perform heavy manual labor;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with those contacted in the course of work.

and

Experience: Two years of experience in park maintenance work comparable to that of the class Park Maintenance Worker I in the City of Lodi.

PARK MAINTENANCE WORKER III

DEFINITION

Under general supervision, to supervise and participate in the work of a small crew performing a variety of groundskeeping, tree, and park construction, maintenance and repair work; to operate power and light automotive equipment; to perform skilled work in the maintenance and construction of park facilities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Park Maintenance Worker III is distinguished by its responsibility for the supervision of a small crew performing a wide variety of grounds maintenance and facilities construction, repair, and maintenance work in Lodi Lake Park.

EXAMPLES OF DUTIES

Supervises and participates in the watering and spraying of flowers, shrubs, grass, and trees and pruning and trimming of trees and bushes; supervises and participates in the installation and maintenance of irrigation systems and the repair of park facilities, personally performing the more skilled tasks; supervises and participates in the construction of new park facilities including small structures, boat docks and retaining walls, concrete foundations, curbs, walkways, slabs, and mowing strips; supervises and participates in the general maintenance of park grounds including cultivation, raking, sweeping, and removing papers and other debris; lays out work schedules, assigns and reviews work of assigned crew, and prepares time and work reports on subordinate personnel.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Materials, equipment, and methods used in park maintenance work;

Gardening methods, including planting and caring for various flowers, plants, trees, shrubs, and lawns;

Park Maintenance Worker III - 2

The more common plant diseases and insect pests and the approved methods and materials used in controlling and eradicating them;

Tools, methods, and materials used in construction and maintenance of park facilities;

Safe work practices.

and

Ability to:

Perform skilled park maintenance and construction work;

Read and understand blueprints;

Operate light power-driven equipment;

Organize and supervise the work of subordinate personnel;

Maintain records of time and materials;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships

. with those contacted in the course of work.

and

Experience: Three years of increasingly responsible experience in the construction and maintenance of park grounds and facilities.

PROJECTS OFFICER

DEFINITION

Under general supervision, to inspect the construction and repair of public works; to negotiate purchases of rights of way and property required for City uses; and to do related work as required.

EXAMPLES OF DUTIES

Inspects a variety of public works construction projects such as sidewalks, curbs and gutters, water lines, storm drains, sanitary sewers, sprinkler systems, street construction, and a variety of underground structures built by contractors, for adherence to plans and specifications; performs compaction tests and other materials testing; enforces compliance with approved plans and specifications; researches manufactured products to establish their conformance with City standards; tests completed systems; makes final recommendations to hire authority regarding progress payments for utility projects and the acceptability of completed construction work; assists in the preparation of plans, specifications, and cost estimates for construction of public works; discusses utility improvement with residents to obtain their cooperation; prepares and reviews reports and records of utility projects.

Negotiates for acquisition of easements, rights of way, and property titles necessary to install or construct public improvement; discusses improvements with property owners; prepares necessary documents for right of way acquisition; resolves complaints arising out of right of way negotiations; gathers, checks, and compiles information on right of way estimates.

LICENSE

Possession of a valid California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Public works construction techniques, methods, materials, and equipment;
- Engineering specifications;
- Legal descriptions and laws and instruments pertaining to the right of way acquisition;
- The methods of obtaining voluntary dedications of right of way and the effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements and encroachments.

Projects Officer - 2

Ability to;

- Read and interpret construction plans and specifications;
- Make arithmetical calculations with speed and accuracy;
- Inspect a wide variety of public works and related construction projects, to determine compliance with approved plans and specifications;
- Interpret laws, rules, and regulations;
- Conduct successful right of way negotiations with property owners;
- Make simple appraisals of real property;
- Maintain accurate records and write reports;
- Establish and maintain cooperative working relationships with the public, contractors, and City employees.

and

Experience: Any combination of three years of experience **in** public works construction inspection, engineering drafting work **or** survey party work, including at least one year of experience **in** the acquisition of property and rights of way.

PUBLIC WORKS INSPECTOR

DEFINITION

Under general supervision, to inspect the construction and repair of a wide variety of public works; to review plans and specifications prior to public works construction; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this class are expected to exercise considerable tact and judgment in making field inspections of construction and maintenance of public works structures to determine conformance to plans and specifications and obtain adherence to those plans and specifications by contractors performing work for the city. Employees are expected to make suggestions regarding public works construction and repair prior to commencement of construction from review of plans and specifications.

