

# ANNOTATED AGENDA

for  
September 24, 2013

*CITY COUNCIL MEETING*  
*Regular Meeting*  
*Including the Antioch City Council*  
*acting as Successor Agency/Housing Successor*  
*to the Antioch Development Agency*

Order of Council vote: AYES:

Council Members Wilson, Rocha, Tiscareno, Agopian and  
Mayor Harper

### **Notice of Availability of Reports**

This agenda is a summary of the actions proposed to be taken by the City Council. For almost every agenda item, materials have been prepared by the City staff for the Council's consideration. These materials include staff reports which explain in detail the item before the Council and the reason for the recommendation. The materials may also include resolutions or ordinances which are proposed to be adopted. Other materials, such as maps and diagrams, may also be included. All of these materials are available at the City Clerk's Office, located on the 3<sup>rd</sup> Floor of City Hall, 200 H Street, Antioch, CA 94509, during normal business hours for inspection and (for a fee) copying. Copies are also made available at the Antioch Public Library for inspection. Questions on these materials may be directed to the staff member who prepared them, or to the City Clerk's Office, who will refer you to the appropriate person.

### **Notice of Opportunity to Address Council**

The public has the opportunity to address the Council on each agenda item. To address the Council, fill out a yellow Speaker Request form, available on each side of the entrance doors, and place in the Speaker Card Tray. See the Speakers' Rules on the inside cover of this Agenda. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section.

**6:33 P.M.**      **ROLL CALL** for Closed Sessions – ***Council Members Wilson, Tiscareno, Agopian and Mayor Harper (Council Member Rocha arrived at 6:35 p.m.)***

**PUBLIC COMMENTS** for Closed Sessions – ***None***

#### **CLOSED SESSIONS:**

- 1)      **CONFERENCE WITH LABOR NEGOTIATORS** – This Closed Section is authorized by California Government Code Section 54957.6. City designated representatives: Michelle Fitzer, Denise Haskett, and Glenn Berkheimer; Employee organizations: Management and Confidential Units

***Direction given to Labor Negotiators***

- 2)      **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** – Significant exposure to litigation pursuant to California Government Code Section 94956.9(d)(2): Claim of Albert Seeno Construction Co. and Discovery Builders, Inc., regarding fee credit dispute related to Mira Vista Hills Subdivision

***No action taken***

- 3)      **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** – Initiation of Litigation pursuant to California Government Code Section 54956.9(d)(4): 1 potential case.

***Direction given to staff***

**7:02 P.M.**      **ROLL CALL** for Council Members/City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency – ***All Present***

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS**

**ANNOUNCEMENTS OF BOARD AND COMMISSION OPENINGS**

**PUBLIC COMMENTS—*Only unagendized issues will be discussed during this time***

**CITY COUNCIL SUBCOMMITTEE REPORTS**

**MAYOR'S COMMENTS**

**1. CONSENT CALENDAR**

- A.** APPROVAL OF COUNCIL MINUTES FOR AUGUST 13, 2013, SEPTEMBER 9, 2013 AND SEPTEMBER 10, 2013

***Approved 09/09/13 Minutes and continued 08/13/13 and 09/10/13 Minutes to 10/08/13 Council Meeting, 4/1-W Abstain***

Recommended Action: Motion to continue the minutes for August 13 and September 10, 2013 and approve the minutes for September 9, 2013

MINUTES

- B.** APPROVAL OF COUNCIL WARRANTS

Recommended Action: Motion to approve the warrants

***Approved, 5/0***

STAFF REPORT

- C.** APPROVAL OF TREASURER'S REPORT FOR AUGUST, 2013

Recommended Action: Motion to approve the report

***Approved, 5/0***

STAFF REPORT

- D.** COUNCIL COMMITTEES AND APPOINTMENTS

Recommended Action: It is recommended that the City Council confirm the existing Council Appointments, Council Committee Assignments and Citizen Appointments; clarify that Budget, CDBG, Lone Tree Golf Course and City-School Relations Committees are standing committees; memorialize that the Public Art Subcommittee for Lone Tree/Hillcrest Assessment District has been eliminated because funding for public art in this corridor has been spent; memorialize that the East County Regional Library Board has been eliminated; and direct the City Clerk's Office to solicit applications for the citizen representative to the Contra Costa Library Commission.

STAFF REPORT

***Approved, 5/0***

- E.** RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION PLAN UPDATES FOR THE CONFIDENTIAL BARGAINING UNIT AND ASSIGNING SALARY RANGES AS APPROPRIATE (NO SALARY INCREASES)

Recommended Action: Adopt a resolution approving the comprehensive classification plan updates for the Confidential bargaining unit, and assigning salary ranges as appropriate.

***Reso No. 2013/56, 5/0***

STAFF REPORT

- F.** RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION PLAN UPDATES FOR THE MANAGEMENT BARGAINING UNIT WITH NO SALARY CHANGES

Recommended Action: Adopt a resolution approving the comprehensive classification plan updates for the Management bargaining unit, with no salary changes.

***Reso No. 2013/57, 5/0***

STAFF REPORT

**CONSENT CALENDAR - Continued**

- G.** RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION PLAN UPDATES FOR THE TREATMENT PLANT EMPLOYEES ASSOCIATION (TPEA) WITH NO SALARY CHANGES

**Reso No. 2013/58, 5/0**

Recommended Action: Adopt a resolution approving the comprehensive classification plan updates for the Treatment Plant Employees' Association (TPEA) bargaining unit, with no salary changes.

STAFF REPORT

- H.** RESOLUTION ACCEPTING WORK AND AUTHORIZING THE PUBLIC WORKS DIRECTOR/CITY ENGINEER TO FILE A NOTICE OF COMPLETION FOR THE TOT LOT PLAYGROUND REPLACEMENT AT CITY PARK (P.W. 205-G).

**Reso No. 2013/59, 5/0**

Recommended Action: Motion to adopt the resolution

STAFF REPORT

- I.** SECOND AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH TESTING ENGINEERS, INC. FOR THE DEER VALLEY ROAD/DAVISON DRIVE/SUNSET LANE PAVEMENT REHABILITATION (P.W. 392-28).

**Approved, 5/0**

Recommended Action: It is recommended that Council approve the Second Amendment to the Consultant Services Agreement with Testing Engineers, Inc. for Material Testing on an "As Needed" Basis.

STAFF REPORT

- J.** APPROVE SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND MONIES

**Received, filed and approved, 5/0**

Recommended Action: Receive and file the report and approve Supplemental Law Enforcement Services Fund Monies.

STAFF REPORT

STAFF REPORT

City of Antioch Acting as Successor Agency/Housing Successor to the Antioch Development Agency

- K.** APPROVAL OF SUCCESSOR AGENCY WARRANTS

**Approved, 5/0**

Recommended Action: Motion to approve the warrants

STAFF REPORT

- L.** APPROVAL OF HOUSING SUCCESSOR WARRANTS

**Approved, 5/0**

Recommended Action: Motion to approve the warrants

STAFF REPORT

**END OF CONSENT CALENDAR**

**COUNCIL REGULAR AGENDA**

**2. NEW CITY MANAGER RECRUITMENT**

***Received public comments***

Recommended Action: It is recommended that the City Council invite the public to offer any further comments on the qualifications and experience for the City Manager position and provide further direction if desired.

STAFF REPORT

**PUBLIC COMMENT**

**STAFF COMMUNICATIONS**

**COUNCIL COMMUNICATIONS**

**ADJOURNMENT – 7:28 p.m.**

**REPORT FROM THE CITY CLERK'S OFFICE TO THE CITY COUNCIL FOR  
CONSIDERATION AT THE COUNCIL MEETING OF SEPTEMBER 24, 2013**

**PREPARED BY:** Lynn Tracy Nerland, City Attorney, for the City Clerk's Office 

**DATE:** September 17, 2013

**SUBJECT: APPROVAL OF COUNCIL MINUTES**

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**Recommended action:**

Due to absences in the City Clerk's Office, it is recommended that the minutes of the August 13, 2013 meeting and the September 10, 2013 meeting be continued to October 8, 2013. Annotated Agendas are available for both meetings on the City's website, as well as the video of each meeting.

The minutes of the September 9, 2013 meeting are attached and recommended for approval.

**CITY COUNCIL  
BOARD OF ADMINISTRATIVE APPEALS  
ECONOMIC DEVELOPMENT COMMISSION  
PARKS AND RECREATION COMMISSION  
PLANNING COMMISSION  
POLICE CRIME PREVENTION COMMISSION**

**SPECIAL MEETING/WORKSHOP**

**Special Meeting  
6:30 p.m.**

**September 9, 2013  
Antioch Police Department  
Community Room  
300 L Street**

*On September 9, 2013*, the workshop was called to order by Mayor Harper at 6:44 p.m. City Council members present were Mayor Harper, Mayor Pro Tem Rocha, Council member Tiscareno and Council member Wilson. Council member Agopian had an excused absence.

**Staff present:**

Alan Barton, IS Director  
Mike Bechtholdt, Deputy Public Works Director  
Ron Bernal, Public Works Director/City Engineer  
Allan Cantando, Chief of Police  
Michelle Fitzer, Human Resources/Economic Development Director  
Jim Jakel, City Manager  
Dawn Merchant, Finance Director  
Lynn Tracy Nerland, City Attorney  
Tina Wehrmeister, Community Development Director  
Consultant Stacey McLaughlin of Mountaintop Insight facilitated the workshop.

**Public Comment:**

Karl Dietzel stated that the Council should start spending tax money on public safety and not these "fun get-togethers."

**1. Preparation for Workshop**

Stacey McLaughlin provided the Council and staff with an introduction to the process of the "Community Café." She explained that this process has been used for information gathering in several different settings. The purpose this evening is to gather community input on the future of Antioch. Ms. McLaughlin explained the role of the table hosts and discussed with Council the role that they would take at this initial meeting. It was decided that the Council would observe the table activities for this meeting.

## 2. Strategic Planning Process for Community Workshops

At 7:27 pm Mayor Harper welcomed the Board/Commission members and the public in attendance to the first Antioch Community Café. Stacey McLaughlin was introduced.

Roll Call:

City Council Present: Mayor Harper, Mayor Pro Tem Rocha, Council member Tiscareno and Council member Wilson. Council member Agopian had an excused absence.

Board of Administrative Appeals Members Present: Vice Chair Deborah Simpson.

Economic Development Commissioners Present: Vice Chair Keith Archuleta, Richard Asadoorian, Peter Donisanu, Rhoda Parhams, Martha Parsons, and Lamar Thorpe.

Parks and Recreation Commissioners Present: Chair Roy Immekus, Gene Davis, Rodney McClelland, and Brent Thibeaux.

Planning Commissioners Present: Chair Greg Baatrup, Krystal Hinojosa, Kerry Motts, Virginia Sanderson, and Thomas Westerman.

Police Crime Prevention Commissioners Present: Vice Chair Lovece Headd, Richard Augusta, William Cook, Gregory Hayes, and Hansel Ho.

Each of the Boards/Commissions introduced themselves and had a spokesperson share what the Board/Commission's function is.

Stacey McLaughlin provided an overview of the process for all of the participants. The Café began and participants worked on contributing thoughts/suggestions/ideas on the two questions posed.

Feedback of the process was provided as follows:

### Positive

- Engaging/forward thinking
- Non-traditional – very well done
- Opportunity to hear and be heard
- Not just about crime – a healthy discussion about things other than crime

### Improvements

- Distill questions for future cafes to 5 words
- Language issues? Spanish/Filipino/Chinese

The workshop with the Board/Commission members was adjourned at 9:47 pm.

The Council and staff stayed to debrief the process with Ms. McLaughlin. The meeting was fully adjourned at 10:20 pm.

**100 General Fund**

**Non departmental**

347235 RITE ROO SMIP FEE REFUND 1.5  
347327 UNITED S MAILROOM POC95932 11000

**City Council**

347181 BANK OF /LODGING 184.92

**City Attorney**

347200 FEDEX SHIPPING 23.44  
347237 SHRED IT SHRED SERVICE 50.74

**City Manager**

202872 RALEYS MEETING EXPENSE 56.08  
202873 RICKS ON MEETING EXPENSE 67.5  
347181 BANK OF /MEETING EXPENSE 197.9  
347227 PECKHAM RECRUIT\ P130403 2556.5  
347279 DANIELS, EXPENSE REIMBURS 7.68

**City Treasurer**

347229 PFM ASSE ADVISORY SERVICES 7254.52  
347287 GARDA CL ARMORED CAR PICK 210.12

**Human Resources**

347181 BANK OF /IPAD APPS 4.99  
347210 IEDA INC PROFESSIONAL SER 3217.74  
347218 MUNICIPA PROFESSIONAL SER 420.98  
347221 OFFICE M, OFFICE SL P140217 91.01  
347226 PARS PROFESSIONAL SER 2130.92  
347237 SHRED IT SHRED SERVICE 30.66

**Economic Development**

347274 CONTRA C NEG DEC REVIEW 750  
920317 BERNICK, PROFESSIP140247 3300

**Finance Accounting**

347187 CALIF MUI CAFR DEBT STMT 425  
347200 FEDEX SHIPPING 23.44  
347237 SHRED IT SHRED SERVICE 50.73

**Finance Operations**

347200 FEDEX SHIPPING 98.82  
347294 INTEGRIT ENVELOPES 433.47  
347326 UNITED P, WEEKLY PRINTER SI 13

**Non Departmental**

203086 CALIFORN BUS LIC STICKER FE 5  
347188 COMMUNI CHECK REPLACEMEI 5.58  
347194 DELTA DIA GOLF COL 13-Jul 46914.21

**Public Works General Maintenance Services**

347315 QUESADA DMV PHYS P140210 150

**Public Works Street Maintenance**

347182 BANK OF /CELL PHONE ACCES 78.08  
347190 COUNTY /SUPPLIES 988.92  
347214 M & L SER TRUCK RE P140026 5043  
347322 SUBURBAI PROPANE P140222 670.95

**Public Works-Signal/Street Lights**

347306 PACIFIC G ELECTRIC 559.23  
920319 ICR ELECTELECTRIC P140113 3700.78

**Public Works-Striping/Signing**

347234 RIGEL PR( REPAIR SERVICES 756.3

347250 ZAP MANL REFURBISHED SIGN	4428.7
<b>Public Works-Facilities Maintenance</b>	
347300 M & L SER GATE SERVICE	150
347306 PACIFIC G ELECTRIC 301 W 10T	9829.49
<b>Public Works-Parks Maint</b>	
347223 PACHECO LANDSCAPE P140148	41057.17
347291 HORIZON REPAIR KI P140152	276.94
347306 PACIFIC G ELECTRIC	182.95
<b>Public Works-Median/General Land</b>	
347211 IRRIGATIC REPAIR SERVICES	647.93
347220 ODYSSEY LANDSCAPE P140156	384
347251 ACE HARD PVC FITTING P140037	27.93
347291 HORIZON REPAIR KI P140152	542.22
347306 PACIFIC G ELECTRIC	62.66
<b>Police Administration</b>	
202995 CITY OF A EXPENSE REIMBURSE	22.6
347247 VERIZON WIRE CARD P140104	76.02
347256 ARROWHEAD TOWING SERVICE P140112	137.5
347269 CONCORD UNIFORMS P140065	5998.95
347277 CPOA FOL TUITION-SCHWITTEF	90
347278 CRIME SC CRIME SC P140071	385
347280 DEE, WILL EXPENSE REIMBURSE	36
347285 EIDEN, KIT MINUTES P140182	120
347313 PUBLIC EMADJ ER 132	109.43
347317 RGH GROU RECRUITMENT PROJ	800
920321 COMPUTE ADOBE AC P140191	980
920326 KARSTE C CONSULT P140253	1020
920327 MOBILE M PORTABLE P140079	249.84
<b>Police Community Policing</b>	
202995 CITY OF A EXPENSE REIMBURSE	39.83
347313 PUBLIC EMADJ ER 242	106.05
<b>Police Investigations</b>	
202995 CITY OF A EXPENSE REIMBURSE	7.5
347191 COURT SEPRISONER P140070	2442.38
347200 FEDEX SHIPPING	29.75
347270 CONTRA (LAB TESTING	660
347271 CONTRA (LAB TESTING	21620
347276 COURT SEPRISONER P140070	175
<b>Police Special Operations Unit</b>	
347243 TOYOTA F VEHICLE L P130202	1543.9
<b>Police Communications</b>	
347180 AT AND T HIGH SPEIP140061	434.69
347258 AT AND T HIGH SPEIP140061	2711.36
347307 PACIFIC T LOBBY PAYPHONE	78
<b>Community Development Administration</b>	
347259 BANK OF / ANNUAL FEE	25
<b>Community Development Land Planning Services</b>	
347316 RANEY PL CONSULT P130392	1380.38
<b>Community Development Neighborhood Improvement</b>	
347176 ALLIED W / RESIDENT P140177	2533.44
347245 TURNAGE PUBLIC NL P140249	998.76
347259 BANK OF / TRAINING	349

**Community Development Building Inspection**

347177	AMS DOT COMPUTE P130307	517.25
347235	RITE ROO TECHNOLOGY FEE R	77.79
920316	3M AOSAF SAFETY GP140015	347.62

**212 CDBG Fund****CDBG**

347260	BAY AREA LEGAL AD P140184	125.2
920325	HOUSE, TI CONSULTANT SERVI	4598.75

**213 Gas Tax Fund****Streets**

347306	PACIFIC G ELECTRIC	86.4
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**214 Animal Control Fund****Animal Control**

347179	ANIMAL SI SUPPLIES P140090	746.86
347197	EAST BAY VETERINA P140092	338.71
347198	EAST HILL VETERINA P140093	186.95
347269	CONCORD UNIFORMS P140065	217.84
347284	EAST HILL VETERINA P140093	3961
347290	HILLS PET ANIMAL FC P140094	1129.82
347303	MWI VETE VETERINA P140097	799.29
920324	HAMMONS SUPPLIES P140169	67.74

**216 Park-In-Lieu Fund****Parks & Open Space**

347208	H AND H C PLAYGROIP130399	82032.17
347249	WESTERN PREWETT P130351	54327.46
920319	ICR ELECTELECTRIC P140113	11022

**219 Recreation Fund****Non departmental**

347203	FIL-AM SO DEPOSIT REFUND	500
347292	HUB INTELIABILITY INSURANC	251.96

**Senior Programs**

347259	BANK OF / CART	76.29
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**Recreation Classes/Prog**

347195	DIABLO LI' FINGERPRINT ING	20
347196	DUGAND, CONTRACTOR PAYM	594
347222	ORTIZ, CH CONTRACTOR PAYM	165
347242	TEAMSIDE SCHEDULING SERVI	499
347259	BANK OF / MEMBER DUES	35
347262	BRICKS 4 I CONTRACTOR PAYM	507
347298	KOVALICK CONTRACTOR PAYM	531.3

**Recreation Sports Programs**

203067	HART, JUI CLASS REFUND	56
347195	DIABLO LI' FINGERPRINT ING	40
347268	CONCORD UMPIRE FEES	2664

**Recreation Concessions**

203029	SMART AN SUPPLIES	95.72
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**Recreation-New Comm Cntr**

347175	ACME SEC SYSTEM TEST	220
347183	BAY AREA SUPPLIES P140041	146.35
347215	MARLIES (CLEANING SERVICES	280
347257	AT AND T PHONE	63.43
347259	BANK OF / SUPPLIES	209.89

347265	COLE SUP SUPPLIES P140126	161.19
347286	FERTADO EQUIPMENT REPAIR	518.75
347299	LSA ASSO CONSULT P130210	594.46
<b>222 Measure C Fund</b>		
<b>Streets</b>		
347199	FEDERAL .ADVOCACY SERVICE	5000
<b>229 Pollution Elimination Fund</b>		
<b>Channel Maintenance Operation</b>		
347177	AMS DOT COMPUTE P130307	459.78
347216	MJH EXCA EQUIPME P140202	4950
347225	PAPA REGISTRATION-JEFF	80
920318	BIG SKY E TIRE DISPOSAL	414
<b>238 PEG Franchise Fee Fund</b>		
<b>Non Departmental</b>		
347314	QUALITY SAUDIO VIS P130311	41840.14
<b>251 Lone Tree SLLMD Fund</b>		
<b>Lonetree Maintenance Zone 1</b>		
347220	ODYSSEY LANDSCAPE P140156	192
347224	PACIFIC C LANDSCAPE P140140	2420
<b>Lonetree Maintenance Zone 3</b>		
347224	PACIFIC C LANDSCAPE P140141	2995
<b>Lonetree Maintenance Zone 4</b>		
347220	ODYSSEY LANDSCAPE P140155	873
<b>252 Downtown SLLMD Fund</b>		
<b>Downtown Maintenance</b>		
347220	ODYSSEY LANDSCAPE P140156	384
<b>253 Almondridge SLLMD Fund</b>		
<b>Almondridge Maintenance</b>		
347220	ODYSSEY LANDSCAPE P140155	1223
<b>254 Hillcrest SLLMD Fund</b>		
<b>Hillcrest Maintenance Zone 1</b>		
347220	ODYSSEY LANDSCAPE P140156	460.8
347239	STEWART TREE SERVICES	250
<b>Hillcrest Maintenance Zone 2</b>		
347220	ODYSSEY LANDSCAPE P140156	960
347224	PACIFIC C LANDSCAPE P140142	3428
347239	STEWART TREE SERVICES	950
<b>Hillcrest Maintenance Zone 4</b>		
347220	ODYSSEY LANDSCAPE P140156	307.2
<b>255 Park 1A Maintenance District Fund</b>		
<b>Park 1A Maintenance District</b>		
347220	ODYSSEY LANDSCAPE P140156	460.8
347223	PACHECO LANDSCAPE P140147	160
347306	PACIFIC G ELECTRIC	34.07
<b>256 Citywide 2A Maintenance District Fund</b>		
<b>Citywide 2A Maintenance Zone 6</b>		
347220	ODYSSEY LANDSCAPE P140156	384
347281	DELTA FEI BOLLARD P140158	1725
<b>Citywide 2A Maintenance Zone 9</b>		
347220	ODYSSEY LANDSCAPE P140156	307.2
<b>Citywide 2A Maintenance Zone 10</b>		
347281	DELTA FEI FENCE RE P140158	686

**257 SLLMD Administration Fund**

**SLLMD Administration**

347182	BANK OF / CELL PHONE ACCES	75.94
347241	TARGET S TRAINING-HARRIS	138
347315	QUESADA DMV PHYSICAL BURGESS	75

**259 East Lone Tree SLLMD Fund**

**Zone 1-District 10**

347220	ODYSSEY LANDSCAPE P140155	2041
347306	PACIFIC G ELECTRIC	106.02

**311 Capital Improvement Fund**

**Measure WW**

347304	ODIN SYS' EQUIPMENT P120419	34626.51
920326	KARSTE C CONSULT P140192	1080

**Public Buildings & Facilities**

347202	FIELDTUR FIELD TUF P130336	195677.8
347249	WESTERN PREWETT P130351	38814.72
920326	KARSTE C CONSULT P140192	2520

**312 Prewett Family Park Fund**

**Parks & Open Space**

347259	BANK OF / ARTWORK	1320
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**570 Equipment Maintenance Fund**

**Non departmental**

347293	HUNT ANL FUEL P140170	24777.41
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**Equipment Maintenance**

347182	BANK OF / SUPPLIES	147.95
347195	DIABLO LI' FINGERPRINT ING	20
347213	KEN KELLI FILTERS	108.61
347228	PETERSOI COOLING P140206	2695.4
347232	PURSUIT I NEW CAR BUILD	2690.91
347233	REINHOLD TANK TESTING	650
347236	SCOTTOS AUTO BOI P140134	2400
347240	SUPERIOF CIRCUIT BP140135	13.96
347244	TRED SHE TIRES	2039.42
347248	WALNUT ( AXLE & BE P140139	368.74
347253	ANTIOCH , BRAKE PA P140038	619.5
347256	ARROWHI TOWING SP140112	47.5
347263	CHUCKS E SUPPLIES P140045	1467.61
347295	IRONMAN EXHAUST SERVICE	335

**573 Information Services Fund**

**Network Support & PCs**

347266	COMCAST INTERNET P140101	78.27
347282	DIGITAL S WEBSITE SERVICES	5150

**Telephone System**

347257	AT AND T PHONE	191.95
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**GIS Support Services**

347313	PUBLIC EM ADJ ER 132	120.79
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**Office Equipment Replacement**

347177	AMS DOT COMPUTE P130307	517.25
347289	HEWLETT COMPUTE P140231	7974.24
920321	COMPUTE COMPUTE P140246	1308.51

**580 Loss Control Fund**

**Human Resources**

347302 MUNICIPAL WORKERS COMP PR 644487

**611 Water Fund**

**Non departmental**

347253 ANTIOCH, SUPPLIES P140038 2222.62  
347296 JC NELSON SUPPLIES 1008.96  
920323 GRAINGER SUPPLIES P140195 200.66

**Water Supervision**

347189 CONTRACT ANNUAL DUES 5000  
347204 FRAZIER, CHECK REPLACEMENT 78.12  
347217 MP RESILIENT CHECK REPLACEMENT 42.26  
347238 SRP 643 CHECK REPLACEMENT 20.27  
347261 BENEDIAN OVERPAYMENT REF 195.14

**Water Production**

202887 LESLIE SUPPLIES 40.82  
202888 UNITED STATES POSTAGE 26.77  
347178 ANIMAL DISEASE PEST CONTROL SER 125  
347207 GRAPHIC CHARTS 2230.19  
347209 HI-VOLTAGE EQUIPMENT P140258 11235.92  
347224 PACIFIC COAST LANDSCAPE P140142 857  
347252 AMERICAN CONFERENCE FEES 1160  
347257 AT AND T PHONE 126.84  
347283 EAGLE MOUNTAIN BOARD 3135.65  
347297 KARL NEE EQUIPMENT P140196 35851.48  
347306 PACIFIC GAS ELECTRIC 19.19  
347318 SHUTE MILLEGAL SERVICES 2772  
347330 XEROX COPIER LEASE P120342 69.5  
920320 KARST CONSULTING SERVICE 1680  
920322 CONSOLIDATED SUPPLIES P140014 612.55

**Water Distribution**

347177 AMS DOT COMPUTER P130307 2126.49  
347182 BANK OF AMERICA CELL PHONE ACCESS 160.49  
347185 BIG BLOWN SUPPLIES 280.25  
347192 CWEA SAFE WORKSHOP 350  
347193 CWEA SAFE RENEWAL-CHADWICK 140  
347201 FERGUSON BACKFLOW GAGE 411.22  
347230 PINPOINT REPAIR SERVICES 551.64  
347275 COUNTY ASPHALT P140049 1413.71  
347309 PADILLA, ERIK CERTIFICATION REIM 145  
347325 TYLER TERRY LICENSE FEE 2840  
920326 KARST CONSULT P140253 1020

**Public Buildings & Facilities**

347312 PLEWS SMITH LEGAL SERVICES 723.22

**Warehouse & Central Stores**

347326 UNITED STATES WEEKLY PRINTER SUPPLY 13

**621 Sewer Fund**

**Sewer-Wastewater Collection**

347177 AMS DOT COMPUTER P130307 2126.49  
347181 BANK OF AMERICA IPAD APP 4.99  
347182 BANK OF AMERICA MEETING EXPENSE 132.86  
347186 BKF ENGINEER P130396 2145.91  
347192 CWEA SAFE WORKSHOP 100  
347254 ANTIOCH ASPHALT P140039 570.27

347255	APEX INDI RADIOS	3868.78
347275	COUNTY / ASPHALT P140049	2450.82
347325	TYLER TEI LICENSE FEE	2840
<b>631 Marina Fund</b>		
<b>Marina Administration</b>		
347330	XEROX CC COPIER LI P120342	69.5
<b>Marina Maintenance</b>		
347220	ODYSSEY LANDSCAPE P140155	938
347288	HENDERS SUPPLIES	249.49
<b>641 Prewett Water Park Fund</b>		
<b>Non departmental</b>		
347212	JOHNSON DEPOSIT REFUND	500
347292	HUB INTEI LIABILITY INSURANC	377.94
347308	PADAYAO DEPOSIT REFUND	340
347329	VIEYRA, R DEPOSIT REFUND	1000
<b>Recreation Aquatics</b>		
203026	ZHAO, YIN CLASS REFUND	55
203030	SPORTS E SUPPLIES	49.91
203121	TAM, ANTI CLASS REFUND	55
347195	DIABLO LI' FINGERPRINT ING	40
347259	BANK OF / TRAINING	882
<b>Recreation Water Park</b>		
203027	WYATT, L GROUP TICKET REFI	60
347183	BAY AREA SUPPLIES P140041	146.37
347184	BAY BUILT SUPPLIES	1153
347195	DIABLO LI' FINGERPRINT ING	60
347205	GARDA CL ARMORED AUG	198
347219	OAKLEYS PEST CON P140208	150
347231	PITCHER, OFFICE SUPPLIES RE	111.57
347259	BANK OF / TRAINING	245
347267	COMMERC SUPPLIES P140175	1479.61
347301	MUIR DIAE RESPIRATOR EXAM-	110
920323	GRAINGEF SUPPLIES P140195	148.35
<b>Recreation Community Cnter</b>		
347184	BAY BUILT SUPPLIES	192
<b>Rec Prewett Concessions</b>		
203028	KAMPS PF TANK RENTAL	4.34
347246	US FOODS CONCESS P140133	1970.65
347259	BANK OF / SUPPLIES	295
347264	CITY MECI EQUIPMENT SERVIC	774.67
<b>721 Employee Benef its Fund</b>		
<b>Non departmental</b>		
347272	CONTRA C 1301019 P,2340/1301C	50
347273	CONTRA C 1301019 P,2340/1301C	400
347305	OPERATIIN 1301019 P,PYINTERF	1159.61
347310	PARS 1301019 P,PYINTERF	3436.31
347311	PERS LON 1301019 P,PYINTERF	56.9
347313	PUBLIC EMPAYROLL DEDUCT IC	307371.1
347319	STATE OF 1301019 P,2340/1301C	200
347320	STATE OF 1301019 P,2360/1301C	214
347321	STATE OF 030000945 2340/1301C	150
347323	TEXAS CHD2008061E 2340/1301C	422.77

347324 TRUMAN, 10-47736-F2360/1301019 112.15  
347328 US DEPT ( 1301019 P,2340/1301( 334.33  
920328 NATIONW 1301019 P,PYINTERF 21411.02  
920329 VANTAGEI 1301019 P,PYINTERF 1334.13



STAFF REPORT TO THE CITY COUNCIL  
FOR CONSIDERATION AT THE COUNCIL MEETING OF SEPTEMBER 24, 2013

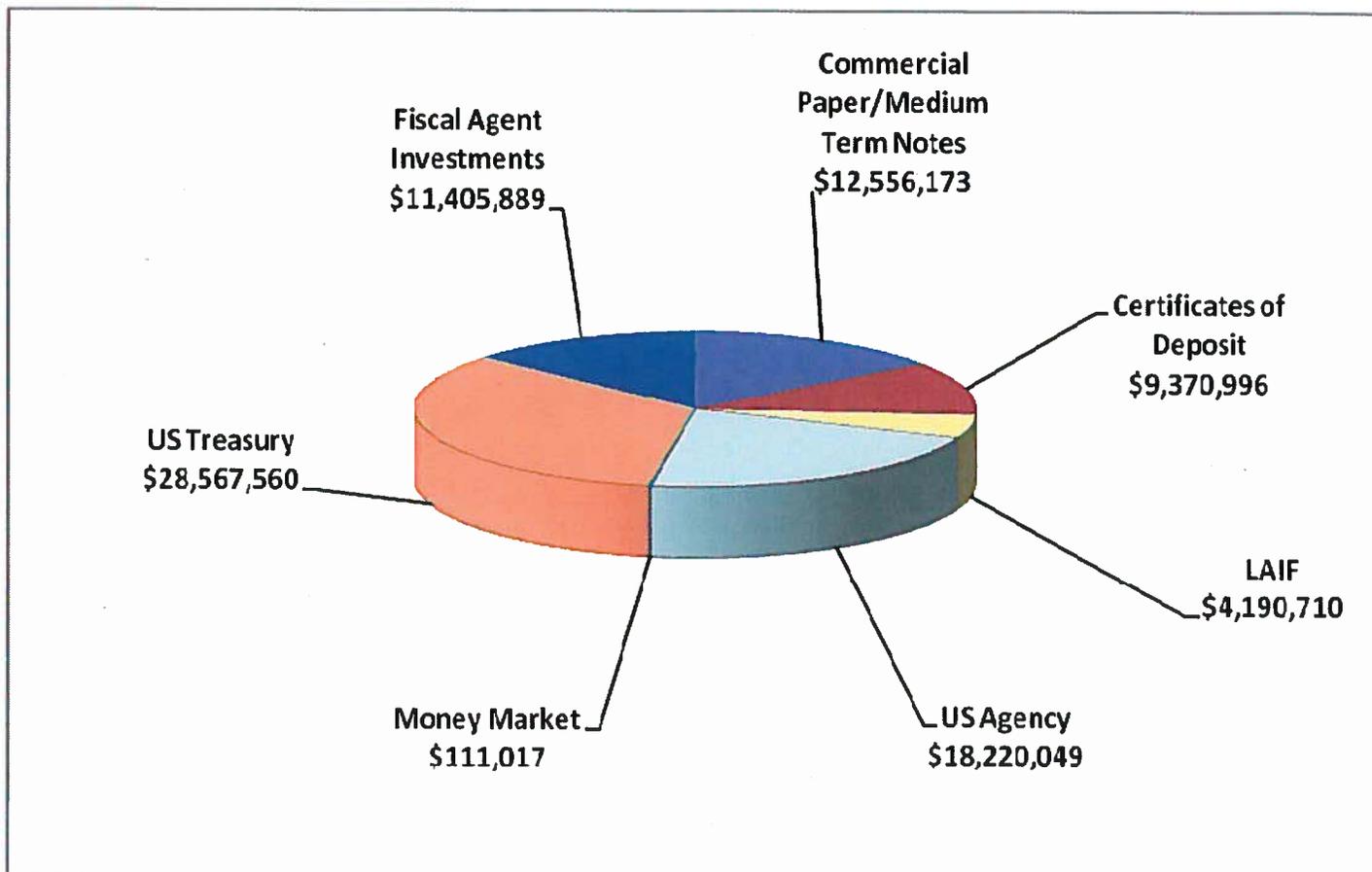
SUBMITTED BY: Donna Conley, City Treasurer *DC*  
DATE: September 18, 2013  
SUBJECT: Treasurer's Report – AUGUST 2013

RECOMMENDATION: Review and file.

*C*  
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*9-24-2013*

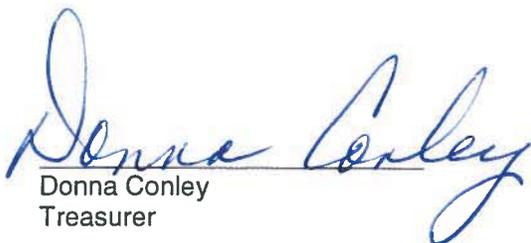
CITY OF ANTIOCH  
SUMMARY REPORT ON THE CITY'S INVESTMENTS

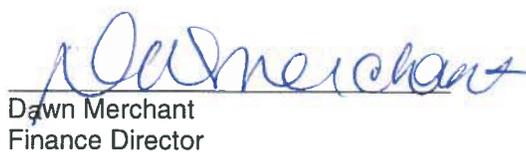
AUGUST 31, 2013



**Total of City and Fiscal Agent Investments = \$84,422,394**

All City investments are shown above and conform to the City Investment Policy. All investment transactions during this period are included in this report. As Treasurer of the City of Antioch and Finance Director of the City of Antioch, we hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six (6) months' estimated expenditures.

  
Donna Conley  
Treasurer

  
Dawn Merchant  
Finance Director

**Summary of Fiscal Agent Balances by  
Debt Issue**

	<u>Amount</u>
Antioch Public Financing Authority 2002 Lease Revenue Bonds	285,530
Antioch Public Financing Authority 1998 Reassessment Revenue Bonds	9,052,675
Antioch Development Agency 2009 Tax Allocation Bonds	1,552,063
Antioch Development Agency 2000 Tax Allocation Bonds	83,030
ABAG Lease Revenue Bonds	<u>432,591</u>
	<u><u>\$11,405,889</u></u>



## Managed Account Issuer Summary

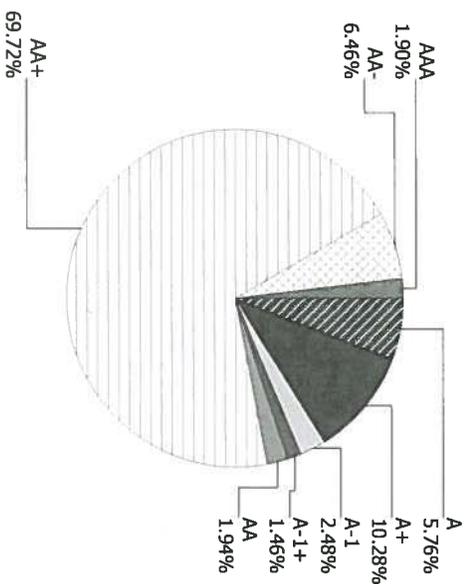
For the Month Ending August 31, 2013

CITY OF ANTIOCH, CA - 04380500

### Issuer Summary

Issuer	Market Value of Holdings	Percent
APPLE INC	633,502.72	0.93
BANK OF NEW YORK	1,440,044.71	2.10
BANK OF NOVA SCOTIA	1,350,151.20	1.97
BERKSHIRE HATHAWAY INC	928,746.36	1.36
CA ST DEPT OF WATER REV BONDS	499,555.00	0.73
CATERPILLAR INC	251,747.75	0.37
CREDIT SUISSE GROUP	1,699,535.90	2.48
DEERE & COMPANY	452,650.05	0.66
FANNIE MAE	6,520,616.24	9.52
FEDERAL HOME LOAN BANKS	3,023,268.00	4.42
FREDDIE MAC	6,848,341.91	10.00
GENERAL ELECTRIC CO	2,214,440.77	3.23
IBM CORP	305,200.69	0.45
JP MORGAN CHASE & CO	2,689,725.82	3.93
MET WATER DISTRICT OF SOUTHERN CA	800,850.25	1.17
RABOBANK NEDERLAND	1,692,639.00	2.47
SKANDINAVISKA ENSKILDA BANKEN SA	1,704,556.00	2.49
STANDARD CHARTERED BANK	1,000,430.00	1.46
STATE OF CALIFORNIA	548,696.50	0.80
SVENSKA HANDELSBANKEN	1,700,936.70	2.48
TOYOTA MOTOR CORP	721,404.00	1.05
UNITED STATES TREASURY	28,504,031.62	41.64
WAL-MART STORES INC	397,878.40	0.58
WELLS FARGO & COMPANY	2,540,589.70	3.71
<b>Total</b>	<b>\$68,469,539.29</b>	<b>100.00%</b>

### Credit Quality (S&P Ratings)



PFM Asset Management LLC



CITY OF ANTIOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending August 31, 2013

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note US TREASURY NOTES DTD 12/15/2011 0.250% 12/15/2014	912828RV4	1,200,000.00	AA+	Aaa	01/05/12	01/06/12	1,195,312.50	0.38	639.34	1,197,941.88	1,200,562.80
US TREASURY NOTES DTD 02/15/2012 0.250% 02/15/2015	912828SE1	1,500,000.00	AA+	Aaa	02/22/12	02/27/12	1,492,207.03	0.43	173.23	1,496,169.42	1,499,707.50
US TREASURY NOTES DTD 03/01/2010 2.375% 02/28/2015	912828MR8	1,500,000.00	AA+	Aaa	06/20/12	06/21/12	1,578,457.03	0.42	98.41	1,543,732.77	1,546,699.50
US TREASURY NOTES DTD 03/01/2010 2.375% 02/28/2015	912828MR8	2,500,000.00	AA+	Aaa	04/30/12	05/01/12	2,639,453.13	0.39	164.02	2,573,935.25	2,577,832.50
US TREASURY NOTES DTD 03/15/2012 0.375% 03/15/2015	912828SK7	170,000.00	AA+	Aaa	03/13/12	03/15/12	169,428.91	0.49	294.50	169,706.18	170,239.02
US TREASURY NOTES DTD 03/15/2012 0.375% 03/15/2015	912828SK7	825,000.00	AA+	Aaa	06/27/12	06/28/12	824,355.47	0.40	1,429.18	824,634.19	826,159.95
US TREASURY NOTES DTD 08/02/2010 1.750% 07/31/2015	912828NP1	325,000.00	AA+	Aaa	10/23/12	10/26/12	337,098.63	0.39	494.57	333,389.25	333,429.85
US TREASURY NOTES DTD 08/02/2010 1.750% 07/31/2015	912828NP1	465,000.00	AA+	Aaa	08/22/12	08/23/12	483,418.36	0.39	707.61	477,018.86	477,061.17
US TREASURY NOTES DTD 08/02/2010 1.750% 07/31/2015	912828NP1	3,625,000.00	AA+	Aaa	09/06/12	09/10/12	3,772,832.03	0.33	5,516.30	3,723,063.17	3,719,025.25
US TREASURY NOTES DTD 11/30/2010 1.375% 11/30/2015	912828PJ3	885,000.00	AA+	Aaa	11/01/12	11/05/12	911,204.30	0.40	3,092.06	904,211.89	902,700.00
US TREASURY NOTES DTD 11/30/2010 1.375% 11/30/2015	912828PJ3	2,550,000.00	AA+	Aaa	11/29/12	12/05/12	2,627,595.70	0.35	8,909.32	2,608,430.88	2,601,000.00
US TREASURY NOTES DTD 05/02/2011 2.000% 04/30/2016	912828OF0	950,000.00	AA+	Aaa	03/27/13	03/28/13	997,277.34	0.38	6,402.17	990,762.12	984,141.10
US TREASURY NOTES DTD 06/30/2009 3.250% 06/30/2016	912828KZ2	2,200,000.00	AA+	Aaa	05/10/13	05/15/13	2,394,218.75	0.41	12,240.49	2,375,798.94	2,356,063.60
US TREASURY NOTES DTD 06/30/2009 3.250% 06/30/2016	912828KZ2	2,950,000.00	AA+	Aaa	05/22/13	05/24/13	3,204,783.20	0.44	16,413.38	3,182,466.67	3,159,267.10



CITY OF ANTIOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending August 31, 2013