EXAMPLES OF DUTIES

Inspects a variety of public works construction and maintenance projects including subdivision improvements, paving work, ponding basins, storm drains, sanitary sewers, water mains, bleachers, sprinkler systems, softball complexes, traffic signal and street lighting systems, and electrical substation site preparations for conformance to plans and specifications; uses tact in advising contractors and obtaining adherence to plans and specifications; inspects encroachment permit work such as curb, gutter, and sidewalk installation and replacement, telephone duct-vault-conduit-cable installation, and gas lines-vaults; reviews and makes recommendations for changes to plans and specifications for public works construction prior to commencement of construction; prepares city and State-required job reports; verifies and certifies percentage of job completion and approves contract payments and security releases; selects and sends materials for laboratory testings and reviews test results; takes relative compaction and impaction tests and instructs new Engineering Aids in basic testing procedures.

LICENSE

Possession of a valid California driver's license issued by the State Department of Motor Vehicles.

Public Works Inspector - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

Construction materials, methods, and techniques for a wide variety of common city public works projects;
Construction materials testing methods and procedures;
Principles of construction contracting and subcontracting.

and

Ability to:

Read and interpret public works construction plans and specifications;
Inspect a wide variety of public works and related construction projects to determine compliance with approved plans and specifications;
Exercise judgment and tact in dealing with contractors to obtain conformance to approved plans and specifications;
Interpret laws, rules and regulations;
Maintain records and prepare accurate written reports;
Establish and maintain cooperative working relationships with the public, contractors, and city employees.

and

Experience: Any combination of three years of experience in public works construction inspection, engineering drafting work or survey party work.

RECREATION SUPERVISOR

DEFINITION

Under general direction, to perform professional recreation work in the organization and direction of major recreational programs and activities in the City; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full professional level of recreation supervision work, which requires previous experience, and considerable judgment on the part of employees in recommending appropriate programs, and planning, organizing, and supervising such programs.

EXAMPLES OF DUTIES

Recommends increases and decreases in various recreational program activities to the Department Director; submits preliminary budget for approved range of recreational activities placed under the employee's supervision; plans, organizes, schedules, and supervises designated range of recreational programs; interviews, trains, evaluates, and supervises gymnastic instructors, recreation leaders, theater directors, game officials, recreation specialists, and recreation aids required to carry out designated recreation programs; makes public meetings to explain and encourage participation and assistance with City recreation programs; attends meetings and coordinates the work of advisory commissions and boards; answers questions from the public by telephone and face-to-face regarding City recreation programs; coordinates the work of clerical staff necessary to obtain signups, make and post recreational activity schedules, and establish and maintain necessary records of recreational activities; prepares correspondence, manuals, and brochures explaining various City recreational programs and activities.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Philosophy, principles, and practices of public recreation programs;
- Major sports, games and other recreational activities suitable for children, adolescents, and adults;
- Policies and philosophies governing public recreation programs in the City of Lodi;
- First aid methods and safety precautions related to recreational settings;
- Principles of group supervision;
- Principles of employee hiring, training, and evaluation.

and

Recreation Supervisor - 2

Ability to:

**Plan, coordinate, and direct recreational programs;
Supervise and instruct individuals and groups in recreational
activities;
Establish and maintain cooperative working relationships.**

and

**Experience: One year of professional experience as a leader in
recreational activities, preferably in the City of Lodi.**

SENIOR ACCOUNT CLERK

DEFINITION

Under direction, to supervise and participate in the maintenance of a set of financial or statistical records; to supervise and participate in the resolution of collection or utility service charge problems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this class are responsible for supervising and participating in the clerical work required to maintain an interrelated set of financial records such as records of all city collections, or utility billing and service charge records. Employees supervise and participate in the clerical assistance to the public connected with collections or utility billings and service charges and supervise and participate in the resolution of collection or utility service charge problems. Incumbents work under a minimum of supervision and are required to exercise initiative and independent judgment in the accomplishment of assigned responsibilities.