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>												
US TREASURY NOTES		912828KZZ	3,300,000.00	AA+	Aaa	05/24/13	05/31/13	3,574,570.31	0.53	18,360.73	3,552,105.65	3,534,095.40
DTD 06/30/2009 3.250%	06/30/2016											
US TREASURY NOTES		912828RF9	2,600,000.00	AA+	Aaa	08/29/13	08/30/13	2,614,218.75	0.82	71.82	2,614,193.24	2,616,046.88
DTD 08/31/2011 1.000%	08/31/2016											
<b>Security Type Sub-Total</b>			<b>27,545,000.00</b>					<b>28,816,431.44</b>	<b>0.45</b>	<b>75,007.13</b>	<b>28,567,560.36</b>	<b>28,504,031.62</b>
<b>Municipal Bond / Note</b>												
METRO WTR DIST AUTH, CA TXBL REV BONDS		59266THP9	575,000.00	AAA	Aa1	06/21/12	06/28/12	575,000.00	0.62	590.33	575,000.00	575,971.75
DTD 06/28/2012 0.616%	07/01/2014											
METRO WTR DIST AUTH, CA TXBL REV BONDS		59266THO7	225,000.00	AAA	Aa1	06/21/12	06/28/12	225,000.00	0.94	353.63	225,000.00	224,878.50
DTD 06/28/2012 0.943%	07/01/2015											
CA ST DEPT OF WATER TXBL REV BONDS		13066KX87	500,000.00	AAA	Aa1	09/19/12	09/27/12	500,000.00	0.65	812.50	500,000.00	499,555.00
DTD 09/27/2012 0.650%	12/01/2015											
CA ST TXBL GO BONDS		13063BN73	550,000.00	A	A1	03/13/13	03/27/13	551,859.00	0.93	481.25	551,581.22	548,696.50
DTD 03/27/2013 1.050%	02/01/2016											
<b>Security Type Sub-Total</b>			<b>1,850,000.00</b>					<b>1,851,859.00</b>	<b>0.76</b>	<b>2,237.71</b>	<b>1,851,581.22</b>	<b>1,849,101.75</b>
<b>Federal Agency Bond / Note</b>												
FHLMC NOTES		31346ZY5	1,400,000.00	AA+	Aaa	09/20/11	09/21/11	1,398,130.72	0.55	3,150.00	1,399,341.12	1,404,288.20
DTD 08/12/2011 0.500%	09/19/2014											
FREDDIE MAC GLOBAL NOTES		31346ZW3	910,000.00	AA+	Aaa	09/28/11	09/30/11	911,820.00	0.68	3,014.38	910,651.11	915,176.99
DTD 08/05/2011 0.750%	09/22/2014											
FREDDIE MAC GLOBAL NOTES		31346ZW3	2,450,000.00	AA+	Aaa	08/30/11	08/31/11	2,462,838.00	0.58	8,115.63	2,454,467.55	2,463,938.05
DTD 08/05/2011 0.750%	09/22/2014											
FHLB NOTES		313371PC4	3,000,000.00	AA+	Aaa	01/19/12	01/19/12	3,028,170.00	0.55	5,760.42	3,012,505.71	3,023,268.00
DTD 11/08/2010 0.875%	12/12/2014											



CITY OF ANTIOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending August 31, 2013

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	S&P Par Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
FANNIE MAE GLOBAL NOTES	DTD 04/19/2012 0.500% 05/27/2015	3135G0KM4	AA+	Aaa	04/17/12	04/19/12	1,376,011.80	0.59	1,801.67	1,377,757.61	1,382,446.74
FNMA NOTES (CALLABLE)	DTD 08/07/2012 0.500% 08/07/2015	3135G0NG4	AA+	Aaa	08/02/12	08/07/12	3,399,660.00	0.50	1,133.33	3,399,780.33	3,396,137.60
FREDDIE MAC GLOBAL NOTES	DTD 07/11/2012 0.500% 08/28/2015	3134G3Z1	AA+	Aaa	07/30/12	07/31/12	1,827,129.78	0.46	76.04	1,826,382.57	1,826,505.63
FANNIE MAE GLOBAL NOTES	DTD 11/16/2012 0.375% 12/21/2015	3135G0S80	AA+	Aaa	11/14/12	11/16/12	947,786.50	0.45	692.71	948,349.21	945,753.50
FANNIE MAE GLOBAL NOTES	DTD 02/15/2013 0.500% 03/30/2016	3135G0V8	AA+	Aaa	02/14/13	02/15/13	799,088.00	0.54	1,677.78	799,245.41	796,278.40
FREDDIE MAC GLOBAL NOTES	DTD 03/07/2013 0.500% 05/13/2016	3137EAD09	AA+	Aaa	03/06/13	03/07/13	239,985.60	0.50	360.00	239,987.63	238,433.04
<b>Security Type Sub-Total</b>							<b>16,390,620.40</b>	<b>0.54</b>	<b>25,781.96</b>	<b>16,368,468.25</b>	<b>16,392,226.15</b>

Corporate Note

JP MORGAN CHASE & CO NOTES	DTD 05/18/2009 4.650% 06/01/2014	46625HHN3	A	A2	12/19/11	12/22/11	1,062,853.30	2.43	11,741.25	1,026,555.63	1,040,534.32
GENERAL ELEC CAP CORP GLOBAL NOTES	DTD 01/09/2012 2.150% 01/09/2015	36962GSM2	AA+	A1	05/23/12	05/29/12	874,419.85	1.72	2,686.31	869,944.94	882,179.77
IBM CORP GLOBAL NOTES	DTD 02/06/2012 0.550% 02/06/2015	459200HB0	AA-	Aa3	02/01/12	02/06/12	303,508.55	0.72	116.49	304,284.87	305,200.69
BANK OF NEW YORK MELLON (CALLABLE) NOTES	DTD 02/21/2012 1.200% 02/20/2015	06406HCC1	A+	Aa3	02/13/12	02/21/12	374,658.75	1.23	137.50	374,831.12	377,595.38
CATERPILLAR FIN CORP NOTES	DTD 05/30/2012 1.100% 05/29/2015	14912L5P9	A	A2	05/22/12	05/30/12	249,920.00	1.11	702.78	249,953.11	251,747.75
JOHN DEERE CAPITAL CORP GLOBAL NOTES	DTD 06/29/2012 0.950% 06/29/2015	24422ERS0	A	A2	06/26/12	06/29/12	449,878.50	0.96	736.25	449,925.57	452,650.05



PFM Asset Management LLC



CITY OF ANTIOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending August 31, 2013

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
WELLS FARGO & COMPANY DTD 06/27/2012 1.500% 07/01/2015	94974BFES	750,000.00	A+	A2	03/26/13	03/28/13	762,978.08	0.73	1,875.00	760,552.82	758,610.75
WELLS FARGO & COMPANY DTD 06/27/2012 1.500% 07/01/2015	94974BFES	750,000.00	A+	A2	03/27/13	03/28/13	762,757.50	0.74	1,875.00	760,373.80	758,610.75
JPMORGAN CHASE & CO GLOBAL NOTES DTD 10/18/2012 1.100% 10/15/2015	46623ER1	1,650,000.00	A	A2	10/15/12	10/18/12	1,649,323.50	1.11	6,856.67	1,649,517.56	1,649,191.50
BANK OF NEW YORK MELLON (CALLABLE) DTD 10/25/2012 0.700% 10/23/2015	06406HCD9	425,000.00	A+	Aa3	10/18/12	10/25/12	424,562.25	0.73	1,057.78	424,685.54	423,982.13
BANK OF NEW YORK MELLON (CALLABLE) DTD 10/25/2012 0.700% 10/23/2015	06406HCD9	640,000.00	A+	Aa3	12/17/12	12/20/12	638,067.20	0.81	1,592.89	638,538.16	638,467.20
WAL-MART STORES INC GLOBAL NOTES DTD 04/11/2013 0.600% 04/11/2016	931142DE0	400,000.00	AA	Aa2	04/04/13	04/11/13	399,716.00	0.62	933.33	399,752.53	397,878.40
APPLE INC GLOBAL NOTES DTD 05/03/2013 0.450% 05/03/2016	037833AH3	640,000.00	AA+	Aa1	04/30/13	05/03/13	638,841.60	0.51	944.00	638,967.36	633,502.72
TOYOTA MOTOR CREDIT CORP DTD 05/17/2013 0.800% 05/17/2016	89236TAL9	725,000.00	AA-	Aa3	05/14/13	05/17/13	724,702.75	0.81	1,675.56	724,731.08	721,404.00
GENERAL ELEC CAP CORP (FLOATING) DTD 07/12/2013 0.919% 07/12/2016	36962G7A6	1,330,000.00	AA+	A1	07/09/13	07/12/13	1,330,000.00	0.93	1,731.74	1,330,000.00	1,332,261.00
WELLS FARGO & COMPANY DTD 07/29/2013 1.250% 07/20/2016	94974BFL9	1,025,000.00	A+	A2	07/22/13	07/29/13	1,024,016.00	1.28	1,138.89	1,024,044.78	1,023,368.20
BERKSHIRE HATHAWAY FIN GLOBAL NOTES DTD 08/15/2013 0.950% 08/15/2016	084664BX8	930,000.00	AA	Aa2	08/06/13	08/15/13	929,507.10	0.97	392.67	929,514.32	928,746.36
<b>Security Type Sub-Total</b>		<b>12,520,000.00</b>					<b>12,599,710.93</b>	<b>1.10</b>	<b>36,194.11</b>	<b>12,556,173.19</b>	<b>12,575,930.97</b>
<b>Certificate of Deposit</b>											
STANDARD CHARTERED BK NY LT CD (FLOAT) DTD 03/18/2013 0.344% 03/18/2014	85325BVS0	1,000,000.00	A-1+	P-1	03/18/13	03/18/13	1,000,000.00	0.37	133.80	1,000,000.00	1,000,430.00



PFM Asset Management LLC



CITY OF ANTIOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending August 31, 2013

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Certificate of Deposit</b>												
SVENSKA HANDELSBANKEN NY FLOATING LT CD	DTD 04/05/2013 0.451% 10/06/2014	86958CVF8	1,700,000.00	AA-	Aa3	04/03/13	04/05/13	1,699,741.11	0.48	1,192.86	1,699,771.23	1,700,936.70
CREDIT SUISSE NEW YORK CERT DEPOS (FLOAT)	DTD 07/15/2013 0.668% 01/15/2015	22549TDK1	1,700,000.00	A-1	P-1	07/11/13	07/15/13	1,700,000.00	0.68	1,514.36	1,700,000.00	1,699,535.90
BANK OF NOVA SCOTIA HOUS CERT DEPOS (FLT)	DTD 03/06/2013 0.490% 03/06/2015	06417FPL8	1,350,000.00	A+	Aa2	03/04/13	03/06/13	1,350,000.00	0.59	1,664.25	1,350,000.00	1,350,151.20
SKANDINAVISKA ENSKILDA NY CERT DEPOS(FLT)	DTD 04/16/2013 0.643% 04/16/2015	83051HJH0	1,700,000.00	A+	A1	04/11/13	04/16/13	1,700,000.00	0.66	1,426.22	1,700,000.00	1,704,556.00
RABOBANK NEDERLAND NV NY CD	DTD 04/29/2013 0.600% 04/29/2015	21684BEP5	1,700,000.00	AA-	Aa2	04/25/13	04/29/13	1,700,000.00	0.61	3,541.67	1,700,000.00	1,692,639.00
<b>Security Type Sub-Total</b>			<b>9,150,000.00</b>					<b>9,149,741.11</b>	<b>0.58</b>	<b>9,473.16</b>	<b>9,149,771.23</b>	<b>9,148,248.80</b>
<b>Managed Account Sub-Total</b>			<b>67,420,000.00</b>					<b>68,808,362.88</b>	<b>0.61</b>	<b>148,694.07</b>	<b>68,493,554.25</b>	<b>68,469,539.29</b>
<b>Securities Sub-Total</b>			<b>\$67,420,000.00</b>					<b>\$68,808,362.88</b>	<b>0.61%</b>	<b>\$148,694.07</b>	<b>\$68,493,554.25</b>	<b>\$68,469,539.29</b>
<b>Accrued Interest</b>												<b>\$148,694.07</b>
<b>Total Investments</b>												<b>\$68,618,233.36</b>



PFM Asset Management LLC



CITY OF ANTIOCH, CA - 04380500

Managed Account Security Transactions & Interest

For the Month Ending August 31, 2013

Transaction Type	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY	08/06/13	BERKSHIRE HATHAWAY FIN GLOBAL NOTES	084664BX8	930,000.00	(929,507.10)	0.00	(929,507.10)			
	08/29/13	US TREASURY NOTES	912828RF9	2,600,000.00	(2,614,218.75)	(12,929.35)	(2,627,148.10)			
Transaction Type Sub-Total					<b>3,530,000.00</b>	<b>(3,543,725.85)</b>	<b>(12,929.35)</b>	<b>(3,556,655.20)</b>		
<b>INTEREST</b>										
	08/01/13	MONEY MARKET FUND	MONEY002	0.00	0.00	0.21	0.21			
	08/01/13	CA ST TXBL GO BONDS	13063BN73	550,000.00	0.00	1,988.80	1,988.80			
	08/06/13	IBM CORP GLOBAL NOTES	459200HB0	305,000.00	0.00	838.75	838.75			
	08/07/13	FNMA NOTES (CALLABLE)	3135G0NG4	3,400,000.00	0.00	8,500.00	8,500.00			
	08/15/13	US TREASURY NOTES	912828SE1	1,500,000.00	0.00	1,875.00	1,875.00			
	08/18/13	STANDARD CHARTERED BK NY LT CD (FLOAT)	85325BV50	1,000,000.00	0.00	301.82	301.82			
	08/20/13	BANK OF NEW YORK MELLON (CALLABLE) NOTES	06406HCC1	375,000.00	0.00	2,250.00	2,250.00			
	08/28/13	FNMA NOTES	3135G0BV8	575,000.00	0.00	2,515.63	2,515.63			
	08/28/13	FREDDIE MAC GLOBAL NOTES	3134G3ZA1	1,825,000.00	0.00	4,562.50	4,562.50			
	08/31/13	US TREASURY NOTES	912828RF9	2,600,000.00	0.00	13,000.00	13,000.00			
	08/31/13	US TREASURY NOTES	912828MR8	2,500,000.00	0.00	29,687.50	29,687.50			
	08/31/13	US TREASURY NOTES	912828MR8	1,500,000.00	0.00	17,812.50	17,812.50			



PFM Asset Management LLC



CITY OF ANTIOCH, CA - 04380500

Managed Account Security Transactions & Interest

For the Month Ending August 31, 2013

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
<b>SELL</b>											
08/06/13	08/15/13		US TREASURY NOTES DTD 11/30/2010 1.375% 11/30/2015	912828PJ3	850,000.00	868,693.36	2,426.91	871,120.27	(6,474.61)	(138.64)	SPEC LOT
08/29/13	08/30/13		FHLMC NOTES DTD 08/12/2011 0.500% 09/19/2014	3134G2YJ5	200,000.00	200,652.00	447.22	201,099.22	919.04	746.37	SPEC LOT
08/29/13	08/30/13		US TREASURY NOTES DTD 05/16/2011 1.000% 05/15/2014	912828OM5	650,000.00	654,037.11	1,889.95	655,927.06	(4,544.92)	1,170.94	SPEC LOT
08/29/13	08/30/13		US TREASURY NOTES DTD 09/15/2011 0.250% 09/15/2014	912828RG7	1,150,000.00	1,151,033.20	1,312.50	1,152,345.70	10,332.03	4,372.05	SPEC LOT
08/29/13	08/30/13		FNMA NOTES DTD 07/18/2011 0.875% 08/28/2014	3135G0BY8	575,000.00	578,990.50	27.95	579,018.45	402.50	2,756.67	SPEC LOT
<b>Transaction Type Sub-Total</b>					<b>3,425,000.00</b>	<b>3,453,406.17</b>	<b>6,104.53</b>	<b>3,459,510.70</b>	<b>634.04</b>	<b>8,907.39</b>	
<b>Managed Account Sub-Total</b>						<b>(90,319.68)</b>	<b>76,507.89</b>	<b>(13,811.79)</b>	<b>634.04</b>	<b>8,907.39</b>	
<b>Total Security Transactions</b>						<b>(\$90,319.68)</b>	<b>\$76,507.89</b>	<b>(\$13,811.79)</b>	<b>\$634.04</b>	<b>\$8,907.39</b>	



PFM Asset Management LLC

**STAFF REPORT TO THE CITY COUNCIL FOR CONSIDERATION AT THE  
COUNCIL MEETING OF SEPTEMBER 24, 2013**

**FROM:** Lynn Tracy Nerland, City Attorney



**DATE:** September 17, 2013

**SUBJECT: Council Committees and Appointments**

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**RECOMEMNDATION:**

It is recommended that the City Council confirm the existing Council Appointments, Council Committee Assignments and Citizen Appointments (Attachments A, B and C); clarify that Budget, CDBG, Lone Tree Golf Course and City-School Relations Committees are standing committees; memorialize that the Public Art Subcommittee for Lone Tree/Hillcrest Assessment District has been eliminated because funding for public art in this corridor has been spent; memorialize that the East County Regional Library Board has been eliminated; and direct the City Clerk's Office to solicit applications for the citizen representative to the Contra Costa Library Commission.

**BACKGROUND:**

Questions have arisen regarding various Council appointments and committee assignments. As an initial step, the existing list of "Committee Assignments" has been divided into three categories: 1) appointments of Council Members to another public agencies (e.g. Delta Diablo Sanitation District) or as a liaison to another entity (e.g. Chamber of Commerce) (Attachment A); and 2) assignments to committees of the Council (Attachment B); and citizen appointments to various entities (Attachment C). With appointments to other agencies, the City relies on those agencies to handle noticing and agenda requirements under the Brown Act if applicable.

It has not always been clear if Council committees were intended to be an ad hoc, advisory committee or a standing committee. An ad hoc, advisory committee has a limited or single purpose and a short duration, such as a committee tasked with making recommendations in 3 months as to how to decrease graffiti. A standing committee is defined under the Brown Act as having "continuing subject matter jurisdiction" or a meeting schedule fixed by formal action of the Council. Even if composed of less than a quorum of the City Council, a standing committee is subject to the Brown Act. It is possible that a committee's format and role may change over time.

In going through the various Council committee assignments and appointments made earlier this year, the attached lists attempt to clarify the understanding of the role and nature of the committees. For the proposed standing committees, City departments that are responsible for developing agenda items and noticing under the Brown Act are identified.

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**09/24/13**

For the Ad hoc Advisory Committees, those committees can be re-evaluated in the future as needed. In some contexts, it may be determined that a committee is not needed because it has accomplished its goals or a citizens' group has taken over the tasks. In other contexts, a single Council Member liaison to another entity or staff may be a more workable approach than a Council committee.

It is recommended that the Public Art Subcommittee for Lone Tree/Hillcrest Assessment District be disbanded, because there are no further funds in the assessment district for public art. Therefore, there is no need to continue this Subcommittee.

In addition, the East County Regional Library Board composed of elected representatives from East County cities had been disbanded. Therefore, that position has been deleted from the list of Council appointments.

Also related to the County Library, it was learned that the City had not solicited applications for the citizen representative to the Contra Costa Library Commission since 2008 when Walter Ruehlig was appointed to a 2-year term that expired on June 30, 2010. Although Mr. Ruehlig continued to attend some of the meetings, it would seem appropriate to solicit applications from the public at this point as is done with other Council appointments. Mr. Ruelig has been notified of this.

#### **FISCAL IMPACT:**

Memorializing the understanding of the nature and role of Council committees and appointments is not anticipated to create a financial impact. However, the creation of a standing committee does require staff resources to comply with noticing and agenda requirements, which does have a financial impact.

#### **OPTIONS:**

The Council can provide different direction regarding the various committees and assignments.

#### **ATTACHMENTS:**

- A Council Appointments
- B. Council Committees
- C. Citizen Appointments

**COUNCIL APPOINTMENTS**  
**December 2012 to November 2014**

COMMITTEE	REPRESENTATIVES	COMMITTEE INFORMATION
<b>ABAG</b> (Association of Bay Area Governments)	Harper Rocha	General Assembly – once a year
<b>Chamber of Commerce Liaison</b>	Agopian	2 <sup>nd</sup> Thursday, 8:00 am, Chamber conference room
<b>Committee on Aging</b>	Rocha	TBD
<b>Community Advisory Board – S.F. Bay Water Transit Authority</b>	Harper	TBD
<b>Community Facilities District (Mello Roos)</b>	Agopian Wilson	1st Monday of every other month (starting with February), 6:30 p.m., AUSD, 510 G St.
<b>Delta Diablo Sanitation District</b>	Harper Rocha (Alternate)	2 <sup>nd</sup> Wednesday of month, 5:30 p.m. 2500 Pittsburg/Antioch Highway
<b>East Bay Division</b> (League of California Cities)	Wilson	3 <sup>rd</sup> Thursday of month, 6:00 p.m., rotates between Contra Costa County and Alameda County cities
<b>East Contra Costa Regional Fee and Financing Authority</b>	Harper Agopian (Alternate)	2 <sup>nd</sup> Thursday of month, 7:00 p.m., Tri Delta Transit, 801 Wilbur Ave.
<b>East County Water Management Association</b>	Agopian	As needed, 2-3 times per year
<b>Eastern Contra Costa Transit Authority (Tri Delta) (Board of Directors)</b>	Harper Rocha	4 <sup>th</sup> Wednesday of month, 4:00 p.m., Tri Delta Transit, 801 Wilbur Ave.
<b>ICLEI (International Council for Local Environmental Initiatives)</b>	Tiscareno	TBD
<b>Mayors' Conference</b>	Harper Rocha (Alternate)	1 <sup>st</sup> Thursday of month, 6:30 p.m., rotates between cities of County
<b>Northeast Antioch Annexation</b>	Agopian Rocha	As needed
<b>State Route 4 By-Pass Authority</b> (Delta Expressway)	Harper Agopian (Alternate)	2 <sup>nd</sup> Thursday of month, 6:30 p.m. Tri Delta Transit, 801 Wilbur Ave.
<b>TRANSPLAN</b>	Harper Agopian (Alternate)	2 <sup>nd</sup> Thursday of month, 7:30 p.m., Tri Delta Transit, 801 Wilbur Ave.