EXAMPLES OF DUTIES

Supervises and participates in the collection of utility payments and other monies and in the maintenance of support financial records and the preparation of reports of collections made; supervises and participates in the preparation of itemized lists of collections and in the preparation of bank deposit documents by proper fund code; supervises and participates in the receipt, verification, and closing of billings and partial payments for city collections; supervises and participates in the taking of orders **and requests for connection and disconnection for city utility services;** supervises **and** participates in the cross checking, verification, and preparation of corrections to automated billing records prepared by an outside billing firm for the various utility services of the city; supervises and personally calculates monthly charges for electric meters used by the city; supervises and personally answers the telephone and waits on customers, answering questions on utility bills, business licenses, utility service contracts and utility service problems; supervises and participates in the preparation of monthly and annual records and reports for the city collection or utility service functions in the Finance Department; prepares a tentative budget for the collection or utility service function; trains new employees and part-time employees as required.

Senior Account Clerk - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

Financial record keeping methods, practices, and terminology;
Office methods and procedures and common office equipment;
Principles of supervision and employee training.

and

Ability to:

Supervise and participate in the preparation and maintenance
of a complete set of financial or statistical records;
Operate office machines and equipment including typewriter,
calculator, and bookkeeping machines;
Make arithmetical computations rapidly and accurately;
Resolve problems relating to collections or utility service
with tact and judgment;
Maintain cooperative relations with the public and other
city employees.

and

Experience: Two years of experience in maintaining financial or
statistical records at a level comparable to Account Clerk
in the City of Lodi.

SEWAGE PLANT EQUIPMENT MAINTENANCE WORKER

DEFINITION

Under general supervision, to perform a variety of semiskilled and skilled mechanical maintenance and repair work on treatment plant and pumping station equipment and facilities; and to do related work as required.

EXAMPLES OF DUTIES

Inspects treatment plant equipment and facilities to locate needed repairs and maintenance; installs, services, and maintains a variety of treatment plant equipment including pumps, pipelines, valves, electric motors and filters, hydraulic units, boilers, collection units, displacement blowers and other types of stationary machinery and equipment; employs mechanic's tools, welders, and plumbing tools to maintain various parts and pieces of plant equipment; fabricates, assembles, and installs special structures and equipment as needed; repairs and replaces pipes, valves, fittings, and other related plumbing equipment; makes repairs to electrical equipment; repacks variety of pumps; performs less complex laboratory tests in absence of laboratory technicians; may act as Treatment Plant Operator during vacations and emergencies.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The operation and maintenance of mechanical equipment, including pumps and electric motors;
- The tools, equipment and methods used in the overhaul, repair, adjustment and modification of stationary power equipment, and of the pumping and electrical systems used in a sewage treatment plant;
- Sewage treatment processes and the tests used to check the effectiveness of such processes.

and

Ability to:

- Detect possible mechanical failures and service and perform mechanical repairs, maintenance work, and modification to equipment used in a sewage treatment plant;
- Make less difficult laboratory tests of sewage and interpret such tests;
- Read and interpret gauges and recording devices reflecting plant operations;
- Use various mechanic's tools with skill and accuracy;
- Follow oral and written directions.

and

Sewage Plant Equipment Maintenance Worker - 2

Experience: Two years of experience in servicing and general mechanical repair work involving pumps, motors, or other equipment common to a water or sewage treatment plant.

STENOGRAPHER CLERK II

DEFINITION

Under general supervision, to do a wide variety of stenographic and clerical work of average difficulty; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class require the efficient use of the typewriter and skill in taking and transcribing shorthand notes even though in some positions a relatively small proportion of time may be spent in taking and transcribing shorthand.

Although incumbents in this class perform some secretarial work for one or more city administrators or professionals, the primary duties of positions in this class consist of a variety of moderately difficult clerical and stenographic duties. Work is normally reviewed only on completion and for overall results, and mistakes may often be evident only from complaints by the general public or from the presence of substantial inaccuracies in departmental records. Employees in this class may have frequent contact with the public answering a variety of procedural questions or giving out information from established department records.

EXAMPLES OF DUTIES

Answers telephone and acts as receptionist, giving desired information by consulting various sources, or refers callers to sources of information; types letters, reports, memos, case reports, and forms from dictation, machine recordings, or rough draft; transcribes dictation and machine recordings literally, with some editing or revising of copy; attends meetings and prepares summary minutes; composes routine letters from marginal notes or verbal instructions, including letters requesting information or documents; upon referral by supervisor or after personally screening correspondence, answers routine requests for information by enclosing materials or sending form letters; types multiliths, dittos, and stencils from various rough draft materials and makes reproductions; does posting and makes entries in books of accounts or other records; keeps time and other statistical or financial records; inserts and extracts materials from subject matter or case files; classifies material by subject matter and prepares new file folders as needed; operates mimeograph and ditto machines and collates or assembles reports; maintains department informational, operational, or personnel records; screens reports for completeness and accuracy; compiles financial or statistical reports from a number of established sources.

Stenographer Clerk II - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

English usage, spelling, arithmetic, and punctuation;
Office methods and practices, including filing and reception-
ist techniques;
Office machines and their operation.

and

Ability to:

Perform clerical and stenographic work of average difficulty
without close supervision;
Maintain cooperative relations with others contacted in the
course of work;
Follow oral and written directions;
Take dictation and transcribe it accurately;
Type at a speed of 45 words a minute from clear, legible copy.

and

Experience: One year of experience in stenographic, typing, and
general clerical work.

STENOGRAPHER CLERK III

DEFINITION

Under general supervision, to serve as secretary to a city administrator such as the director of a city department; to relieve the administrator of a variety of administrative details and perform a variety of difficult, responsible clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from positions in the class Stenographer Clerk II by several factors: (1) Incumbents serve as full-time secretary to an administrator such as the director of a major city department, or other city administrator responsible for a broad program that requires extensive public contact and contact at all levels of the city administration on the part of his secretary; (2) The duties of positions allocated to this class require considerable knowledge of city organization, programs, policies, and rules, because of extensive contact with the public, other city administrations, and community business firms; and (3) Incumbents perform difficult and responsible clerical work and relieve an administrator of a variety of administrative details requiring the interpretation of written and financial documents, the ability to independently assemble data and information for reports and prepare reports that require considerable independent judgment.

EXAMPLES OF DUTIES

Performs a variety of secretarial and clerical duties for a city administrator and relieves the administrator of a variety of administrative detail; interviews office visitors and telephone callers and either answers questions, resolves complaints, or gives desired information to callers through the use of independent judgment and knowledge of city and department policies and procedures, or refers persons to another source of information; uses judgment to schedule appointments for administrator and reminds him of appointments; receives, screens, and distributes incoming mail, independently answering correspondence regarding department programs and policies; performs a variety of special studies requiring the identification of sources of information, and preparation of completed reports; prepares agendas, makes arrangements for meetings and conferences, and takes minutes at meetings; assists in compiling and reviewing complex statistical and accounting materials, including annual department budget; maintains records and files relating to contracts, and other technical matters; contacts representatives of other agencies and the general public

Stenographer Clerk III - 2

regarding legal procedures and requirements, and attempts to achieve conformance to established regulations; takes and transcribes dictation including materials of a confidential nature as well as letters, reports, and other documents; cuts mimeograph and other stencils; operates office appliances, including adding machine, mimeograph and ditto; may supervise or coordinate the work of other clerical employees.

DESIRABLE QUALIFICATIONS

Knowledge of:

City organization, programs, and policies;
Modern office methods and practices, including filing systems, receptionist and telephone techniques, and letter and report writing;
Correct English usage, spelling, grammar, and punctuation;
Basic methods of financial and statistical record keeping and budget preparation;
Common office machines.

and

Ability to:

Interpret and apply city rules and policies with good judgment;
Perform responsible and difficult secretarial and clerical work with accuracy, speed, and a minimum of supervision;
Exercise sound judgment and deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
Apply a broad knowledge of programs and functions in relieving an administrator of a variety of administrative detail;
Make arithmetical calculations quickly and accurately;
Prepare and maintain complex financial and statistical records and reports;
Take dictation at a speed of 100 words a minute and transcribe it accurately;
Type at a speed of 50 words a minute from clear, legible copy.

and

Experience: Three years of increasingly responsible experience in secretarial and clerical work, including at least one year of experience in the City of Lodi at a level comparable to Stenographer Clerk II.

STENOGRAPHER-TRANSCRIBER

DEFINITION

Under general supervision, to transcribe reports from machine recording; to do stenographic and clerical work of average difficulty; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The duties of positions allocated to this class consist primarily of the transcription of reports such as police reports from machine recordings with sustained speed and accuracy. In addition to machine transcription, incumbents in this class may, occasionally, take and transcribe face-to-face dictation. A variety of clerical work of average difficulty may also be performed.