Revised 09/17/13

**COUNCIL COMMITTEE ASSIGNMENTS**  
**December 2012 to November 2014**

COMMITTEE	REPRESENTATIVES	COMMITTEE INFORMATION
<b>City/School Relations Committee</b>	Agopian Wilson	Standing Committee; Schedule TBD; City Manager's Office to develop agenda items and City Clerk's Office to handle noticing
<b>Budget Committee</b>	Harper Agopian	Standing Committee; Schedule TBD; Finance Dept. to develop agenda items and City Clerk's Office to handle noticing
<b>CDBG Committee</b> (Community Development Block Grant)	Wilson Tiscareno	Standing Committee; Schedule TBD; Community Development Dept. to develop agenda and handle noticing
<b>Graffiti Committee</b>	Tiscareno	As needed
<b>Historic Preservation Committee</b>	Rocha	As needed
<b>Lone Tree Golf Course Committee</b>	Harper Tiscareno	Standing Committee; Schedule TBD; City Manager's office to develop agenda items and City Clerk's Office to handle noticing
<b>Quality of Life Forum Committee</b>	Agopian	As needed
<b>Sycamore Corridor Committee</b>	Harper Wilson	As needed

**CITIZEN APPOINTMENTS**  
**December 2012 to November 2014**

COMMITTEE	REPRESENTATIVES	COMMITTEE INFORMATION
<b>Citizens Advisory Committee (CAC) Contra Costa Transportation Authority (CCTA)</b>	Jeffrey Belle	4 <sup>th</sup> Wednesday of month, 6:30 p.m., CCTA, 2999 Oak Road, Suite 110 (Board Room), Walnut Creek, CA 94597
<b>Contra Costa County Library Commission</b>		*Commission agreed that dates may adjust to accommodate needs, 7:00 p.m. – 9:00 p.m., Library Administration, 75 Santa Barbara Blvd. Pleasant Hill, CA 94523
<b>Contra Costa Mosquito Abatement and Vector Control District</b>	Jose Saavedra	2 <sup>nd</sup> Monday of month 7:00 p.m., District office, 155 Mason Circle, Concord, CA 94520
<b>Oversight Board to the City as Successor Agency to the Antioch Development Agency</b>	Brian Kalinowski Tina Wehrmeister	Per Health & Safety Code section 34179, the Mayor has one general appointment and one appointment representing the employees of the former redevelopment agency  The Oversight Board meets the 3 <sup>rd</sup> Monday of the month at 6:00 p.m. in the City Council Chambers. The Finance Director develops the agenda and the Community Development Department Secretary serves as Secretary to the Board and handles noticing

Revised 09/17/13

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR CONSIDERATION AT  
THE COUNCIL MEETING OF SEPTEMBER 24, 2013**

**FROM:** Michelle Fitzer, Human Resources/Economic Development Director



**DATE:** September 17, 2013

**SUBJECT: RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION  
PLAN UPDATES FOR THE CONFIDENTIAL BARGAINING UNIT AND  
ASSIGNING SALARY RANGES AS APPROPRIATE (NO SALARY  
INCREASES)**

---

**RECOMMENDATION**

It is recommended that the City Council adopt a resolution approving the comprehensive classification plan updates for the Confidential bargaining unit, and assigning salary ranges as appropriate.

**BACKGROUND**

• ***Classifications***

As Council is aware, several years ago the City hired Johnson Associates to conduct a comprehensive classification review and update. When the economy began to deteriorate, this project was discontinued and left incomplete. Since that time, staff has brought updated class specifications to the Council for review and approval on an as-needed basis, usually when a recruitment was going to be initiated.

For the last 10 months, staff has been working on finalizing the comprehensive classification updates for all bargaining units. All of the Johnson drafts were reviewed again by management supervising each classification to ensure the description reflected the current City organizational structure and operational needs. Following that process, the respective bargaining unit representatives were provided with draft specs for their unit. Staff has been meeting and corresponding with representatives from all of the bargaining units to discuss any questions or concerns they may have.

At this time, the Confidential Unit has agreed to the amended and new specifications for their unit. Therefore, this item is brought before Council for consideration. The classification specifications recommended for approval are:

- Accounting Technician
- Administrative Assistant I/II/III (changed from Secretary I/II/III)
- Deputy City Clerk
- Executive Assistant
- Human Resources Analyst (changed from Administrative Analyst)
- Human Resources Technician (changed from Personnel Technician)
- Lead Police Records Technician (currently filled by Secretary class)

9/24/13

- Legal Secretary
- Payroll Specialist
- Police Records Technician (currently filled by Secretary class)
- Senior Administrative Assistant (changed from Administrative Secretary)

Some of these classes were approved within the last 12-18 months in separate Council actions. However, there were a few formatting changes that were needed to match the remainder of the descriptions, so they are being brought forward again this evening.

As noted, three descriptions are new – the Human Resources Analyst, Police Records Technician and Lead Police Records Technician. Each of these new classifications are proposed to better reflect the actual work being performed by the incumbent employees. The employee assigned to Human Resources is classified as an Administrative Analyst. Yet, the Human Resources field is very technical and specialized, and requires specific knowledge, skills, training and experience. The same is true for the Police Records Technician and Lead Police Records Technician. Incumbent employees are currently classified as Secretaries, but their work is very specific to law enforcement and as such they should be independently classified.

Finally, one classification is outdated and no longer necessary given the current organizational structure. That is the Financial Administrative Assistant classification. It is recommended that the Council approve removing this classification from the class plan and salary schedule. There are no incumbents in this classification.

- **Salary**

There are no salary increases as part of this proposed action. The only salary actions are to assign salary ranges to the new classifications of Human Resources Analyst, Lead Police Records Technician, and Police Records Technician, and to remove the Financial Administrative Assistant from the salary schedule. The recommended salary ranges for the new classes are:

Human Resources Analyst – match the Administrative Analyst I exempt monthly range of \$4453 - \$5414, which is the current furloughed salary range. Of course, should Council end the furlough/10% salary reduction for this classification the salary range will adjust back to the full-time rate. ***This reflects no change for the incumbent employee.***

Lead Police Records Technician – match the current Secretary III monthly range of \$3861 – \$4694. ***This reflects no change for the incumbent employee.***

Police Records Technician – match the current Secretary II monthly range of \$3512 - \$4269. ***This reflects no change for the incumbent employee(s).***

### **FINANCIAL IMPACT**

Approving these amendments to the classification plan, assigning salary ranges for Human Resources Analyst, Lead Police Records Technician, and Police Records Technician, and removing the Financial Administrative Assistant from the salary schedule have no financial impact.

## **ATTACHMENTS**

- A. Resolution Approving Amendments to the Classification and Compensation Plans for Confidential Bargaining Unit Classes
- B. Accounting Technician Draft Job Description
- C. Administrative Assistant I/II/III Draft Job Description
- D. Deputy City Clerk Draft Job Description
- E. Executive Assistant Draft Job Description
- F. Human Resources Analyst Draft Job Description
- G. Human Resources Technician Draft Job Description
- H. Lead Police Records Technician Draft Job Description
- I. Legal Secretary Draft Job Description
- J. Payroll Specialist Draft Job Description
- K. Police Records Technician Draft Job Description
- L. Senior Administrative Assistant Draft Job Description

RESOLUTION NO. 2013/XX

**RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION PLAN UPDATES FOR THE CONFIDENTIAL BARGAINING UNIT AND ASSIGNING SALARY RANGES AS APPROPRIATE (NO SALARY INCREASES)**

**WHEREAS**, the City has an interest in updating the class specifications for classifications Citywide; and

**WHEREAS**, staff has been working on completing a comprehensive update of the classification system for the last 10 months; and

**WHEREAS**, department management have reviewed and updated the Johnson descriptions to reflect current organizational structure and operational needs; and

**WHEREAS**, representatives of the Confidential Bargaining Unit have reviewed the draft specifications and agreed to the proposed changes/additions/deletions; and

**WHEREAS**, salary range assignments are needed for new classifications (no salary increases), and one class needs to be removed from the class plan and salary schedule.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Antioch as follows:

**Section 1.** That the comprehensive classification plan updates for the Confidential Bargaining Unit, specifications for which are attached hereto as Attachments "B" through "L", be approved and added to the City of Antioch Employees' Classification System; and

**Section 2.** That the classification of Financial Administrative Assistant be removed from the classification plan; and

**Section 3.** That the following salary range assignments be made:

Human Resources Analyst – \$4453 - \$5414, to match the Administrative Analyst I exempt monthly range (the current furloughed salary range).

Lead Police Records Technician – \$3861 – \$4694, to match the current Secretary III monthly range.

Police Records Technician – \$3512 - \$4269, to match the current Secretary II monthly range; and

**Section 4.** That copies of this resolution be certified to all holders of the City of Antioch Employees' Classification System.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 24<sup>th</sup> day of September, 2013, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

CITY OF ANTIOCH

**ACCOUNTING TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, performs a wide variety of responsible technical accounting and financial record keeping and reporting duties in support of assigned accounting system, function, or program area; performs work in the administration of and compliance with the Business License Ordinance; prepares, processes, maintains, and verifies financial/accounting and statistical documents and records; prepares various reports and statements; provides information and assistance to the general public and City departments; and performs a variety of technical tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of responsible technical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of accounts payable, accounts receivable and issuing of business licenses.
2. Prepare, maintain, and/or verify a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, check, verify, balance, adjust, record, and file financial data; code data according to prescribed accounting procedures; review information to ensure accurate reporting; resolve discrepancies; establish and maintain various files and records.
3. Utilize various computer programs; enter and maintain data; post information to ledgers, journals, logs, and reports; generate reports from a database or in-house system; create spreadsheets and generate reports using spreadsheet software; create documents using word processing software.
4. Perform duties in support of the City's accounts payable function; receive incoming invoices for payment and review for accuracy and proper authorizations and account coding; research discrepancies; prepare batches for data entry; ensure that payments are included and processed in a timely manner.
5. Proofread and check materials for accuracy, completeness and compliance with departmental policies and regulations.
6. Process accounts payable disbursements from batches entered in current accounts payable cycle; prepare warrant listing and distribute to appropriate department; receive and input special accounts payable batches for manual checks on an as-needed basis.

**CITY OF ANTIOCH**  
**ACCOUNTING TECHNICIAN (CONTINUED)**

7. May review employee time reports for accuracy and compliance with policies and procedures; reconcile and compute payments due for various benefit program providers; prepare quarterly tax reports for federal and state agencies.
8. Perform technical and complex clerical accounting duties in support of the utility billing function; receive and process payments in person and through the mail as well as automatic draft/credit card payments; enter returned payments and send notifications as necessary; review and enter adjustments to customer accounts as necessary.
9. Create past due packets for delinquent water accounts and prepare past due notices; review accounts in non-payment status to process shut offs; create cut off orders and post past due penalties; produce final bills for disconnected accounts.
10. Prepare and analyze monthly collection report for closed accounts with outstanding balances to send to collection agency.
11. Perform technical and complex clerical accounting duties in support of the business license function; review and process new business license applications; apply fees to appropriate accounts, print reports, issue license and mail out.
12. Maintain complete and accurate records regarding business licenses; maintain complete and current records on businesses operating in the City; add new businesses to the system and assigned business license numbers.
13. Calculate business license tax due from each business and collect fees; prepare daily deposit of all incoming business license payments.
14. Perform and/or coordinate field inspections and surveys to determine validity of business licenses and to detect unlicensed businesses.
15. Visit retail businesses and act as a liaison between businesses and City Hall; advise proprietors concerning license renewals and issue renewal notices as required.
16. Perform a variety of general office support work, such as, organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents.
17. Provide technical information and assistance to other City staff regarding procedures and methods; confer with City departments and individuals regarding changes and corrections; interpret and explain rules and regulations.
18. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Financial record keeping, bookkeeping and basic governmental accounting principles and practices.
- Methods and techniques of coding, verifying, balancing, and reconciling accounting records.

**CITY OF ANTIOCH**  
**ACCOUNTING TECHNICIAN (CONTINUED)**

- Basic auditing principles and practices.
- Principles and practices used in establishing and maintaining accounting files and information retrieval systems.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- Methods and techniques for basic report preparation and writing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service techniques, practices, and principles.
- Methods and techniques of proper phone etiquette.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Effectively apply accounting knowledge in the performance of a variety of accounting, fiscal, and statistical record keeping duties.
- Participate in the preparation of a variety of administrative and financial reports.
- Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.
- Implement and maintain filing systems.
- Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.
- Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work independently in the absence of supervision.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and apply pertinent laws, codes, and regulations as well as organization and unit rules, policies, and procedures with good judgment.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Deal successfully with the public, in person and over the telephone; respond tactfully, clearly, concisely, and courteously to issues, concerns, and needs.
- Type and enter data at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in accounting, bookkeeping, business administration or other related field.

**Experience:**

Three years of responsible bookkeeping, payroll or clerical accounting

experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised January 1993; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**ADMINISTRATIVE ASSISTANT I/II/III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, performs a variety of secretarial, advanced clerical, and routine administrative and programmatic work of a general or specialized nature in support of assigned programs, division, or department; relieves assigned staff of clearly defined and delegated administrative or technical detail; and provides information and assistance to other City staff and the general public regarding assigned programs, policies, and procedures.

**DISTINGUISHING CHARACTERISTICS**

**Administrative Assistant I** – This is the entry level class in the Administrative Assistant series providing responsible and difficult clerical and secretarial duties of a general and specialized nature in support of the assigned department, division, or program area. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Administrative Assistant II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the “II” level is based on performing the full range of journey level duties, demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

**Administrative Assistant II** – This is the journey level class within the Administrative Assistant series performing the full range of responsible and difficult clerical and secretarial duties of a general and specialized nature with only occasional instruction or assistance. Positions at this level are distinguished from the Administrative Assistant I level by the performance of the full range of duties as assigned, working independently, applying well developed secretarial and office support knowledge, and exercising judgment and initiative. Assigned work requires the use of judgment in selecting appropriate procedures, conducting transactions with customers and the public, and solving routine and non-routine problems based on knowledge gained through experience. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Administrative Assistant II level are normally filled by advancement from the Administrative Assistant I level.

**Administrative Assistant III** – This is the advanced journey level class of this series and may include lead-level responsibility for Administrative Assistant I and II positions. This class is distinguished from Administrative Assistant I and II by the performance of complex technical assignments or program responsibility, and from Senior Administrative Assistant, which is the first-line supervisory level.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

**CITY OF ANTIOCH**  
**ADMINISTRATIVE ASSISTANT I/II/III (CONTINUED)**

1. Perform a wide variety of secretarial, advanced clerical, and routine administrative and programmatic work of a general or specialized nature in support of assigned programs, division, or department; relieve supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
2. Type, word process, format, edit, revise, proofread, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft dictation, modified standard format, and brief verbal instructions; develop, revise, and maintain standardized and master documents; compose correspondence and other documents.
3. Screen office calls, visitors, and mail; provide information and assistance including responding to requests for information and assistance; research information related to City regulations and office policies; refer callers to proper authority; assists the public and other City staff in interpreting and applying City policies, procedures, codes, and ordinances; may sort and distribute mail.
4. Maintain calendar of activities, meetings, and various events for assigned staff; coordinate activities and meetings with other City departments, the public, and outside agencies; coordinate and arrange special events as assigned.
5. Coordinate, make, process, and confirm staff travel arrangements; arrange for transportation and accommodations for travel; check and process expense claims.
6. Verify and review materials, applications, records, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, and reports; provide information and forms to the public; collect and process appropriate information.
7. Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information including manual and computer logs of documents processed.
8. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; verify data for accuracy and completeness.
9. Perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records.
10. Participate with special projects as assigned; assist in planning, coordinating and implementing assigned programs and events; assist in monitoring assigned programs.
11. Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
12. Assist in assembling and preparing the annual budget for area of assignment; monitor expenditures against budget; prepare purchase requisitions and requests for payment.

CITY OF ANTIOCH  
ADMINISTRATIVE ASSISTANT I/II/III (CONTINUED)

13. Recommend improvements in work flow, procedure and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required.
14. Ensure that all required supplies are available as needed and that the facility and equipment are in proper working order; maintain and order office supplies; prepare purchase requisitions; receive invoices and checks for accuracy; process payments.
15. Operate a variety of office equipment including a computer, typewriter, copier, facsimile machine, and adding machine.
16. Utilize various computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.
17. As assigned, arrange and coordinate meetings; assist in preparing and distributing agenda packets and correspondence; attend meetings and take, transcribe, and assure proper distribution of minutes and verbatim transcripts.
18. May provide lead supervision to lower level clerical staff; review work for accuracy and completeness.
19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and basic report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Basic accounting and bookkeeping principles and practices.
- Basic principles and practices of budget preparation and administration.
- Methods and techniques of proper phone etiquette.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.
- Methods and techniques of proper phone etiquette.

**Ability to:**

- Perform a variety of responsible and difficult clerical and secretarial duties and activities of a general and specialized nature in support of the assigned department, division, or program area.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

**CITY OF ANTIOCH  
ADMINISTRATIVE ASSISTANT I/II/III (CONTINUED)**

- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data accurately at net 50 words per minute.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Participate in researching, compiling, analyzing, and interpreting data.
- Participate in the preparation of a variety of administrative and financial reports.
- Establish and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda from brief instructions.
- Perform routine mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies.
- Utilize public relations techniques in responding to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Administrative Assistant I**

**Education/Training:**

Equivalent of the completion of the twelfth grade. Additional specialized or college level course work in secretarial science, office procedures, business administration, or a related field is desirable.

**Experience:**

One year of responsible clerical, secretarial, and office administrative support experience.

**Administrative Assistant II**

**Education/Training:**

Equivalent of the completion of the twelfth grade. Additional specialized or college level course work in secretarial science, office procedures, business administration, or a related field is desirable.

**Experience:**

Three years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to a Administrative Assistant I with the City of Antioch.

**Administrative Assistant III**

**Education/Training:**

Equivalent of the completion of the twelfth grade. Additional specialized or college level course work in secretarial science, office procedures, business administration, or a related field is desirable.

CITY OF ANTIOCH  
ADMINISTRATIVE ASSISTANT I/II/III (CONTINUED)

**Experience:**

Five years of increasingly responsible clerical, secretarial, and office administrative support experience including two years of experience at a level comparable to a Administrative Assistant II with the City of Antioch.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: September 1989

Revised: December 2003; September 2013 (and title change from Secretary)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## CITY OF ANTIOCH

**DEPUTY CITY CLERK**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, performs a variety of responsible, confidential, and complex administrative, technical, programmatic, secretarial, and clerical duties in support of the daily operations and administration of the City Clerk's Office; maintains official City records and performs records management functions; prepares City Council meeting agendas and packets; organizes City elections and coordinates elections with the County; and provides information to the public, City staff, and City officials related to the function, policies, and procedures of the City Clerk's Office.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Oversee and coordinate the preparation, finalization, and distribution of the City Council agenda; prepare tentative agenda, final agenda and annotated agenda; prepare information regarding City Council meetings for the website.
2. Ensure the preparation of City Council meeting minutes; finalize minutes of meetings.
3. Process, finalize, and follow-up on Council action from City Council meetings; ensure timelines are met including those for ordinance publication, resolutions, and notice of decisions.
4. Administer Fair Political Practices Commission filings for candidates, elected officials, employees, consultants, and commissioners in accordance with state law and FPCC regulations.
5. Assist in conducting and supervising municipal elections; coordinate municipal elections with the County; certify official results; plan and coordinate reception with incoming elected officials.
6. Participate in the development and implementation of City-wide records management program; serve as custodian of official City records; assist in the operation and oversee maintenance of records management program, records retention schedule, and master filing guide; coordinate with other departments regarding the storage of files and documents as well as the destruction of City documents; scan documents into laser fiche for future reference.
7. Process and record all claims filed against the City; finalize rejection notices to claimants.
8. Prepare and coordinate correspondence agenda for the Board of Appeals including Board, staff, and appellant; finalize Board of Appeals notices of decisions and actions.
9. Administer policies, procedures, and processes for the City Clerk's Office; resolve discrepancies or procedural problems and respond to questions about the services of the

**CITY OF ANTIOCH  
DEPUTY CITY CLERK (CONTINUED)**

- City Clerk's Office; maintain the City Clerk's Office desk manual outlining departmental policies and procedures; make recommendations for modifications.
10. Track vacancies of City committees and commissions; notify Mayor of openings and prepare notices of vacancy; receive and process applications for future appointments.
  11. Assist in the preparation, administration, and monitoring of assigned budget; compile annual budget requests; prepare revenue projections; recommend expenditure requests for designated accounts; monitor approved budget accounts.
  12. Supervise, coordinate, and review the work of office support staff within the City Clerk's Office; provides input into the evaluation of support staff.
  13. Provide coverage and assistance in all areas of the City Clerk's Office as necessary to ensure the operation of the Office including filing, photocopying, answering the telephones, and assisting the public at the counter.
  14. Utilize various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing software.
  15. Maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments.
  16. May act in the absence of the City Clerk and relieve the City Clerk of a variety of administrative and functional details.
  17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of the functions, programs, and operations of a City Clerk's Office.
- Basic functions of public agencies including the role of an elected Council and appointed boards and commissions.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Modern principles, practices, and techniques of municipal records management.
- Election processes.
- Office management principles, methods, and procedures.
- Basic principles and practices of lead supervision and training.
- Principles and procedures of record keeping and filing.
- Pertinent federal, state, and local laws, codes, and regulations including the Brown Act, Political Reform Act, FPPC regulations, and those governing the maintenance of records by a public agency.
- Basic principles and practices of municipal budget preparation and administration.
- Mathematical principles.
- Research procedures used in searching of public records.

CITY OF ANTIOCH  
DEPUTY CITY CLERK (CONTINUED)

- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Modern office procedures, methods, and equipment including computers and related software applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.
- Methods and techniques of proper phone etiquette.

**Ability to:**

- Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of the City Clerk's Office with only occasional instruction or assistance.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Take responsibility for and exercise good judgment in recognizing the scope of authority to be exercised in the capacity of a deputy to a public officer.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Type or enter data at a speed necessary for successful job performance.
- Participate in researching, compiling, analyzing, and interpreting data.
- Prepare clear, accurate and concise records and reports.
- Independently prepare correspondence and memoranda.
- Provide information and organize material in compliance with laws, regulations and policy.
- Work cooperatively with other departments, City officials, and outside agencies.
- Establish, organize, and maintain a variety of specialized files and records.
- Implement and maintain filing systems and records management systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality relative to critical and sensitive information, records, and reports.
- Utilize public relations techniques in responding to inquiries and complaints.
- Maintain confidentiality of information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

CITY OF ANTIOCH  
DEPUTY CITY CLERK (CONTINUED)

Equivalent to completion of the twelfth grade supplemented by specialized or college level course work in business administration, office management, secretarial science, or a related field.