EXAMPLES OF DUTIES

Types reports such as Standard Crime Reports and Narrative and Supplemental police reports with sustained high speed and accuracy from machine recordings, selecting correct sentence structure, punctuation, grammar, and spelling; may type letters, memorandums, or other materials from face-to-face dictation or rough draft; may perform filing of records or reports; may act as receptionist and answer the telephone, giving out routine information or referring callers to the proper source; may type stencils and make reproductions using mimeograph, ditto, or xerox equipment.

DESIRABLE QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation;
Office methods and practices, including the use and operation of common dictation recording and transcribing machines.

and

Ability to:

Accurately transcribe reports from machine recordings at a sustained typing speed of 60 words a minute, using correct grammar, punctuation, and spelling;
Take dictation and transcribe it accurately;
Follow oral and written directions;
Maintain cooperative relations with others contacted in the course of work.

and

Experience: One year of experience in stenographic or clerical work including experience in transcription of machine recordings with sustained high speed and accuracy.

SUPERVISING ENGINEERING AID

DEFINITION

Under general supervision. to assign and supervise the preparation of plans, maps. and specifications for public works improvements; to perform a variety of office and field engineering work involved in the planning and design of public works facilities; and to do related work as required.

EXAMPLES OF DUTIES

Assigns. supervises and personally performs more difficult subprofessional engineering work in the preparation of improvement plans for street, curb, gutter, alley, parking lot, water main, sewer, storm drain, lift stations, drainage basins, and other projects; prepares engineering design and related drawings, specifications. and estimates in connection with the construction and maintenance of a variety of engineering projects, including streets, storm drains, sewers, and related public works; assists in the preparation of street reports project and employee time reports, utility inventory records, and the maintenance of all map files; develops and trains engineering aids on standard drafting procedures; makes rough layouts, tracing, drawings and title sheets required for office and contract work; performs design work independently or as an assistant to an engineer; performs occasional field work, operating transits and levels in the preparation of a variety of preliminary locations, construction. property. and other survey work; may serve as a working survey party chief in less complex assignments. working independently with rodman and chainman in the observation, computing, and recording of field data; determines lines, angles, distances. elevations, and keeps field notes of readings and observations; cleans and adjusts survey instruments; uses drafting instruments.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of algebra, geometry and trigonometry;
Nomenclature, symbols, methods. practices, techniques, and
instruments used in drafting and mapping;
Basic principles of engineering field survey work;
Principles of supervision.

and

Supervising Engineering Aid - 2

Ability to:

- Supervise a variety of subprofession engineering work;
- Perform a variety of difficult subprofessional engineering design and layout work for public utilities;
- Collect and analyze data;
- Transpose drawings and diagrams and prepare neat and accurate tracings;
- Interpret engineering maps, plans, specifications and legal descriptions;
- Understand and apply laws, rules and regulations;
- Make effective oral and written reports;
- Establish and maintain cooperative working relationships.

and

Experience: Three years of subprofessional engineering or drafting experience.

TYPIST CLERK I

DEFINITION

Under direct supervision, to type from ordinary manuscript or from printed or typewritten matter; to do a variety of the more routine clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the normal entrance level for clerical employees who have completed the desired twelfth grade education and possess the desired typing skill but have no previous clerical experience. Employees in this grade normally work under supervision performing a group of repetitive or closely related duties according to established procedures. While a variety of tasks may be assigned, each step usually fits a pattern which has been established and explained before work is started. Generally work is observed and reviewed both during its performance and upon completion, and changes in procedure or exceptions to rules are explained in detail as they arise. Incumbents are normally considered to be on a training status and, as assigned responsibilities and breadth of knowledge increase with increased experience, they reasonably expect their positions to be reassigned to the next higher grade of Typist Clerk II. Under this training concept, positions assigned to the grade of Typist Clerk II which become vacant may reasonably be filled at the Typist Clerk I grade, with the understanding that future reassignment to the Typist Clerk II grade in most cases is to be expected. In some instances, however, occurring most frequently in offices with more than one clerical employee, work is assigned and supervised in such a way as to permit the performance of only the more routine duties, according to well-established procedures, with little opportunity for exercising independent judgment. In such cases, a position may remain a Typist Clerk I for an indefinite period of time.

EXAMPLES OF DUTIES

Performs a variety of clerical work including typing, proofreading, filing, checking, and recording information on records; answers telephone and waits on the public, giving information as required; types letters, memorandums, or other materials from oral direction, rough draft, copy, notes or transcribing machine recordings; prepares offset and ditto masters and mimeograph stencils; operates adding machines and other office appliances; sorts and files documents and records according to predetermined classifications, maintaining alphabetical, index, and cross-reference files; performs arithmetical calculations; mails out letters, forms, and applications; receives, sorts, and distributes incoming and outgoing mail; acts as receptionist; assists in making out forms; prepares simple statistical reports.