**Experience:**

Four years of increasingly responsible administrative, secretarial, and clerical support experience involving a high level of public contact including two years of administrative support experience in a municipal or other governmental agency.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-exempt

February 1990

Revised: January 2012; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**EXECUTIVE ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, performs a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of the City Manager's Office with only occasional instruction or assistance; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; and assists the City Manager, Mayor, City Council members, and associated administrative staff with special programs, projects, and research.

**DISTINGUISHING CHARACTERISTICS**

The Executive Assistant classification is distinguished from the Administrative Secretary class in that the incumbent in the Executive Assistant class provides a full range of executive staff support to the City's chief executive officer, Mayor, City Council members, and associated administrative staff. This class performs the more difficult and complex administrative support tasks involving a thorough knowledge of the policies and procedures of the assigned office with a significant degree of independent judgment. The incumbent in the Executive Assistant class is assigned significant responsibility for carrying out administrative and office secretarial duties, frequently of a complex, highly sensitive, and confidential nature in the assigned office, often in a rapidly changing environment. The incumbent may also perform technical duties in support of assigned operations. The technical nature of the work and the frequent use of initiative, independent judgment and discretion in dealing with a variety of individuals coupled with the need for highly developed office administrative skills differentiate this class from other administrative classes.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions in support of assigned programs, divisions, and/or department with only occasional instruction or assistance; relieve supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
2. Plan and organize work activities; recommends improvements in work flow, procedures, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems.
3. Serve as liaison between assigned office and the general public, City staff, and outside groups and agencies; provide general and specialized information and assistance regarding assigned function that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explain programs, policies, and activities related to specific program area of assignment.

**CITY OF ANTIOCH  
EXECUTIVE ASSISTANT (CONTINUED)**

4. Receive and screen communications to the assigned executive staff members including office visitors, telephone calls, e-mail messages, and mail; provide assistance using independent judgment to determine those requiring priority attention; calendar appointments; refer callers and/or complaints to appropriate City staff for further assistance as needed and/or take or recommend actions to resolve the complaint; develop and implement tracking systems.
5. Prepare special reports and perform special projects that may require researching, gathering, and organizing information from a variety of sources; assist assigned staff with special projects as assigned; research information as requested.
6. Draft and/or type, word process, format, edit, revise, and print a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
7. Proofread, verify, and review materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.
8. Develop, revise, and maintain standardized and master documents; compose correspondence, reports and informational materials; assist in designing and producing technical information handouts; copy, disseminate, and post documents and information as appropriate.
9. Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
10. Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information including manual and computer logs other specialized or technical documents processed; maintain and process payroll records.
11. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; assist in the compilation of reports.
12. Assist in assembling and preparing the annual budget for assigned area; monitor expenditures against budget; prepare purchase requisitions and requests for payment.
13. Attend to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date; organize and maintain office and specialized files in accordance with the City's records management program.
14. Maintain calendar of activities, meetings, and various events for assigned staff; coordinate activities and meetings with other City departments, the public, and outside agencies; coordinate and arrange special events as assigned; schedule meetings; coordinate arrangements and set up meeting rooms; notify participants; prepare and/or assemble meeting materials.

**CITY OF ANTIOCH**  
**EXECUTIVE ASSISTANT (CONTINUED)**

15. Coordinate, make, process, and confirm staff travel arrangements; arrange for transportation and accommodations for travel; check and process expense claims.
16. Operate a variety of office equipment including a computer, typewriter, copier, facsimile machine, and adding machine.
17. Utilize various computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.
18. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Organization, operation, functions, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Principles and practices of office administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Basic principles and practices of budget preparation and administration.
- Basic accounting and bookkeeping principles and practices.
- Records management principles and procedures including record keeping and filing principles and practices.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.
- Methods and techniques of proper phone etiquette.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Independently perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
- Plan and organize work to meet changing priorities and deadlines.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data at a speed necessary for successful job performance.

CITY OF ANTIOCH  
EXECUTIVE ASSISTANT (CONTINUED)

- Participate in researching, compiling, analyzing, and interpreting data.
- Prepare clear, accurate, and concise reports.
- Establish, organize, and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda.
- Perform mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Utilize public relations techniques in responding to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent of the completion of the twelfth grade supplemented by specialized or college level course work in secretarial science, office procedures, business administration, or a related field.

**Experience:**

Five years of increasingly responsible secretarial and office administrative support experience including experience providing assistance to management personnel. Some experience in municipal government is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

September 1989  
Revised: November 2011; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other

**CITY OF ANTIOCH**  
**EXECUTIVE ASSISTANT (CONTINUED)**

duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

## HUMAN RESOURCES ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Performs administrative and professional work in a variety of areas of human resources management including classification, compensation, recruitment, examination, employee relations, safety, training, benefits, and workers compensation; performs surveys and studies and analyzes data; prepares reports and recommendations; maintains the City's personnel and recordkeeping systems and other documentation programs; serves as the subject matter expert on multiple subjects; performs related work as assigned.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans and conducts classification and organization studies; assists departments in determining the most effective organizational structure and staffing patterns using current classifications or developing new ones as appropriate.
2. Plans and conducts compensation and benefit surveys, analyzes and presents survey data and related recommendations; administers wage and salary rules, regulations, and approved pay schedules; responds to surveys from other agencies.
3. Designs compensation systems that support and reinforce the City's long range goals and objectives.
4. Performs a variety of investigations such as harassment, discrimination, and/or employee misconduct; prepares appropriate reports of findings.
5. Assists with labor relations work related to negotiations, contract (MOU) interpretation, and grievance administration; researches, develops, costs out and analyzes issues and proposals as part of the collective bargaining process; attends negotiations sessions; participates in strategy sessions.
6. Interprets City personnel rules, policies and procedures, and related regulations for supervisors and employees.
7. Assists Department Directors, managers and supervisors with employee relations issues, including discipline matters.
8. Assumes a lead role in the City's safety program.
9. Conducts desk audits and/or job analyses to determine duties and responsibilities of positions; develops classification specifications; recommends allocation of existing classes or proposes the establishment of new classes.

**CITY OF ANTIOCH  
HUMAN RESOURCES ANALYST (CONTINUED)**

10. Develops, conducts, and/or arranges for appropriate selection devices, including written, oral and performance examinations; reviews and screens employment applications; determines and recommends appropriate pass points; prepares oral interview materials; compiles scores and prepares employment lists.
11. Provides information and interpretations to various City departments, employees, employee organizations, other employers, the public, and applicants regarding human resources policies, procedures, practices, and decisions; escalates inquires to the Human Resources Director as appropriate.
12. Identifies organization-wide training needs and participates in developing effective responses to these needs; develops and implements training programs on a variety of personnel issues.
13. Prepares a variety of written documents including City Council staff reports, proposals, contracts, publications, correspondence, and analytical summaries.
14. May assist in the development of the department budget and expenditure monitoring.
15. Plans and performs a variety of administrative work related to the maintenance of employee benefits programs, including health, dental, retirement, long-term disability and employee assistance.
16. Implements and monitors human resource functions, activities and strategies to support the overall Human Resources Department's and City's goals, objectives and philosophy; assists in the development and implementation of department goals, objectives, policies and procedures.
17. Assists in the development of citywide personnel rules, administrative orders, policies and procedures; identifies opportunities for improvement in the current policies, procedures and systems; develops recommendations for changes recognizing the implications of recommendations; implements modifications to the programs, policies, and/or procedures as appropriate and as directed.
18. Maintains official and confidential City employee personnel records.
19. Processes workers' compensation claims; works with the third-party administrator regarding management of such claims.
20. Administers the City's deferred compensation plans.
21. Handles all aspects of pre-employment candidate processing; conducts new employee orientations and separating employee exit interviews.
22. May represent the Human Resources Department and the City to outside agencies and organizations.
23. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, elected officials, and the public.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Standard and accepted principles, practices and methods of public personnel administration including recruitment, selection, job analysis, classification and compensation systems, employee benefits, training and career development.
- Labor and employee relations in the public sector.
- Methods, techniques and practices of data collection and report writing.
- Public administration policies and procedures; structure and organization of public sector agencies.
- Standard and accepted principles, practices and methods of administrative and organizational analyses.
- Correct English usage, including spelling, grammar and punctuation.
- Applicable Federal and State laws, codes and regulations.
- Records management principles and practices.
- Standard office practices and procedures, including the use of standard office equipment and computer applications.

### **Ability to:**

- Interpret, apply and explain laws, regulations, policies, procedures and practices of Human Resources administration.
- Analyze Human Resources administration, operational and organizational problems, evaluate alternatives, and reach sound conclusions in an independent and effective manner, within procedural guidelines.
- Consult and communicate independently and effectively with management and staff.
- Conduct a variety of sensitive and complex studies and/or investigations.
- Prepare clear and concise administrative documents and reports.
- Communicate clearly and concisely both orally and in writing.
- Review personnel documents for completeness and accuracy.
- Plan effective recruitment, testing and selection practices.
- Maintain accurate and confidential personnel records.
- Organize and set priorities in order to meet deadlines
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree in public administration, business administration, human resources, psychology, or a related field.

### **Experience:**

At least three (3) years of progressively responsible human resources experience performing administrative, program/project management, and/or analytical functions, preferably in a public agency or other similar organization.

**License:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting, with some travel to different sites; Must be able to attend off-hours meetings or events or work occasional overtime as required. May travel outside of the City.

**Physical:** Must possess mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; strength and stamina to lift, carry, push and/or pull up to 20 pounds; vision to read printed materials, and a computer screen; and hearing and speech to communicate in person and over the telephone to exchange information.

FLSA: Exempt

Established: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## CITY OF ANTIOCH

**HUMAN RESOURCES TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, performs a wide variety of technical and paraprofessional duties involving the administration of the City's Human Resources system including in the areas of the City's benefit program, recruitment and selection, classification and compensation programs, and workers compensation functions; interprets and applies policies and procedures as well as state and federal regulations and collective bargaining agreements to ensure compliance; and performs a variety of general technical and clerical functions in support of assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of specialized technical duties in support of the City's Human Resources Department including in support of the City's benefit programs, recruitment and selection, classification and compensation programs and workers compensation functions.
2. Interact with City divisions, departments, staff, and the public in all matters related to the area of assignment; provide information and interpret and apply Human Resources policies and procedures
3. Coordinate all facets of the recruitment and selection process including but not limited to developing recruitment strategies, preparing job announcements, placing appropriate advertising, screening and rating applications, conducting tests, and scheduling, designing, coordinating, and facilitating the interview process.
4. Coordinate all aspects of the hiring process; initiate fingerprinting and schedule pre-employment physicals; prepare offer letter and personnel action forms; prepare and conduct new employee orientation.
5. Enroll employees in the City's retirement and insurance programs; answer questions regarding benefit programs; maintain required information on employee, dependent and retiree benefits.
6. Coordinate the performance evaluation process; send appropriate reminders; modify evaluation information for leaves, promotions, transfers and other changes; prepare appropriate personnel action forms; maintain an electronic tracking system for performance evaluations.
7. Set up and maintain complex personnel records; audit and supervise the processing of personnel action forms.
8. Conduct salary surveys and respond to requests from other agencies; calculate salary adjustments according to MOUs and other contracts or agreements; update salary schedules and prepare corresponding personnel action forms.

**CITY OF ANTIOCH  
HUMAN RESOURCES TECHNICIAN (CONTINUED)**

9. Provide assistance with workers compensation and safety program; process claims, conduct follow-up with supervisors, prepare and distribute forms and documents and facilitate safety meetings.
10. Participate in and administer various programs including, but not limited to, the Service Award Program, Educational Incentive Program and DMV Pull Notice Program; prepare and maintain logs and records of program operations.
11. Organize, update and maintain a wide variety of resource information; monitor various reports and notices and follow up as necessary; scan and maintain data in computerized scanning system.
12. Perform a variety of general clerical support functions including receiving and processing mail, composing, typing and proofreading letters, forms and documents, and preparing reports.
13. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles, practices and theories of modern human resource management.
- Methods, practices, terminology, and procedures used in benefits administration.
- Principles and practices used in recruitment and selection.
- Applicable federal, state and local laws and regulations related to municipal human resource functions.
- Organization, procedures and operating details of the City.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles, practices, and procedures of business letter writing.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of customer service.
- Interpersonal skills using tact, patience, and courtesy.
- English usage, spelling, grammar, and punctuation.
- Oral and written communication skills.

**Ability to:**

- Perform a variety of technical support duties related to the human resource function involving the use of independent judgment and personal initiative in support.
- Perform a variety of technical duties related to employment, recruitment, and benefit administration.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, ordinances, and MOUs.
- Understand the organization and operation of the Human Resources Department as necessary to assume assigned responsibilities.

CITY OF ANTIOCH  
HUMAN RESOURCES TECHNICIAN (CONTINUED)

- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports including information related to the collective bargaining process.
- Distribute, screen, and evaluate employment applications.
- Use sound judgment in recognizing scope of authority.
- Respond to requests and inquiries from staff or the public.
- Prepare a variety of clear and concise reports.
- Independently compose and prepare correspondence and memoranda.
- Implement and maintain filing systems.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work independently and effectively in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to completion of the twelfth grade supplemented by college level course work in human resources, business administration, psychology or a related field.

**Experience:**

Two years of increasingly responsible generalist experience in public personnel, human resources, or a related field.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

February 1990  
Revised: September 2013

CITY OF ANTIOCH  
HUMAN RESOURCES TECHNICIAN (CONTINUED)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

**LEAD POLICE RECORDS TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a wide variety of general and/or specialized office support, clerical, and technical work in support of Police Department support services operations; oversees and participates in collecting, indexing, processing, maintaining, retrieving, copying, and distributing confidential law enforcement data and information; oversees and participates in performing a variety of record keeping functions including processing police reports; oversees and participates in receiving and providing assistance to the public at the front counter and over the telephone; and performs a variety of technical and administrative tasks relative to assigned areas of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, supervise, and review the work of staff responsible for performing duties related to the operation of the Police Department Records Unit; participate in performing the work of the unit and perform the most complex work of the unit including addressing technical issues and making operational decisions in coordination with supervisory and management staff.
2. Assist in coordinating the scheduling of Records Unit staff; ensure all shifts are sufficiently covered.
3. Provide a variety of staff and administrative assistance related to the Records Unit; attend staff meetings and work with supervisory and management staff to resolve issues related to records; perform special projects as assigned including developing records related policies and procedures.
4. Perform the more complex and difficult duties related to the Records Unit; review morning files including to data enter contents using proper codes to ensure accurate reporting to Department of Justice and to ensure correct information for filing criminal cases; provide final approval for all police reports including to ensure proper coding for Department of Justice's Universal Crime Reporting statistics.
5. Perform the full range of Police Records Technician duties; perform a wide variety of technical and clerical duties in support of departmental operations including those related to collecting, indexing, processing, maintaining, retrieving, copying, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, protective orders, and subpoenas.

**CITY OF ANTIOCH**  
**LEAD POLICE RECORDS TECHNICIAN (CONTINUED)**

6. Enter, maintain, and retrieve data, reports, and information into and from a variety of automated law enforcement records systems; enter police reports and citations including names, vehicle information charges, property, dispositions, and classification of charges.
7. Process, track, and distribute subpoenas and coordinate court appearances for all Antioch Police Department personnel.
8. Photocopy and distribute crime, incident, arrest, and accident reports, warrants, subpoenas, follow-up requests, and related paperwork to various agencies including departmental staff, other local and state law enforcement personnel, insurance companies, and other agencies and organizations; process and distribute police reports and criminal complaints to the District Attorney's Office for prosecution.
9. Assist, provide information, and respond to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; forward calls to appropriate personnel; take and provide phone messages; respond to public inquiries for information regarding police reports and other matters; ensure that the release of records follows state, federal, and local laws.
10. Process all court orders to seal police records including juvenile and adult records seals.
11. Perform background checks; process requests from various agencies for local criminal/traffic contact information.
12. Assist with police file and record management including their destruction and transformation to micro-imaging; scan reports, citations, and photographs into the laser-fiche; shred old files; assist in the implementation of file record management systems and programs.
13. Type correspondence, reports, forms, statements, petitions, civil and criminal complaints, and other confidential and specialized documents from drafts, notes, dictated tapes, or brief instructions; compose letters and other documents as necessary.
14. Compile and total police statistics; conduct comparative statistical analysis of computer generated reports to ensure accuracy of information; prepare state and federal mandated reports.
15. Perform general clerical duties including typing, distributing mail, and filing; order and maintain assigned office supplies.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles of lead supervision and training.
- Operations, services, and activities of a criminal justice records management program.
- Basic organization and operations of a police department.
- Use and application of basic law enforcement terminology.

CITY OF ANTIOCH  
LEAD POLICE RECORDS TECHNICIAN (CONTINUED)

- Law enforcement records management principles, procedures, techniques, and equipment.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Customer service principles and practices.
- Methods and techniques of proper phone etiquette.
- Principles and procedures of record keeping and filing.
- Mathematical principles.
- Basic principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.

**Ability to:**

- Lead, organize, and review the work of records unit staff.
- Independently perform the most difficult work related to the area of work assigned including technical and administrative duties.
- Assist in the technical and functional supervision of the records unit.
- Provide one-on-one training of new Police Records Technicians.
- Interpret, explain, and enforce department policies and procedures.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Oversee and participate in the maintenance of accurate and current law enforcement records and files.
- Compile, maintain, process, and prepare a variety of records; prepare clear and concise reports.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Develop solutions to information processing and operational problems.
- Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general administrative and departmental policies and procedures.
- Use sound judgment in following and applying pertinent laws, regulations, policies, and procedures.
- Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of departmental operations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; exercise good judgment, and make sound decisions in emergency situations.
- Plan and organize work to meet changing priorities and deadlines.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports.
- Read, understand, and review documents for accuracy and relevant information.

CITY OF ANTIOCH  
LEAD POLICE RECORDS TECHNICIAN (CONTINUED)

- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Operate and use modern office equipment including a computer and various software packages.
- Operate specialized automated law enforcement information systems including police computer systems to access and maintain data.
- Type and enter data accurately at a speed necessary for successful job performance.
- Maintain confidentiality of records.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in police records management, office management, staff supervision, or a related field.

**Experience:**

Three years of increasingly responsible clerical support experience in a criminal justice environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting and at a public counter with extensive public contact and constant interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**LEGAL SECRETARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, performs a full range of varied complex, sensitive, highly responsible, and confidential legal, secretarial, and administrative support functions of a general or specialized nature in support of the City Attorney's Office; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; and serves as a liaison with other City staff, outside agencies, and the general public

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a wide variety of complex and responsible legal secretarial and administrative duties in support of staff in the City Attorney's Office; relieve supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
2. Screen calls, visitors, and mail; respond to requests for information and assistance; research information; respond to and resolve complaints within established parameters; direct callers to appropriate City departments or staff; sort and distribute mail.
3. Type, word process, and proofread correspondence, memoranda, and a wide variety of legal documents such as contracts, stipulations, discovery, briefs, judgments, depositions, agreements, opinions, affidavits, motions, appeals, declarations, subpoenas, and other legal materials; transcribe, type, and prepare documents from rough draft, verbal instruction, or transcribing machine; choose proper format and appropriate details using word processing equipment.
4. Prepare pleadings and legal documents for filing with Courts; interpret local rules; file Pitchess and gun forfeiture motions; calendar court hearings and response times; communicate with Court regarding case information, court procedures, and Judge's orders.
5. Maintain attorneys' calendars and schedules as assigned; schedule appointments and appearances; calendar depositions, meetings, hearings, training sessions, due dates, and tasks.
6. Coordinate with the City Clerk's Office in preparing resolutions and ordinances for City Council agenda package including compiling, proofreading, and editing resolutions, ordinances, staff reports, and exhibits; conduct follow-up to finalize action from meetings.
7. Process claims against the City; request reports from City departments; coordinate with Municipal Pooling Authority (MPA) in gathering additional information needed; monitor claims for City Council action; process claims for payment as assigned.

**CITY OF ANTIOCH  
LEGAL SECRETARY (CONTINUED)**

8. Request insurance certificates for City projects; assist with the preparation of the City's insurance renewal forms.
9. Assist the City Attorney in responding to public records requests in a timely manner; organize documents for review by the public.
10. Coordinate with title companies and the County Recorder's Office to process City-acquired property; notarize agreements for transaction; coordinate tax matters with the County Assessor and Tax Collector to ensure City-owned property is not taxed.
11. Perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records; process all invoices for City Attorney's Office and monitor the budget.
12. Organize and maintain complex filing systems, records and indexes; coordinate storage of documents to be retained with City Clerk's Office.
13. Notarize City documents; monitor changes in the law for California notaries.
14. Maintain law library and update law books.
15. Operate a variety of office equipment including but not limited to a computer, typewriter, copier, facsimile machine, and adding machine.
16. Utilize various computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise documents using word processing software.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Legal office methods, procedures, terminology, and documents.
- Court rules and procedures.
- Standard legal references and their contents.
- Government liability claim requirements and procedures.
- Statutory deadlines for responding to and/or filing pleading documents.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and databases.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Basic bookkeeping and clerical accounting principles.

**CITY OF ANTIOCH  
LEGAL SECRETARY (CONTINUED)**

- English usage, spelling, grammar, and punctuation.
- Methods and techniques of proper phone etiquette.
- Customer service and public relations methods and techniques.