Typist Clerk I - 2

DESIRABLE QUALIFICATIONS

Ability to:

Perform routine clerical work, including ability to spell correctly, to use good English and to make simple arithmetical calculations;

Learn to operate standard office appliances and learn office rules, methods, and policies;

Type at a speed of 40 words a minute from clear, legible copy.

and

Experience: None required.

TYPIST CLERK II

DEFINITION

Under general supervision, to perform varied, moderately difficult clerical work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are normally filled by advancement from the class Typist Clerk I, or, when filled from the outside, require prior clerical experience. A Typist Clerk II **works** under general supervision and, within a framework of established procedures, is expected to perform a wide variety of typing and general clerical duties with only occasional instruction or assistance. Adequate performance at this level requires a knowledge of departmental procedures and policies, and the ability to choose among a limited number of alternatives in solving routine problems. A Typist Clerk II is expected to work productively in the absence of supervision. Employees in this class may have frequent contact with the public, answering a variety of procedural questions or giving out information from established records. Work is normally reviewed only on completion for overall results.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work including typing of a wide variety of material from rough draft copy, marginal notes, verbal instructions, or transcribing machine recordings, including letters, reports, case files, requisitions and purchase orders, warrants, and various forms and statistical data; verifies columns of figures and makes extensions and arithmetic calculations; reviews requisitions for supplies; checks supplies against invoices and purchase orders; posts approved purchase orders to accounting records; keeps purchase order files; matches invoices to purchase orders, checks extensions and computes discounts; calls vendors and writes letters to resolve purchasing problems; may perform less difficult posting of financial data incidental to report preparation or record keeping; checks and tabulates simple statistical data; tabulates data for reports; serves as receptionist; operates switchboard; gives information, transfers calls, and places long distance calls; answers questions concerning city or department programs, schedules, and activities; cuts stencils, multilith and ditto masters; operates duplicating equipment; receives, sorts, and distributes mail; sorts, indexes, and files materials alphabetically, numerically, and by other predetermined categories; operates adding, calculating, mimeograph, and other office machines.

Typist Clerk II - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern office methods and appliances;
Basic letter writing practices.

and

Ability to:

Spell correctly and use good English;
Perform clerical work of average difficulty and sort and
verify statistical and other financial data;
Make arithmetical computations;
File and maintain office records;
Maintain cooperative relations with others contacted in the
course of work;
Type at a speed of 45 words a minute from clear, legible copy.

and

Experience: One year of experience in general typing and clerical work.

CALIFORNIA STATE PERSONNEL BOARD

LOCAL GOVERNMENT SERVICES DIVISION

COOPERATIVE PERSONNEL SERVICES

First Floor, 909 - 12th Street
Sacramento 95814714 W. Olympic Boulevard
Los Angeles 90015Sacramento, California
May 7, 1975

Mr. Jerry Glenn
Assistant City Manager
City of Lodi
City Hall
221 West Pine Street
Lodi, CA 95240

Dear Mr. Glenn:

You asked us to provide interim recommendations on the classification and class relationships of two positions in the City service, in advance of the complete report from the study of 77 positions in the City service.

This interim report covers the positions:

1. Utility Warehouseman-Clerk, for which you asked us to determine whether a classification or class relationship inequity existed, that would justify an immediate interim adjustment.
2. Building Maintenance Man. a proposed new position for which you would like to commence recruitment.

INTERIM RECOMMENDATIONS

Utility Warehouseman-Clerk

We recommend the title for this class be changed to Utility Materials Warehouse Worker in order to make a title more consistent with the duties performed and to reflect the fact that the experience required for this position is in electrical utility work and not clerical work. Although the incumbent does perform a substantial amount of clerical work in keeping utilities materials records. these clerical duties are not unusual for positions with a "Warehouseman" classification title.

We recommend no change in the existing relationship between the class Utility Warehouseman-Clerk and other classes in the Utility Department (Salary Schedule "A").

Building Maintenance Man

We recommend the class title Building Maintenance Worker be used for this proposed class. We recommend interim assignment of this class to Salary Range 26 (Salary Schedule "B") at parity with the class Maintenance Man II.

BASIS FOR INTERIM RECOMMENDATIONS

Utility Warehouseman-Clerk

The recommendation on this position is based on a review of the job description completed by the employee in the position, Mr. Charles D. Loftus, a thorough interview with Mr. Loftus to discuss the position, and a tour of the warehouse and a substation storage area in which he performs his duties. Additionally, we interviewed the Personnel Director of the Pacific Gas and Electric Company in Stockton to discuss the utilization of job classifications by P G & E in their utility operations.

The interim recommendations were subsequently based on consideration of two factors:

1. The comparability between the position Utility Warehouseman-Clerk and positions utilized by P G & E. This relationship was considered because we understand the City of Lodi compares certain classes in its Utility Department with classes in the P G & E for purposes of recommending salary levels.
2. Existing internal class relationships between the class Utility Warehouseman-Clerk and other classes in the Utility Department.

The employee in this position is responsible for maintaining an appropriate working inventory of approximately 1,000 different supply items used in the installation and maintenance of utilities in the City. Duties include placing purchase orders for supplies purchased under blanket order without requisition, preparing requisitions for high value items, and contacting suppliers and obtaining price quotes for infrequently purchased supplies and materials. Independent decisions are made on the purchase of supplies under blanket orders and low-value items not maintained in the running inventory. Purchasing through requisitions or bidding, which constitutes the greatest dollar volume of purchasing, is done with the signature and approval of the Assistant Utility Director.

The incumbent is responsible for setting up and maintaining inventory control records, estimating material and supply requirements based on projected utility-approved projects, and preparing and forwarding requisition forms required to charge materials to the proper utility project. The incumbent prepares an annual inventory of warehouse items and recommends an increase in inventory of materials for which heavy use is projected.

Although the volume of work is not a consideration in the classification of a position, it appears the volume of work for this position is increasing due to the fact that the growing Lodi population is placing increasing demands on the Utility Department and because of the continuing above-ground utilities with underground installations.

We were unable to find a job classification in the Pacific Gas and Electric Company that directly compares to the Utilities Warehouseman-Clerk in the City of Lodi. P G & E utilizes four levels of classifications in their utilities warehouse operations. Three of these levels, the "Materials Man", "Materials Leadman", and "Materials Facility Man" are shown on the attached salary and classification relationship chart.

The Materials Man classification represents the entry and working level in the P G & E utility warehouse operations. The Materials Leadman class represents a supervisory class that requires two years of experience as a Materials Man. An employee in the Materials Leadman classification would normally head a unit of four to five Materials Men in a large warehouse, responsible for a particular function in that warehouse such as salvage, transformers, filling materials requisitions daily for field crews, receiving, or shipping. The Materials Leadman is expected to have a Class 1 license to drive a 40-foot diesel truck as a requirement for the position.

The Materials Facility Man classification is normally utilized by P G & E only in field warehouse operations such as that in Oakdale, California where the Materials Facility Man is responsible for the independent operation of a 2-man warehouse under the general supervision of a Foreman who spends most of his time in the field. The Materials Facility Man is required to have one year of experience as a Materials Leadman.

The Stockton warehouse currently employs several individuals in the classification Materials Facility Man. however, this results from a consolidation of P G & E warehouse operations into the central Stockton warehouse. The individuals in the Materials Facility Man classification were formerly responsible for the field warehouse operation. We were advised by P G & E that when these positions become vacant. they will be filled by employees in a lower classification.

The fourth classification in the P G & E series is the Supervising Materials Man who is in charge of the entire warehouse operation in the Stockton warehouse.

Pacific Gas and Electric uses the classification Materials Facility Man to recognize the independent responsibility assigned to employees in this class for operating a field warehouse with considerable independence, little supervision, and requiring the supervision of one employee. Although we believe the technical ordering and purchasing duties of the Materials Facility Man are no more complex than those of the Utilities Warehouseman-Clerk in the City of Lodi, the position in Lodi is not required to supervise a full-time employee and perform with the degree of independence required of the Materials Facility Man in a remote P G 6 E warehouse.

The classification Materials Leadman is also not directly comparable to the classification Utilities Warehouseman-Clerk in Lodi for several reasons. Materials Leadman is a supervisory class, however, the employees in this class, and their subordinates, tend to specialize in specific portions of the utility warehouse operations such as salvage, transformers, receiving, or shipping. The Utilities Warehouseman-Clerk in Lodi, on the other hand, is a nonsupervisory position, however, it is responsible for the entire range of warehouse operations but on a reduced scale from that of the P G & E warehouse in Lodi.