**Ability to:**

- Perform a full range of varied complex, sensitive, highly responsible, and confidential legal secretarial and office administrative support functions of a general or specialized nature in support of the City Attorney's Office involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data at a speed necessary for successful job performance.
- Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
- Participate in researching, compiling, analyzing, and interpreting data.
- Compose correspondence and prepare standard legal documents from brief instructions.
- Prepare clear, accurate, and concise records and reports.
- Organize, research, and maintain legal and office files and calendars.
- Perform mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training as a legal secretary.

**Experience:**

Three years of increasingly responsible secretarial and clerical experience in a law office.

**License or Certificate:**

Possession of, or ability to obtain a California commission as a Notary Public within six months of date of hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

September 1989

Revised: November 2006; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**PAYROLL SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, performs a variety of highly technical accounting duties involving payroll processing including receiving, reviewing, entering, auditing, and processing payroll data; maintains payroll files and records; and ensures adherence to established payroll policies, procedures, rules, and regulations.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform difficult or complex accounting or financial support work in general accounting and payroll; review and reconcile varied reports, computer generated materials and related data; maintain varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required.
2. Review and analyze federal and state regulations and local provisions regarding salary and benefit issues; recommend strategies for implementation of changes in law, memoranda of understanding and resolutions and develop systems, procedures and reports necessary for implementation.
3. Provide technical information and direction regarding applicable procedures and methods; interpret and explain rules, regulations and the Memorandums of Understanding for the bargaining units; answer questions and resolve problems or complaints.
4. Provide technical information and instruction to human resource staff regarding procedures and methods involved in processing payroll; interpret and explain rules and regulations involving payroll.
5. Prepare and reconcile life, health, dental, vision, cafeteria and retirement system reports; reconcile and compute payments due for various benefit program providers; explain payroll benefit deductions to City employees; provide information to the public or City staff in the interpretation of policies, rules or procedures.
6. Maintain all payroll records including timesheets, deductions and withholdings, vacation payments, retroactive pay increases, cafeteria plan amounts, and other files and records for reports and auditing purposes; prepare semi monthly, quarterly and annual tax reports and statements for federal and state agencies.
7. Proofread and check materials for accuracy, completeness and compliance with departmental policies and regulations; enter and retrieve data from an on-line computer system or personal computer system and use such technologies to run applications, produce reports and bills.

CITY OF ANTIOCH  
PAYROLL SPECIALIST (CONTINUED)

8. Maintain payroll system, identify program changes, prepare source documents, and monitor the coding of information; create and update system tables; generate ad hoc reports for payroll, budget and collective bargaining purposes.
9. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a payroll processing system.
- Principles and practices of payroll preparation, reporting, and maintenance.
- Methods and techniques of calculating various payroll deductions.
- Financial record keeping, bookkeeping and basic generally accepted accounting principles and practices of governmental accounting.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Mathematical principles and practices.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state and local laws, codes and regulations as they relate to payroll preparation and processing.

**Ability to:**

- Perform a variety of payroll processing duties.
- Calculate payroll and paid time off deductions.
- Prepare and maintain employee payroll and accounting records.
- Analyze, interpret and apply federal and state regulations and procedures regarding payroll and pay issues.
- Make arithmetic calculations with speed and accuracy.
- Use initiative and sound independent judgment within established guidelines.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Maintain confidentiality and exercise discretion.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in payroll, accounting, or a related field.

**Experience:**

Three years if responsible bookkeeping, payroll, or accounting experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable*

CITY OF ANTIOCH  
PAYROLL SPECIALIST (CONTINUED)

*individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: October 2006

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**POLICE RECORDS TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, performs a wide variety of general and/or specialized office support, clerical, and technical work in support of Police Department support services operations; collects, indexes, processes, maintains, retrieves, copies, and distributes confidential law enforcement data and information; performs a variety of record keeping functions including processing police reports; receives and provides assistance to the public at the front counter and over the telephone; and provides other support and assistance to other non-sworn functions and activities of the Police Department.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a wide variety of technical and clerical duties in support of departmental operations including those related to collecting, indexing, processing, maintaining, retrieving, copying, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, protective orders, and subpoenas.
2. Enter, maintain, and retrieve data, reports, and information into and from a variety of automated law enforcement records systems; enter police reports and citations including names, vehicle information charges, property, dispositions, and classification of charges.
3. Process, track, and distribute subpoenas and coordinate court appearances for all Antioch Police Department personnel.
4. Photocopy and distribute crime, incident, arrest, and accident reports, warrants, subpoenas, follow-up requests, and related paperwork to various agencies including departmental staff, other local and state law enforcement personnel, insurance companies, and other agencies and organizations; process and distribute police reports and criminal complaints to the District Attorney's Office for prosecution.
5. Assist, provide information, and respond to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; forward calls to appropriate personnel; take and provide phone messages; respond to public inquiries for information regarding police reports and other matters; ensure that the release of records follows state, federal, and local laws.
6. Assist with police file and record management including their destruction and transformation to micro-imaging; scan reports, citations, and photographs into the laser-fiche; shred old files; assist in the implementation of file record management systems and programs.

**CITY OF ANTIOCH**  
**POLICE RECORDS TECHNICIAN (CONTINUED)**

7. Type correspondence, reports, forms, statements, petitions, civil and criminal complaints, and other confidential and specialized documents from drafts, notes, dictated tapes, or brief instructions; compose letters and other documents as necessary.
8. Compile and total police statistics; conduct comparative statistical analysis of computer generated reports to ensure accuracy of information; prepare state and federal mandated reports.
9. Perform general clerical duties including typing, distributing mail, and filing; order and maintain assigned office supplies.
10. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Law enforcement records management principles, procedures, techniques, and equipment.
- Basic police terminology.
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Customer service principles and practices.
- Methods and techniques of proper phone etiquette.
- Principles and procedures of record keeping and filing.
- Mathematical principles.
- Basic principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.

**Ability to:**

- Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general administrative and departmental policies and procedures.
- Use sound judgment in following and applying pertinent laws, regulations, policies, and procedures.
- Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of departmental operations.
- Compile, maintain, process, and prepare a variety of records and reports.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; exercise good judgment, and make sound decisions in emergency situations.

CITY OF ANTIOCH  
POLICE RECORDS TECHNICIAN (CONTINUED)

- Meet critical deadlines.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports.
- Read, understand, and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Organize and prioritize work assignments.
- Deal successfully with the public, in person and over the telephone.
- Understand and follow oral and written instructions.
- Operate and use modern office equipment including a computer and various software packages.
- Operate specialized automated law enforcement information systems including police computer systems to access and maintain data.
- Type and enter data accurately at a speed necessary for successful job performance.
- Maintain confidentiality of records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines:**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by clerical training.

**Experience:**

Two years general clerical experience that demonstrates a general aptitude for working with the public in a multi-task law enforcement environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting and at a public counter with extensive public contact and constant interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## SENIOR ADMINISTRATIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, divisions, and/or departments with only occasional instruction or assistance; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; and provides information and assistance to other City staff and the general public regarding assigned programs, policies, and procedures.

### **DISTINGUISHING CHARACTERISTICS**

The Senior Administrative Assistant classification is distinguished from the Administrative Assistant I/II/III class in that incumbents in the Senior Administrative Assistant class perform more difficult and complex administrative support tasks involving a thorough knowledge of the policies and procedures for their functional areas with a significant degree of independent judgment. Incumbents in the Senior Administrative Assistant class are assigned significant responsibility for carrying out administrative and office secretarial duties, frequently of a complex, highly sensitive, and confidential nature in an assigned functional area, often in a rapidly changing environment. Incumbents may also perform technical duties in support of assigned operations.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions in support of assigned programs, divisions, and/or departments with only occasional instruction or assistance; relieve manager of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
2. Plan and organize work activities; recommend improvements in work flow, procedures, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems.
3. Serve as liaison between assigned office and the general public, City staff, and outside groups and agencies; provide general and specialized information and assistance regarding assigned function that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explain programs, policies, and activities related to specific program area of assignment.
4. Receive and screen communications to the assigned management staff member including office visitors, telephone calls, e-mail messages, and mail; provide assistance using independent judgment to determine those requiring priority attention; calendar appointments; refer callers and/or complaints to appropriate City staff for further assistance as needed and/or take or recommend actions to resolve the complaint; develop and implement tracking systems.

**CITY OF ANTIOCH**  
**SENIOR ADMINISTRATIVE ASSISTANT (CONTINUED)**

5. Draft and/or type, word process, format, edit, revise, and print a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
6. Proofread, verify, and review materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials, reports, and packets for signature are accurate and complete.
7. Develop, revise, and maintain standardized and master documents; compose correspondence, reports and informational materials; assist in designing and producing technical information handouts; copy, disseminate, and post documents and information as appropriate.
8. Prepare special reports and perform special projects that may require researching, gathering, and organizing information from a variety of sources; assist assigned staff with special projects as assigned; research information as requested.
9. Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
10. Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information including manual and computer logs other specialized or technical documents processed; maintain and process payroll records.
11. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer based tracking information and reports including assigned databases, records, and lists; create standard statistical spreadsheets; input corrections and updates; assist in the compilation of reports.
12. Assist in assembling and preparing the annual budget for assigned area; monitor expenditures against budget; prepare purchase requisitions and requests for payment.
13. Attend to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date; organize and maintain office and specialized files in accordance with the City's records management program.
14. Maintain calendar of activities, meetings, and various events for assigned staff; coordinate activities and meetings with other City departments, the public, and outside agencies; coordinate and arrange special events as assigned; schedule meetings; coordinate arrangements and sets up meeting rooms; notify participants; prepare and/or assemble meeting materials.
15. Coordinate, make, process, and confirm staff travel arrangements; arrange for transportation and accommodations for travel; check and process expense claims.
16. Operate a variety of office equipment including a computer, typewriter, copier, facsimile machine, and adding machine.

**CITY OF ANTIOCH**  
**SENIOR ADMINISTRATIVE ASSISTANT (CONTINUED)**

17. Utilize various contemporary computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; design, maintain, and utilize data to develop reports using spreadsheet software; create, format, and revise charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.
18. As assigned, arrange and coordinate meetings for assigned commission, board, agency, and/or other groups; draft and finalize agendas, minutes, and correspondence; coordinate assembly and distribution of agenda packets; attend meetings and take, transcribe, and assure proper distribution and filing of minutes, resolutions, and ordinances.
19. May supervise or evaluate the work of lower level clerical staff; review work for accuracy and completeness.
20. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Organization, operation, functions, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Basic principles and practices of office administration.
- Basic principles and practices of supervision and training.
- Basic accounting and bookkeeping principles and practices.
- Basic principles and practices of budget preparation and administration.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.
- Methods and techniques of proper phone etiquette.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data accurately at 55 net words per minute.
- Participate in researching, compiling, analyzing, and interpreting data.
- Participate in the preparation of a variety of administrative and financial reports.
- Establish, organize, and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda.
- Perform mathematical calculations.
- Plan and organize work to meet changing priorities and deadlines.
- Provide lead supervision and training to assigned staff.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Utilize public relations techniques in responding to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **Education and Experience Guidelines**

##### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training. Additional specialized or college level course work in business administration, office management, or a related field is highly desirable.

##### **Experience:**

Four years of increasingly responsible secretarial and office administrative support experience. Experience in municipal government is desirable.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

**CITY OF ANTIOCH**  
**SENIOR ADMINISTRATIVE ASSISTANT (CONTINUED)**

September 1989 (Administrative Secretary)  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR CONSIDERATION AT  
THE COUNCIL MEETING OF SEPTEMBER 24, 2013**

**FROM:** Michelle Fitzer, Human Resources/Economic Development Director



**DATE:** September 17, 2013

**SUBJECT: RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION  
PLAN UPDATES FOR THE MANAGEMENT BARGAINING UNIT WITH  
NO SALARY CHANGES**

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**RECOMMENDATION**

It is recommended that the City Council adopt a resolution approving the comprehensive classification plan updates for the Management bargaining unit, with no salary changes.

**BACKGROUND**

• ***Classifications***

As Council is aware, several years ago the City hired Johnson Associates to conduct a comprehensive classification review and update. When the economy began to deteriorate, this project was discontinued and left incomplete. Since that time, staff has brought updated class specifications to the Council for review and approval on an as-needed basis, usually when a recruitment was going to be initiated.

For the last 10 months, staff has been working on finalizing the comprehensive classification updates for all bargaining units. All of the Johnson drafts were reviewed again by management supervising each classification to ensure the description reflected the current City organizational structure and operational needs. Following that process, the respective bargaining unit representatives were provided with draft specs for their unit. Staff has been meeting and corresponding with representatives from all of the bargaining units to discuss any questions or concerns they may have.

At this time, the Management Unit has agreed to the amended specifications for their unit. Therefore, this item is brought before Council for consideration.

**The classification specifications recommended for approval are:**

- Accountant I/II
- Animal Services Supervisor
- Assistant City Engineer
- Assistant City Manager
- Assistant to the City Manager
- Code Enforcement Manager (title change from Neighborhood Improvement Mgr)
- Code Enforcement/Asset Recovery Coordinator (title change from Neighborhood Improvement Coordinator)
- Collections Systems Superintendent

9/24/13

- Community Development Director
- Deputy City Attorney
- Deputy Director of Community Development
- Deputy Finance Director (title change from Assistant Finance Director)
- Economic Development Director
- Finance Director
- Finance Services Supervisor
- GIS Coordinator
- Human Resources Director
- Information Systems Director
- Information Systems Project Manager
- Police Chief
- Police Communications Supervisor
- Police Records Supervisor
- Project Manager
- Recreation Services Manager
- Recreation Supervisor
- Senior Civil Engineer
- Senior Planner
- Senior Traffic Engineer
- Water Distribution Superintendent
- Water Distribution Supervisor
- Water Quality Analyst
- Water Treatment Plant Superintendent
- Water Treatment Plant Supervisor

Some of these classes were approved within the last 12-18 months in separate Council actions. However, there were a few formatting changes that were needed to match the remainder of the descriptions, so they are being brought forward again this evening.

While there appear to be several descriptions for approval, please keep in mind that not all of these classifications still have incumbent employees filling positions.

In addition to the adoption of revised descriptions for classifications within the Management Unit, several classifications need to be removed from the classification plan and salary schedule as they are no longer relevant given the current organizational structure.

*The classifications to be removed from the class plan and salary schedule are:*

- Administrative Police Manager
- Animal Services Manager
- Capital Improvements Director
- Deputy Director of Leisure Services
- Finance Operations Supervisor (was replaced by Finance Services Supervisor)
- Fleet Supervisor
- Harbormaster
- Park Maintenance Superintendent
- Park Maintenance Supervisor
- Police Communications/Records Supervisor (now split into 2 classifications)
- Senior Civil/Traffic Engineer (now split into 2 classifications)
- Street Maintenance Superintendent
- Streets Supervisor

Finally, the Administrative Analyst classification is currently designated to the Management, Confidential, and OE3 bargaining units. At this time there are no incumbent employees in this classification in the Management Unit. Considering the existence of the Admin Analyst classification in two other bargaining units, it is appropriate to remove the classification from the Management unit at this time.

- **Salary**

There are no salary increases as part of this proposed action.

### **FINANCIAL IMPACT**

Approving these amendments to the classification plan has no financial impact.

### **ATTACHMENTS**

- A. Resolution Approving Amendments to the Classification and Compensation Plans for Management Bargaining Unit Classes
- B. Accountant I/II
- C. Animal Services Supervisor
- D. Assistant City Engineer
- E. Assistant City Manager
- F. Assistant to the City Manager
- G. Code Enforcement Manager
- H. Code Enforcement/Asset Recovery Coordinator
- I. Collections Systems Superintendent
- J. Community Development Director
- K. Deputy City Attorney
- L. Deputy Director of Community Development
- M. Deputy Finance Director
- N. Economic Development Director
- O. Finance Director
- P. Finance Services Supervisor
- Q. GIS Coordinator
- R. Human Resources Director
- S. Information Systems Director
- T. Information Systems Project Manager
- U. Police Chief
- V. Police Communications Supervisor
- W. Police Records Supervisor
- X. Project Manager
- Y. Recreation Services Manager
- Z. Recreation Supervisor
- AA. Senior Civil Engineer
- BB. Senior Planner
- CC. Senior Traffic Engineer
- DD. Water Distribution Superintendent
- EE. Water Distribution Supervisor
- FF. Water Quality Analyst
- GG. Water Treatment Plant Superintendent
- HH. Water Treatment Plant Supervisor

**RESOLUTION NO. 2013/XX**

**RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION PLAN UPDATES FOR THE MANAGEMENT BARGAINING UNIT, WITH NO SALARY CHANGES**

**WHEREAS**, the City has an interest in updating the class specifications for classifications Citywide; and

**WHEREAS**, staff has been working on completing a comprehensive update of the classification system for the last 10 months; and

**WHEREAS**, department management have reviewed and updated the Johnson descriptions to reflect current organizational structure and operational needs; and

**WHEREAS**, representatives of the Management Bargaining Unit have reviewed the draft specifications and agreed to the proposed changes/deletions; and

**WHEREAS**, there are no proposed changes to the salary ranges for this Unit.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Antioch as follows:

**Section 1.** That the comprehensive classification plan updates for the Management Bargaining Unit, specifications for which are attached hereto as Attachments "B" through "FF", be approved and added to the City of Antioch Employees' Classification System; and

**Section 2.** That the following classifications be removed from the classification plan and salary schedule:

- Administrative Police Manager
- Animal Services Manager
- Capital Improvements Director
- Deputy Director of Leisure Services
- Finance Operations Supervisor (was replaced by Finance Services Supervisor)
- Fleet Supervisor
- Harbormaster
- Park Maintenance Superintendent
- Park Maintenance Supervisor
- Police Communications/Records Supervisor (now split into 2 classifications)
- Senior Civil/Traffic Engineer (now split into 2 classifications)
- Street Maintenance Superintendent
- Streets Supervisor; and

**Section 3.** That the classification of Administrative Analyst be removed from the Management Unit; and

**Section 4.** That copies of this resolution be certified to all holders of the City of Antioch Employees' Classification System.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 24<sup>th</sup> day of September, 2013, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

**ACCOUNTANT I  
ACCOUNTANT II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision (Accountant I) or direction (Accountant II), performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; performs responsible administrative and technical support relative to the planning, organizing and supervision of the activities and staff of the Accounting Division; and provides responsible staff assistance to assigned management staff.

**DISTINGUISHING CHARACTERISTICS**

**Accountant I** - This is the entry level class in the professional Accountant series. Employees at this level are not expected to function with the same amount of program knowledge or skill level as employees allocated to the Accountant II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

**Accountant II** - This is the full journey level class in the professional Accountant series. Employees within this class are distinguished from the Accountant I by the performance of the full range of duties as assigned, working independently, applying well developed knowledge, and exercising judgment and initiative including in the preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Compile, reconcile, analyze, and prepare a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepare work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
2. Perform general ledger accounting, reporting, and reconciliations; prepare monthly reconciliations of City checking, investment and trust accounts; prepare general journal entries and reports based on reconciliations; coordinate with other staff in preparation for the monthly, quarterly, and annual closing of the general ledger.

**CITY OF ANTIOCH**  
**ACCOUNTANT III (CONTINUED)**

3. Perform various cash management, investment, and reporting duties; prepare daily cash report; prepare monthly investment report; reconcile bank and investment accounts; coordinate with banks on issues related to the City's accounts, bank transactions, and investment activities.
4. Participate in and assume responsibility for various departmental programs, including financial statements, general ledger, monthly statements, accounts payable, cash receipts, and payroll; conduct and prepare special studies and reports.
5. Participate in and assume responsibility for an automated office and computerized financial and information system; identify, develop and implement new automated applications as needed to facilitate effectiveness and efficiency.
6. Provide responsible, professional and technical assistance in the administration and implementation of the City's financial, auditing and purchasing functions; review warrants, invoices, purchase requisitions and accounts receivable billing requests.
7. Provide various banking needs to other departments such as check inquiry, deposit inquiry and credit card information.
8. May assist in the supervision, training and evaluation of technical and clerical personnel.
9. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Principles and practices of business organization and public administration.
- Principles and practices of automated financial systems.
- Principles of municipal budget preparation and control.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Principles and practices of purchasing and budget control.
- Principles and practices of revenue estimating and financial planning.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare clear and concise reports.
- Plan and organize work to meet changing priorities and deadlines.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Accountant I**

##### **Education/Training:**

A Bachelor's Degree from an accredited college or university with major course work in accounting or a closely related field.

##### **Experience:**

Some accounting experience is desirable.

#### **Accountant II**

##### **Education/Training:**

A Bachelor's Degree from an accredited college or university with major course work in Accounting or a closely related field.

##### **Experience:**

Two years experience comparable to that of an Accountant I in the City of Antioch.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created February 1990  
Revised November 2003; July 2007; September 2013

Johnson & Associates This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

**ANIMAL SERVICES SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing the services and activities of the Animal Services unit within the Police Department, including the enforcement of City ordinances and state laws relating to animal control activities as well as the operations of the City's animal shelter; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing Animal Services unit services and activities including the enforcement of City ordinances and state laws relating to animal control activities as well as the operations of the City's animal shelter; ensure staff observe safe work practices.
2. Establish schedules and methods for providing animal shelter and animal control services and activities; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of animal shelter and animal control staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the Animal Services program budget; submit budget recommendations; monitor expenditures.
6. Maintain and monitor the health of impounded animals; make decisions as to which animals need to be euthanized; euthanize animals.
7. Monitor and assist in animal control field services including responding to complaints, welfare checks, dangerous animals, and other calls for service.
8. Establish and maintain effective working relationships with other departments, the public, and other animal welfare agencies; coordinate the functions of the animal shelter with other public and private animal organizations.
9. Perform the most technical and complex tasks of the work unit; arbitrate conflicts between the public and the policies of the animal shelter.