We believe the Materials Man classification in P G 6 E is least comparable to the Utilities Warehouseman-Clerk since employees in this class are working under the supervision of the Materials Leadman and have no particular responsibility for the operation of a unit or warehouse.

Even though we are not able to make a direct comparison between the class Utilities Warehouseman-Clerk and a P G 6 E classification, we believe a reasonable comparison can be made between Utilities Warehouseman-Clerk and Materials Leadman in P G 6 E. There are offsetting strengths to positions in both classes, which provide support for salary parity between these classes. For example, the Materials Leadman supervises other employees, but works with a limited range of materials. The Utility Warehouseman-Clerk does not supervise, but is required to maintain the full range of utility supplies and equipment.

Although the current salary for Materials Leadman in P G 6 E is approximately 9% higher than the salary for Utilities Warehouseman-Clerk in the City of Lodi, this same approximate 9% salary differential exists between other Lodi and P G 6 E classifications such as Groundsman and Lineman and Electrician, probably resulting from more recent salary adjustments for P G & E than in the City of Lodi. We understand the City of Lodi will grant an approximate 8.5% salary adjustment in July 1975. Such an adjustment for Utility Department classes would place Utility Warehouseman-Clerk and Materials Leadman in P G & E at near salary parity.

In addition to considering the class relationships between Utilities Warehouseman-Clerk and P G & E classifications. we considered the existing internal class relationships between Utilities Warehouseman-Clerk and other classifications in the Lodi Utility Department. The class relationships discussed below are shown on the attached relationship chart.

We note that the current class relationships places the Utilities Warehouseman-Clerk at only a 15% differential below the classes Electrician and Lineman. These two classifications represent the full professional level of utility installation and maintenance. Positions in these classifications are compensated for their training and skills utilized on the job as well as the hazards of their work. Employees in these classifications are expected to have the same knowledge of supplies and materials utilized in utility installation and maintenance as the Utilities Warehouseman-Clerk, as well as the skills and knowledges for installing and maintaining this equipment.

Without the benefit of a study of individual positions in the classifications Electrician and Lineman, we believe it is difficult to justify an upward adjustment of the classification Utilities Warehouseman-Clerk that would reduce the existing 15% differential between these classifications.

We note that the classification Utilities Warehouseman-Clerk is currently at a salary level that is only approximately 5% below the classification Street Light Maintenance Man and less than 5% below the classification Apprentice Electrical Technician. Although we believe no direct comparison between these classes can be made, the qualifications for Street Light Maintenance Man and Apprentice Electrical Technicians are two years of experience in electrical utility construction or maintenance work, which are similar to the qualifications required for Utilities Warehouseman-Clerk. The knowledge of utility materials, equipment, and supplies, is similar, and in addition, the Street Light Maintenance Man and Apprentice Electrical Technicians are required to exercise technical and professional skills on the job in the installation and repair of utilities. We believe the relationship between Utilities Warehouseman-Clerk and these two classifications further demonstrates that the skills and responsibilities of the Utilities Warehouseman-Clerk are recognized in the existing relationship between this class and reasonable related maintenance operations classes.

Building Maintenance Man

The interim recommendation for this classification is based on a review of the proposed class specification and a comparison of the duties described therein to the duties described in specifications for related classes in the maintenance and operations field in the City of Lodi.

Mr. Jerry Glenn

-6-

May 7, 1975

The draft class specification prepared by the Personnel Department for this class provides sufficient information to commence recruitment for an employee for this position. A revised class specification will be prepared and submitted with the final report. We suggest you consider being liberal with the proposed 4-year experience requirement if you find an applicant who otherwise meets the expectations of the City and the requirements for the position.

We found similarities between duties of this position as described on the draft class specifications provided by the City, and the rather broad range of maintenance and repair work outlined in the class specification for Park Maintenance Specialist. We believe we need to clarify the relative duties of positions in the Park Maintenance Specialist and other maintenance and operations classifications before making a final recommendation for the class Building and Maintenance Man that would place this position at a level higher than Maintenance Man II. A final recommendation and a class specification will be submitted in the final report.

We would be pleased to discuss the recommendations in this report with you, members of your City administration, or affected employees.

Very truly yours,



H. THOMAS HEERHARTZ
Survey Director