**CITY OF ANTIOCH**  
**ANIMAL SERVICES SUPERVISOR (CONTINUED)**

10. Maintain records and files concerning operations and programs; prepare and review reports on operations and activities; maintain and provide records and information necessary for court hearings and the prosecution of cases related to animal control.
11. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of animal services; incorporate new developments as appropriate into programs.
12. Make public presentations before groups and represent the unit and the City at meetings and conferences.
13. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of an animal services program including animal control and animal shelter services and activities.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and practices of used in the operation of an animal shelter.
- Methods and techniques of animal collection and impoundment.
- Behavior and other characteristics of various breeds of dogs, cats, and other wild and domestic animals and livestock.
- Principles and practices of animal care and first aid.
- Symptoms and behavior associated with rabies and other common diseases of animals.
- Methods and equipment used in the care and control of animals.
- Pertinent federal, state, and local laws, codes, and regulations including laws and regulations governing the care, housing, and control of animals.
- Methods and techniques used in customer service and public relations.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar, and punctuation.
- Geographic features and locations within the area served.
- Standard broadcasting procedures of a police radio system.
- Occupational hazards and standard safety practices.

**Ability to:**

- Coordinate and direct animal services programs including animal shelter operations and animal control services and activities.
- Supervise, organize, and review the work of assigned staff involved in animal services programs and operations.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies, and procedures for providing animal shelter and animal control services and activities.

CITY OF ANTIOCH  
ANIMAL SERVICES SUPERVISOR (CONTINUED)

- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Perform the full range of animal control activities.
- Capture and care for a variety of domestic, exotic and wild animals.
- Recognize symptoms of rabies and common animal diseases.
- Perform euthanasia.
- Operate a variety of animal control equipment in a safe and effective manner.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the Animal Services unit to outside individuals and agencies to accomplish the goals and objectives of the unit; speak before community groups, including advocacy groups.
- Work cooperatively with other departments and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility.
- Prepare clear and concise records, reports, correspondence and other written material.
- Use good judgment and common sense in handling difficult situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Completion of the twelfth grade. Additional specialized training in animal care and control, supervisory techniques, and other areas related area of assignment is desirable.

**Experience:**

Four years of responsible animal services experience in animal control and shelter operations including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of, or the ability to obtain during probationary period, a certificate for the euthanization of animals.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an office, kennel, and field environment; exposure to a variety of domestic and wild animals; exposure to infectious animal diseases, animal wastes, animal bites, allergens, and inclement weather conditions; incumbents may be required to work extended hours including evenings, weekends, and holidays.

CITY OF ANTIOCH  
ANIMAL SERVICES SUPERVISOR (CONTINUED)

**Physical:** Primary functions require sufficient physical ability and mobility to travel to various locations to pick up and dispose of animals; exert physical strength when handling animals and livestock; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment including use of a computer keyboard; to operate assigned equipment and vehicle; and to verbally communicate to exchange information.

FLSA: Exempt

Created: October 2007  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## ASSISTANT CITY ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Engineering & Development Services and Capital Improvement Divisions within the Public Works Department including land development, traffic and transportation engineering, and capital projects engineering; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works/City Engineer.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for the City engineering services and activities performed by the Engineering & Development Services and Capital Improvement Divisions including land development, engineering design and administration of the Subdivision Map Act, traffic and transportation engineering activities, implement design and construction of all capital improvement projects by staff or consultant engineers; the City's storm water program (NPDES); the City's Assessment Districts; and the City's construction inspection program.
2. Perform advanced levels of traffic engineering studies; complaint investigation; plan review; signal system design, monitoring and control; field engineering and inspection of signals and other traffic control devices.
3. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
5. Plan, direct, coordinate, and review the work plan for engineering staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
6. Select, train, motivate, and evaluate engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of each division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
8. Coordinate activities with planners, building inspectors and other City staff; to advise the Planning Commission and other City boards and commissions.
9. Oversee all activities related to subdivision plan checking; improvement construction; traffic engineering; the storm water program; design and construction activities; and contract proposals

**CITY OF ANTIOCH  
ASSISTANT CITY ENGINEER (CONTINUED)**

- for activities involved in the City's engineering and construction activities; and insure the overall quality of professional engineering.
10. Conduct comprehensive engineering analysis of land development, traffic, and storm water related problems.
  11. Establish benefit districts within the City and determine how costs will be distributed.
  12. Plan and track projects.
  13. Establish and maintain liaison with appropriate governmental agencies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and technical standards affecting engineering activities; negotiate solutions to disputes between the City and developers or other parties.
  14. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; make presentations to the City Council, Planning Commission, Design Review Board and other groups as necessary.
  15. Provide responsible staff assistance to the department Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to engineering programs, policies, and procedures as appropriate.
  16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of transportation and land development engineering; incorporate new developments as appropriate.
  17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
  18. May act as Director of Public Works/City Engineer in the Director's absence.
  19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a land development engineering program.
- Principles and practices of civil engineering, including planning, plan checking, construction, and inspection.
- Principles and practices of program development and administration.
- Advanced principles and practices of traffic and transportation engineering, design, operation, and maintenance.
- Principles and practices of civil engineering, including their application to the design, construction and inspection of municipal public works.
- Principles and laws governing public works contract administration and public safety.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of public relations.

CITY OF ANTIOCH  
ASSISTANT CITY ENGINEER (CONTINUED)

- Land development including planning and analysis of engineering systems needed for the use of land including streets, highways, sewage, water facility, storm drains, grading, land use and utilities.
- Construction inspection, materials and methods.
- Occupational hazards and standard safety practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive land development engineering program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer assessment districts and land-based financing districts.
- Explain City practices and objectives to appropriate public and private agencies, organizations and individuals.
- Deal tactfully and effectively with the public, staff, other public and private agencies, contractors and private engineers.
- Make complex structural, hydraulic, traffic and other engineering calculations
- Make clear, concise and accurate public oral presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:**

Five years of increasingly responsible civil engineering experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of Registration as a Professional Civil Engineer in the State of California, or if a registered Civil Engineer in another state, the ability to obtain registration as a Civil Engineer in the State of California within one (1) year of appointment.

Possession of registration as a Professional Traffic Engineer in the State of California is desirable.

Possession of registration as a Practicing Land Surveyor in the State of California is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

April 1992

Revised: June 1997; December 2012; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**ASSISTANT CITY MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general administrative direction, performs highly responsible and complex management and administrative duties and undertakes a variety of special projects for the City Manager; assists the City Manager with the direction and coordination of the activities of all City departments; directly supervises assigned program areas; provides leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the City Manager, City Council, and department heads; and serves as acting City Manager as required.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for assigned functions, services, and activities of the City.
2. Manage the development and implementation of goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels for assigned functions; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through management level staff, the work plan for assigned functions; assign projects and programmatic areas of responsibility; provide direction and supervision on key projects; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the budget for assigned functional areas; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Participate in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.

**CITY OF ANTIOCH**  
**ASSISTANT CITY MANAGER (CONTINUED)**

9. Conduct special studies and analyses of regional, local and agency issues for the City Manager; conduct organization and management reviews; formulate recommendations and prepare reports; evaluate programs and prepare studies and analyses.
10. Participate in the development of City goals, objectives, polices, and priorities; incorporate community input into goals and objectives for the City Manager's and City Council's approval; develop new polices in consultation with the City Manager; confer with Department Directors and employees regarding significant policy and procedural changes.
11. Coordinate activities of the City Manager's Office with other City departments and divisions and with outside agencies.
12. Coordinate and participate in providing responsible staff assistance to the City Manager, City Council, and other City boards and commissions as assigned; attend City Council meetings and other public meetings to assist or represent the City Manager.
13. Serve as acting City Manager as required; oversee City operations in the City Manager's absence; provide assistance to the City Council; respond to requests for policy implementation direction; review draft City Council agendas, conduct agenda meetings, and sign staff reports.
14. Supervise the conduct of studies, surveys, and the collection of information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review.
15. Represent the City's interests and positions before legislative and rule-making authorities at all levels of government; recommend policies and procedures.
16. Review and analyze legislation for impact on the City; work with legislators to develop or influence legislation; recommend revisions to proposed legislation.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Advanced principles and practices of public administration, including the organization, functions, and problems of municipal government.
- Operations, services, and activities of a municipality.
- Government, council, and legislative processes.
- Principles and practices of municipal budget, preparation, and administration.
- Current social, political, and economic trends and operating problems of municipal government.
- Principles and practices of program development and administration.
- Advanced principles and practices of organization, management, and supervision.
- Principles and practices of strategic planning.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.

**Ability to:**

- Provide effective leadership and coordinate the activities of assigned municipal organization.
- Develop and administer City-wide goals, objectives, and procedures.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Research, analyze and evaluate new service delivery methods and techniques.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, state and local policies, laws and regulations.
- Negotiate and resolve complex issues.
- Make effective public presentations.
- Delegate authority and responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public or business administration, or a closely related field. Master's degree in public or business administration is highly desirable.

**Experience:**

Ten years of progressively responsible experience in municipal government that demonstrates broad knowledge of governmental functions and includes five years of management and supervisory experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is conducted primarily in an office setting. Work involves some travel and frequent attendance at meetings, including many that may be conducted during the evening or on weekends, and irregular hours as necessary to meet deadlines and achieve objectives.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

July 10, 2001

Revised: September 2013

**CITY OF ANTIOCH**  
**ASSISTANT CITY MANAGER (CONTINUED)**

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

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## CITY OF ANTIOCH

**ASSISTANT TO THE CITY MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction performs administrative and research tasks for the City Manager; may administer a specific program area; may be assigned responsibility for developing, organizing, and maintaining one or more specialized management projects or support activities; functions as an administrative specialist in the City Manager's office; conducts major analytical assignments and may assist departments in such tasks as program evaluation; conducts organization, management, and general studies; and does related work as required.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide comprehensive administrative staff assistance to the City Manager.
2. Undertake studies to determine the financial and operational feasibility and desirability of municipal services and programs.
3. Gather, tabulate, and analyze data on a variety of administrative and policy matters; confer with department management staff; develop recommendations and prepare and present reports; draft policies and procedures.
4. As assigned, provide professional management advice/assistance to operating departments including organization, staffing, and service delivery.
5. Confer with members of the public, press, and legislative bodies to explain city policies, procedures, and positions on various issues.
6. Represent the City Manager's office in relations with both public and private organizations.
7. Assist in labor relation activities, as directed.
8. Prepare reports, attend meetings, make public presentations associated with assigned responsibilities.
9. Perform legislative analysis and review, as necessary.
10. Serve on and may chair interdepartmental committees and task forces.
11. May provide supervision to subordinate staff.

**CITY OF ANTIOCH  
ASSISTANT TO THE CITY MANAGER (CONTINUED)**

12. Assist in the coordination of activities of the City Manager's office with other outside agencies.
13. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of public administration, including the organization, functions, and problems of municipal government.
- Operations, services, and activities of a municipality.
- Government, council, and legislative processes.
- Principles and practices of municipal budget, preparation, and administration.
- Principles and practices of program development and administration.
- Principles and practices of organization and management.
- Local community resources and organizations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.

**Ability to:**

- Plan, coordinate, and analyze a variety of complex administrative issues and make sound policy and procedural recommendations.
- Conduct research; prepare complex reports.
- Evaluate and recommend changes to policies, programs, and practices.
- Meet deadlines.
- Represent the City on assigned committees and through membership in non-profit community organizations as directed by the City Manager.
- Analyze and define problems, identify alternative solutions, and project consequences of proposed actions.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Research, analyze and evaluate new service delivery methods and techniques.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, state and local policies, laws and regulations.
- Negotiate and resolve complex issues.
- Make effective public presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work

in public or business administration, political science, or a closely related field.

**Experience:**

Three years of responsible experience in municipal government performing increasingly complex administrative analysis.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is conducted primarily in an office setting. Work involves some travel and frequent attendance at meetings, including some that may be conducted during the evening or on weekends, and irregular hours as necessary to meet deadlines and achieve objectives.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: April 1999

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**CODE ENFORCEMENT MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Code Enforcement Division within the Community Development Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Community Development Director.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Code Enforcement Division, including code enforcement and residential rental inspections.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for code enforcement staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Meets with the public, City staff, and community and business groups to coordinate code enforcement activities.
8. Serve as the liaison for the Code Enforcement Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
9. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
10. Provide responsible staff assistance to the Community Development Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to code enforcement programs, policies, and procedures as appropriate.

**CITY OF ANTIOCH  
CODE ENFORCEMENT MANAGER (CONTINUED)**

11. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of code enforcement; incorporate new developments as appropriate.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Review and submit violation complaints and/or inspection warrants with the court system; maintain appropriate records, and testify as necessary.
14. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a code enforcement program.
- Applications of City municipal codes and regulations.
- Methods and techniques of field inspections, investigation, and evidence preservation.
- Principles and procedures of record keeping.
- Principles and practices of research and report preparation.
- Principles and procedures of administrative and legal proceedings.
- Laws, legal processes, and court procedures, including case filing, evidence presentation, and testimony.
- Various business enterprises and their methods of operations
- Methods of public contact associated with compliance, collections, and investigative work.
- Principles and practices of an effective customer service program.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Zoning, housing, vehicle abatement, and nuisance abatement codes.
- Program monitoring and evaluation methods.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive code enforcement program.
- Conduct field investigations and determine if codes have been violated.
- Learn the ordinances, policies, procedures, forms, practices, and significant aspects of businesses associated with assigned activities.
- Advise property owners, contractors, and other responsible parties of code violations and changes needed to conform with standards.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Collect, analyze, compile and evaluate data and prepare clear and concise administrative and financial reports.

CITY OF ANTIOCH  
CODE ENFORCEMENT MANAGER (CONTINUED)

- Make effective public presentations in sometimes challenging situations; diffuse anger and negotiate compliance; negotiate and resolve conflicts.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Create and encourage neighborhood improvement organizations.
- Develop lesson plans, teaching materials, and goals for community education.
- Maintain accurate and detailed logs and records of work performed.
- Work independently in the absence of supervision.
- Respond to request, inquiries and complaints from the general public.
- Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work a flexible schedule, including some weekend hours.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning, public administration, business administration, criminal justice, or a related field.

**Experience:**

Five years of increasingly responsible code enforcement or law enforcement experience including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a valid, current P.C. 822 certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel from site to site and exposure to an outdoor field environment and all types of weather and temperature conditions; exposure to potentially hostile individuals and environments, noise, dust, grease, smoke, fumes, and gases; work at heights or in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including

**CITY OF ANTIOCH  
CODE ENFORCEMENT MANAGER (CONTINUED)**

use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Exempt

Created: April 2008  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**CODE ENFORCEMENT/ASSET RECOVERY COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, provides administrative and technical support to the Code Enforcement Division related to citation collection, lien placement and collection, and lien release; coordinates activities with the Finance and other appropriate departments; provides support to other areas of the Community Development Department, as needed.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Pursue unpaid administrative citation fines and abatement costs; research property ownership; prepare documents necessary to lien property until the City is reimbursed for costs to bring the property into compliance.
2. Prepare liens for recording; ensure liens are recorded with the County; enroll unpaid liens of the property tax rolls; coordinate activities with the Finance department.
3. Receive demand for payoff of recorded liens from title companies, banks, mortgage companies, and asset management companies; prepare and forward release of lien documents.
4. Maintain and update case records.
5. Oversee the collection of outstanding citation invoices; coordinate mailings advising of potential action.
6. Seek, obtain, and monitor program funding sources; recover costs incurred by the City when an abatement is executed.
7. Provide technical assistance to staff within the department, other City departments, other agencies and the general public.
8. Perform administrative and training functions for Laserfiche and CRW.
9. Prepare a variety of oral and written reports; work cooperatively with all public officials charged with the enforcement of laws.
10. May make presentations to City Council, commissions, committees and community groups.
11. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Methods and techniques of code enforcement.
- Applications of City municipal codes and regulations.
- Principles and practices of program development and administration.
- Principles and procedures of record keeping.
- Principles and practices of research and report preparation.
- Principles and procedures of administrative and legal proceedings.
- Principles and practices of good customer service.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes, and regulations.

**Ability to:**

- Coordinate activities of assigned section within the Community Development Department.
- Learn the ordinances, policies, procedures, forms, practices, and significant aspects of businesses associated with assigned activities.
- Collect, analyze, compile and evaluate data and prepare concise and complete reports.
- Respond to requests and inquiries from the general public.
- Negotiate and resolve conflicts.
- Research, interpret, and apply federal, state, and local laws and ordinances.
- Develop lesson plans, teaching materials, and goals for community education.
- Maintain accurate and detailed logs and records of work performed.
- Prepare clear and concise reports.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Type at a speed of at least 50 net words per minute.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade with additional specialized training in accounting, auditing, record keeping, collections, or a related field.

**Experience:**

Three years of increasingly responsible public contact experience, preferably in accounting or collections.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch,

CITY OF ANTIOCH  
CODE ENFORCEMENT/ASSET RECOVERY COORDINATOR (CONTINUED)

reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: June 1997

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## COLLECTION SYSTEMS SUPERINTENDENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Collection Systems/NPDES Division within the Public Works Department including maintenance and repair of the City's wastewater and storm water systems, facilities and related equipment; ensures compliance with state and federal regulations and requirements; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Collection Systems/NPDES Division including planning, coordinating, organizing, directing, and evaluating the work of maintenance personnel engaged in the maintenance, repair, and improvements of the City's wastewater and storm water collection activities, including the operation of the sewer and storm water collection system, pumping facilities, and storm channels.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; develop, implement, and monitor a comprehensive safety program relative to division field activities; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Establish, implement, and monitor a preventive maintenance program with responsibility for division staff and equipment to include inspection, cleaning, and repair of the City's assets relating to the collection and storm water systems.

**CITY OF ANTIOCH  
COLLECTION SYSTEMS SUPERINTENDENT (CONTINUED)**

8. Prepare and submit regular operations and maintenance reports and required regulatory reports to consultant and local, state, and federal agencies; ensure compliance with local, state, and federal agencies.
9. Establish management reporting systems and ensure the availability of accurate data for the Computerized Maintenance Management System (CMMS); work with engineering staff to develop and implement capital projects for improvements and expansion of the collection and storm water systems.
10. Estimate time, materials, quantity, and cost involved in assigned projects.
11. Develop bid specs and obtain and review bids for chemicals, supplies, and outside contractual services; monitor and approve equipment purchases; order supplies and initiate purchase orders; assist staff in developing specifications as necessary.
12. Serve as the liaison for the Collection Systems/NPDES Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to collection systems/NPDES operations programs, policies, and procedures as appropriate.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of wastewater and NPDES operations; incorporate new developments as appropriate.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to claims submitted to the City for damages.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a comprehensive municipal collection systems and NPDES program.
- Advanced methods, practices, procedures and materials used in the construction, maintenance, operation, repair and improvements of municipal wastewater collection, storm channels and related facilities.
- Modern principles, practices and techniques of equipment and tools used for the improvement and maintenance of collection systems.
- Principles and practices of program development and administration.
- Principles and practices of cost, time and materials estimating.

**CITY OF ANTIOCH  
COLLECTION SYSTEMS SUPERINTENDENT (CONTINUED)**

- Methods and techniques for detailed report preparation and writing; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
- Principles and practices of public works administration.
- Safe work practices.
- Occupational hazards and standard safety practices.
- Methods and techniques for detailed report preparation and writing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive collection systems and NPDES program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Oversee the development of utility engineering designs.
- Plan, organize, direct, and evaluate the maintenance of wastewater and storm water collection systems.
- Provide for a program of regular inspection, preventive maintenance, and reporting; develop performance measures and implement objectives to meet City goals.
- Administer a variety of utility construction projects and work effectively with a variety of community groups.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Prepare and submit comprehensive and mandated reports.
- Interpret and explain the City's wastewater collection and NPDES policies and procedures.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Promote and enforce safe work practices.
- Safely and effectively operate the tools and equipment used in collection systems and NPDES operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, environmental science, or a related field.

**Experience:**

Six years of increasingly responsible experience involving processes, maintenance, and techniques applicable to a wastewater and storm water collection systems including two years of administrative and supervisory experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a Grade IV Collection System Maintenance certificate issued by the California Water Environment Association (CWEA).

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

Created: July 2007

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**COMMUNITY DEVELOPMENT DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Development Department including land planning, building inspection, neighborhood improvement, environmental programs, and CDBG/Housing; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Community Development Department services and activities including planning, community development block grants, housing and community development programs, housing set-aside, property acquisitions, neighborhood improvement and code enforcement, and building and zoning inspection.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Prepare Requests for Proposals; administer agreements for consulting services; conduct research and prepare reports.

**CITY OF ANTIOCH  
COMMUNITY DEVELOPMENT DIRECTOR (CONTINUED)**

9. Direct special studies related to activities of the department and submit recommendations on projects and programs to the City Manager.
10. Initiate or conduct special studies as assigned and prepare reports with recommendations for appropriate action.
11. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
12. Represent the Community Development Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
13. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
14. Participate on a variety of boards, commissions, and committees.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to community development; incorporate new developments as appropriate.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of comprehensive community development programs.
- Advanced principles and practices of engineering and urban planning.
- Advanced principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Manage and direct comprehensive community development programs.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

- Research, analyze, and evaluate new service delivery methods and techniques.
- Properly interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning, public administration, or a related field. A Master's degree is highly desirable.

#### **Experience:**

Six years of increasingly responsible community development experience, including three years of management and administrative responsibility.

#### **License or Certificate:**

Possession of, an appropriate, valid driver's license.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: January 2002

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**DEPUTY CITY ATTORNEY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction, provides a wide range of legal services; analyzes complex legal issues, evaluates alternative approaches to problems, and implements sound solutions; prepares legal opinions, pleadings, ordinances, resolutions, contracts, leases, staff reports, and similar documents; represents the City in criminal, civil, and administrative proceedings and in transactional matters; and responds to inquires from City officials, City staff, community organizations, state and local agencies, ant the general public.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Research and analyze legal issues and statutory and case law; draft and review opinions, ordinances, resolutions, contracts, leases, deeds and other legal documents and instruments; approve ordinances, resolutions and contracts as to form and legality.
2. Represent the City in civil, criminal, and administrative proceedings and in transactional matters; perform all phases of pretrial, trial and appellate work; develop litigation strategy, prepare briefs, drafts pleadings, motions and arguments, and conduct discovery and depositions; file motions and briefs; represent the City in court.
3. Provide legal advice to City departments, City staff, City officials, and certain boards and commissions on a wide range of municipal law; conduct research and provide opinions and advice regarding the duties, powers, functions and obligations of City departments and related bodies.
4. Respond to staff inquiries regarding the legality of specific issues, questions on policy, interpretation of Antioch Municipal Code, and related matters.
5. Assist code enforcement efforts involving nuisances or uninhabitable properties; prepare notices and orders; follow-up on enforcement efforts; advise City staff.
6. Attend meetings of boards, commissions, and committees as requested by the City Attorney; review staff reports and resolutions including those for the Planning Commission; provide staff with feedback and comments.
7. Review insurance information and contracts submitted by all City departments to the City Attorney's Office.
8. Prepare gun forfeiture petitions for the Police Department; attend hearings and prepare Police Officer witnesses.
9. Prepare oppositions to Pitchess motions and attend related court hearings.

10. Respond to correspondence and public inquiries on legal matters related to City business.
11. Maintain current knowledge of legal issues and precedents; attend and participate in professional group meetings; participate in professional development activities; read publications relevant to area of assignment.
12. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles and practices of criminal, civil and administrative law, especially as they relate to municipal governments.
- General, municipal, and public contract law.
- Principles, methods and techniques of legal research and investigation.
- Municipal government organization, structure and functional responsibilities.
- Judicial procedures and rules of evidence.
- Legal precedents and court decisions related to assignments.
- Appellate practices.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability to:**

- Define legal issues, collect and analyze information, and recommend action.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Prepare clear and concise legal documents, including but not limited to, briefs, ordinances, resolutions, correspondence, and supporting documents.
- Conduct research on legal problems and prepare sound legal opinion.
- Present statements of fact, law, and argument clearly and logically.
- Exercise sound, independent judgment within general policy guidelines and legal parameters.
- Represent the City effectively in hearings, courts of law, and meetings.
- Read, understand, interpret, apply, and explain codes, regulations, and other written materials.
- Negotiate with other parties.
- Operate office equipment including computers and supporting software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:**

Two years of progressively responsible experience performing legal work in California. Prior experience in the practice of municipal or other government law is desirable.

**License or Certificate:**

Current membership in the California State Bar.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: November 2006  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**DEPUTY DIRECTOR COMMUNITY DEVELOPMENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of assigned areas within the Community Development Department; provides strategic direction, develops programs and services, and manages multiple functional areas through lower level managers and supervisor; integrates City policy with program needs and objectives; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Community Development Director; and, as assigned, is responsible for serving as second in charge of the Community Development Department in the absence of the Community Development Director.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participate in the overall management of the Community Development Department; assume day-to-day management responsibility for assigned areas.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of assigned division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Research alternative funding sources such as grants and various state and federal programs; prepare and/or oversee the preparation of applications; identify and recommend long-term financing alternatives.
8. Supervise, direct and coordinate a variety of studies such as local conditions and projections of the future composition of the community, and special planning, zoning and environmental studies; prepare detailed reports that include findings and recommendations.
9. Prepare long range plans to meet community needs based on studies of local conditions and projections of the future composition of the community; recommend additional, altered or expanded facilities.
10. Represent the department at public meetings; present relevant information with respect to assigned areas to the City Council, Boards, Commissions and citizen committees as required.

**CITY OF ANTIOCH  
DEPUTY DIRECTOR COMMUNITY DEVELOPMENT (CONTINUED)**

11. Meet with and advise outside agencies, private companies, and individual regarding applicable City policies and processes; explain purpose and provide direction to facilitate navigating said policies and practices.
12. Negotiate and administer various agreements and contracts with public and private agencies; manage the work of outside consulting professionals and contracts.
13. Serve as a liaison with other divisions, departments, outside agencies, and individuals relative to assigned areas of responsibility; represent the City in a professional and solution oriented manner; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the Community Development Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.
16. Attend and participate in appropriate and applicable professional group meetings; maintain awareness of new trends and developments relative to assigned areas; incorporate new developments as appropriate.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a broadly defined community development program, including planning and economic development theory.
- Advanced principles and practices of urban planning, economic development, and zoning administration.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles of mathematics and statistics.
- Recent developments, current literature and informational sources in the fields of planning, zoning, environmental impact, building and development, code enforcement, recreation, and economic development.
- Research methods and techniques including statistical analysis and techniques.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Assist a department head in managing and directing a comprehensive Community Development Department.
- Manage and provide strategic direction to assigned areas.
- Quickly assimilate new programs and service areas and integrate into overall departmental objectives.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.

- Prepare clear and concise administrative and financial reports.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Interpret and present City Codes, policies, and programs effectively to the general public.
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.
- Study, analyze and compile technical, statistical and economic information pertaining to assigned area.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate applicable new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **Education and Experience Guidelines**

##### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field. A Master's degree is desirable.

##### **Experience:**

Five years of increasingly responsible professional experience in the Community Development field including two years of supervisory and management responsibility. Demonstrated experience managing multiple and diverse areas of responsibility is highly desirable.

##### **License or Certificate:**

Possession of an appropriate, valid driver's license.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites including construction sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: June 1997; October 2010; May 2012; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

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**DEPUTY FINANCE DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Accounting Division within the Finance Department including professional accounting functions, payroll processing and preparation of financial statements and reports; assigns, supervises and reviews the work of professional and office support staff; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Finance Director; and serves as second in charge of the Finance Department and acts as the Finance Director in his/her absence.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participate in the overall management of the Finance Department; assume day-to-day management responsibility for assigned services and activities of the Accounting Division including professional accounting functions, payroll processing and preparation of financial statements and reports.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for professional accounting staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Finance Department's and City's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Review month end work such as recurring journal entries, bank reconciliation and other monthly statements for accuracy and completeness.
8. Prepare, assign, and review financial statements, ledgers, and complex financial reports concerning operating, capital and grant funds.

**CITY OF ANTIOCH  
DEPUTY FINANCE DIRECTOR (CONTINUED)**

9. Coordinate the annual independent financial audit and special audits by other governmental agencies.
10. Assist with financial planning; conduct and coordinate special studies and projects as assigned.
11. Assist other City departments with fiscal and accounting needs.
12. Serve as the liaison for the Accounting Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Finance Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to accounting programs, policies, and procedures as appropriate.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal accounting; incorporate new developments as appropriate.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Serve as the Finance Director as required.
18. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a governmental accounting program.
- Principles and practices of municipal accounting.
- Principles and practices of program development and administration.
- Methods and techniques of financial auditing.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of assessment district and special fund reporting.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive professional accounting program.
- Oversee, direct, and coordinate the work of lower level staff.

- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports and statements.
- Analyze, interpret and reconcile complex journals, ledgers and reports.
- Perform complex accounting, budgeting, and financial record keeping activities.
- Write clear, concise and accurate technical and non-technical reports and correspondence.
- Deal tactfully and effectively with staff, other agencies and the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in accounting or closely related field.

#### **Experience:**

Four years of progressively responsible accounting experience with at least two years of governmental accounting and two years of administrative and supervisory experience.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: June 1997; July 2007; September 2013

CITY OF ANTIOCH  
DEPUTY FINANCE DIRECTOR (CONTINUED)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

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**ECONOMIC DEVELOPMENT DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Economic Development Department including programs and projects designed to promote community vitality and encourage efforts to expand the local economy; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Economic Development Department services and activities including community vitality and efforts to expand the local economy; plan, organize, direct and coordinate the City's economic development activities.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, coordinate, and implement, through subordinate level staff, the Economic Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures as allowed by City MOUs and rules.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; prepare cost estimates on special projects.
8. Act as liaison to the Chamber of Commerce and other community groups as directed by the City Manager.
9. Act as a catalyst to introduce new business to Antioch.

**CITY OF ANTIOCH  
ECONOMIC DEVELOPMENT DIRECTOR (CONTINUED)**

10. Coordinate the efforts of other departments relative to the City's economic development activities.
11. Coordinate information activities on City programs and oversee a centralized public information program including but not limited to news releases, newsletters and other publications on various City programs.
12. Develop plans for improved communications with the public.
13. Negotiate development agreements related to economic development activities.
14. Develop a municipal marketing plan.
15. Coordinate consultants and City staff in securing funding for transportation and other economic development projects and activities.
16. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
17. Represent the Economic Development Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
18. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
19. Participate on a variety of boards, commissions, and committees.
20. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of redevelopment and economic development; incorporate new developments as appropriate.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a comprehensive economic development program.
- Advanced principles and practices of economic development, and long range planning.
- Advanced principles and practices of program development and administration.
- Methods and techniques of public affairs and public relations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Statistical and financial research methodology.
- Practices and techniques for the development and implementation of economic development, marketing and communication techniques.

CITY OF ANTIOCH  
ECONOMIC DEVELOPMENT DIRECTOR (CONTINUED)

- Practices of private sector developers, lenders and financial institutions as they relate to economic development projects and activities.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Manage and direct a comprehensive economic development program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Direct the preparation of designs and plans, field studies, inspection, contract documents and economic analyses.
- Negotiate and administer a variety of agreements and contracts.
- Provide leadership and direction to staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, economics, or a related field.

**Experience:**

Six years of increasingly responsible economic development experience including three years of management and administrative responsibility.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

CITY OF ANTIOCH  
ECONOMIC DEVELOPMENT DIRECTOR (*CONTINUED*)

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

March 1998  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**FINANCE DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Finance Department including purchasing, accounts payable and receivable, payroll, business licensing, accounting and utility billing; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Finance Department services and activities including purchasing, accounts payable and receivable, payroll, business licensing, accounting and utility billing.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Finance Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the Finance Department's, City's, Housing Successor and Successor Agency's and Public Finance Authority's operating budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Review all purchase requisitions, purchase orders and request for warrants for accuracy and appropriateness of information.

**CITY OF ANTIOCH  
FINANCE DIRECTOR (CONTINUED)**

9. Develop and implement various systems and procedures to meet departmental goals, objectives, policies and priorities, including budgeting system, revenue forecasting programs and cash management of the City's idle funds.
10. Coordinate, review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures and insure audit compliance.
11. Oversee and manage the City's investment portfolio in conjunction with the City Treasurer and provide cash management financial planning related to City and Successor Agency funds.
12. Direct the preparation of financial reports as required by law; prepare various financial reports and analyses, as required and/or requested by the City Manager.
13. Develop and make recommendations with respect to appropriation transfers, financing plans and other financial activities, as required.
14. Coordinate City issuance of bonds with fiscal consultants and Bond Counsel, as required.
15. Provide financial and management information support and assistance to City departments.
16. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
17. Represent the Finance Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
18. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
19. Participate on a variety of boards, commissions, and committees including Successor Agency, Mello Roos District and the Antioch Public Facilities Financing Authority.
20. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal financial management and accounting; incorporate new developments as appropriate.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a comprehensive municipal accounting and financial management program.
- Advanced principles and practices of public finance administration, particularly in the areas of cost accounting, budgeting, auditing, revenue management, business license and investing.

- Advanced principles and practices of program development and administration.
- Methods and techniques of program analysis and revenue forecasting.
- Principles and practices of municipal budget preparation and administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Manage and direct a comprehensive financial management and accounting program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Develop and install sound accounting procedures.
- Oversee and manage the City's investment portfolio.
- Prepare clear and concise administrative and financial reports and statements.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's Degree from an accredited college or university with major course work in business administration, accounting, public administration or a closely related field.

**Experience:**

Six years of increasingly responsible experience in budgeting, accounting and financial work including three years of management and administrative responsibility, preferably in a municipal environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend,

CITY OF ANTIOCH  
FINANCE DIRECTOR (CONTINUED)

kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: June 1997

Revised: November 2003; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**FINANCE SERVICES SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction, supervises, plans, and coordinates daily financial operations within the Finance Department including accounts receivable and revenue collections, water utility billing, business license activities and print shop/mailroom functions; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Finance Director.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, direct, and supervise daily financial operations within the Finance Department including accounts receivable and revenue collection, water utility billing, business license activities, and print shop/mailroom functions.
2. Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate, and review the work plan for assigned financial operations, services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Participate in the selection of technical and clerical support personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
7. Receive, review, analyze and interpret all bankruptcy related filings, discharge and dismissals resulting in revenue written off or collected for the City.
8. Research and monitor developments in legislation and industry standards; make recommendations on how to apply any required changes.
9. Communicate with a variety of City staff, outside agencies, vendors and the general public to provide and obtain information, to interpret and explain policies and procedures and to resolve conflicts.

**CITY OF ANTIOCH**  
**FINANCE SERVICES SUPERVISOR (CONTINUED)**

10. Develop recommendations for enhancements, additions and changes in manual or computerized procedures and software.
11. Oversee implementation or upgrades of systems modifications in the business license, utility billing and accounts receivable areas.
12. Conduct and prepare detailed revenue analyses, statistical compilation and narrative reports; prepare written and oral reports as assigned.
13. Provide staff assistance to the Finance Director; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
14. Coordinate assigned financial operations and activities with those of other divisions and outside agencies and organizations.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of financial management and accounting; incorporate new developments as appropriate into programs.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a revenue collection program.
- Principles and practices of municipal accounting, payroll, auditing and related computer software and their applications to assigned functional areas.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices used in establishing and maintaining files and information retrieval systems.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- Mathematical principles.
- Principles of municipal budget preparation and control.
- Principles of business letter writing and report preparation.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Pertinent federal, state and local laws, regulations and codes.

**Ability to:**

- Coordinate and direct City revenue collection programs.
- Supervise, direct, and coordinate the work of lower level staff.
- Supervise, train and evaluate subordinate employees.
- Recommend and implement goals, objectives, policies and procedures for providing various financial operations and revenue collection support functions.
- Understand the organization and operation of the finance department and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and

departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

- Participate in the preparation and administration of assigned budgets.
- Plan and organize work to meet changing priorities and deadlines.
- Diagnose operational problems, implement effective courses of action, and exercise good judgment in response to changing situations and needs.
- Interpret and explain applicable policies and procedures.
- Research, analyze interpret, and prepare financial data and reports.
- Effectively represent the assigned program area to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in business administration, accounting, finance or a related field.

#### **Experience:**

Four years of responsible financial or accounting experience related to area of assignment including a minimum of one year in a supervisory capacity.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: October 1991

Revised: September 1999; February 2007; September 2013

**CITY OF ANTIOCH**  
**FINANCE SERVICES SUPERVISOR (CONTINUED)**

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

## GIS COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for the City's Geographical Information System (GIS) program, including all hardware, software, database application, peripherals, and associated supplies, management of, and support for, City wide GIS-related activities including gathering requirements for database design and development, application development, hardware/software acquisition and installation, GIS committee coordination, contractor management, inter-agency coordination, project team facilitation, resource identification, and City-wide standard development for GIS deployment and use; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the City's Geographical Information System (GIS) program, including data collection and editing, database maintenance, cartographical design and maintenance, and production of paper and digital map products.
2. Establish schedules and methods for providing GIS services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of GIS staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the GIS program budget; submit budget recommendations; monitor expenditures.
6. Perform the most technical and complex tasks of the work unit including designing, developing, and maintaining the makeup of the City's internal GIS data network infrastructure.
7. Act as the City's representative to external agencies regarding GIS.
8. Ensure development and maintenance of the City base map and associated layers.
9. Establish data bases associating attribute data to GIS layers.

**CITY OF ANTIOCH**  
**GIS COORDINATOR (CONTINUED)**

10. Coordinate project teams and provide technical support to various City departments to determine their mapping needs related to the GIS databases utilized by each department; coordinate updates to the database by GIS staff; act as project manager for GIS projects involving data base or layer development.
11. Evaluate hardware and software for GIS systems.
12. Perform research and analysis; coordinate geoprocessing and statistical analysis activities; support special projects.
13. Monitor GIS system utilization and recommend appropriate revisions to processes and procedures.
14. Supervise and perform quality control for all GIS data and applications.
15. Coordinate and monitor updates to the database among City departments to determine their mapping needs;
16. Serve as software administrator for the Public Works Department's maintenance management system; coordinate the interaction between the GIS-based asset inventory and the maintenance management system to the department; maintain the department's asset inventory system.
17. Maintain records concerning operations and programs; prepare reports on operations and activities.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of GIS; incorporate new developments as appropriate into programs.
19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a GIS program.
- Principles and practices of land-based mapping application theory.
- Methods and techniques of implementing and deploying GIS-related applications and solutions using a variety of technologies.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- GIS hardware, software, server-based applications, and web-based applications.
- A range of software tools for GIS map creation and maintenance, data analysis, and Internet-enabled GIS, City standard software, database and operating systems.
- Global Positioning System (GPS) data collection utilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

CITY OF ANTIOCH  
GIS COORDINATOR (CONTINUED)

- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Coordinate and direct a GIS program.
- Supervise, organize, and review the work of assigned staff involved in City infrastructure mapping and a variety of GIS services.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing GIS mapping services.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Exercise independent judgment within procedural guidelines.
- Work independently in the absence of supervision.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Identify and conceptualize information needs, work flow sequences, and data acquisition problems.
- Develop economical and feasible presentations, making the best use of available GIS applications and design constraints.
- Effectively participate in GIS application programming and testing activities.
- Reason logically and clearly with symbolic information.
- Perform effectively under the conditions associated with the work.
- Develop and maintain appropriate documentation.
- Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Provide technical advice, staff training, and consultation to ensure efficient GIS systems utilization.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the GIS program to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in planning, computer science, geography (GIS), engineering, or a related field.

**Experience:**

CITY OF ANTIOCH  
GIS COORDINATOR (CONTINUED)

Four years of responsible experience related to database analysis, database design, application development, project management, automated mapping or GIS including two years of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of,an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional travel from site to site and exposure to all types of weather and temperature conditions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: June 2004  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**HUMAN RESOURCES DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, plans, directs, manages, and oversees the activities and operations of the Human Resources Department including classification and salary administration, labor relations and negotiations, employee relations, workers compensation, and benefits administration; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Human Resources Department services and activities including classification and compensation administration, recruitment, selection and placement, training and development, labor relations and contract negotiations, employee relations, collective bargaining agreement administration, Human Resources records, workers compensation, and benefits administration.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish appropriate departmental service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, coordinate, and implement, through subordinate level staff, the Human Resources Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key City staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Direct, coordinate and participate in labor relations; perform various duties associated with labor negotiations, contract administration and handling of grievances.
9. Provide support and guidance to management staff and employees on Human Resources issues, including performance evaluations, discipline, grievance procedures, interpretation of policies, procedures, rules, MOUs, and related matters.
10. Administer the City's classification and compensation systems and plans; perform job audits and

**CITY OF ANTIOCH  
HUMAN RESOURCES DIRECTOR (CONTINUED)**

- analyses; prepare and revise class specifications; conduct salary and fringe benefit surveys; analyze data; recommend adjustments as appropriate.
11. Manage, direct and coordinate the disciplinary process; advise managers on disciplinary actions and advise on the discipline investigation process.
  12. Analyze legislation and regulations to determine effect on personnel programs and services; stay knowledgeable of current legislation and/or court decisions affecting public Human Resources administration.
  13. Monitor for compliance with City policies, contracts, rules and ordinances, we well as applicable Federal and State statutes.
  14. Supervise the preparation, proper filing and completion of worker's compensation claims; monitor and advise departments regarding temporary transitional work assignments/return to work policies and procedures.
  15. Investigate and prepare reports on specific requests and complaints pertaining to various Human Resource operations and activities.
  16. Provide staff assistance to the City Manager; perform special studies as requested; prepare and present staff reports and other necessary correspondence.
  17. Represent the Human Resources Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
  18. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
  19. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of Human Resources administration and employee relations; incorporate new developments as appropriate.
  20. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
  21. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a comprehensive public sector Human Resources management program.
- Advanced principles and practices of public sector Human Resources administration including recruitment, selection, classification, compensation, benefits administration and employee relations.
- Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.
- Principles and practices of wage and salary benefit administration.
- Methods and techniques of job analysis.
- Principles and procedures involved in labor negotiations.

**CITY OF ANTIOCH  
HUMAN RESOURCES DIRECTOR (CONTINUED)**

- Methods and techniques of conducting employee investigations.
- Principles and practices of municipal budget preparation and administration.
- Advanced methods of report preparation and presentation.
- Principles of supervision, training, and performance evaluation.
- English usage, spelling, grammar, punctuation at an advanced level.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Manage and direct a comprehensive public sector Human Resources management program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify and evaluate alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Oversee and participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency.
- Develop and implement an efficient employee recruitment, selection and retention program.
- Review and resolve employee grievances in accordance with labor agreements.
- Administer contract services.
- Participate effectively in labor negotiations.
- Interpret City personnel programs and policies to employees and the public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Bachelor's degree from an accredited college or university with major course work in public or business administration, Human Resources management or a related field.

**Experience:**

Six years of increasingly responsible Human Resource administration experience including three years of supervisory/management experience. Experience with a public sector employer is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting, with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

February 1990

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## INFORMATION SYSTEMS DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Information Systems Department including design, selection, and/or implementation of a variety of information processing, telephone and communication systems, and information network systems; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Information Systems Department services and activities including design, selection, and/or implementation of a variety of information processing, telephone and communication systems, and information network systems.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Information Systems Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Conduct needs analysis, document requirements and negotiate with vendors for software and training for City staff; develop requests for proposals and evaluate vendor bids.
9. Prioritize projects and project development.

**CITY OF ANTIOCH**  
**INFORMATION SYSTEMS DIRECTOR (CONTINUED)**

10. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
11. Represent the Information Systems Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
12. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
13. Participate on a variety of boards, commissions, and committees.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of information technology; incorporate new developments as appropriate.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a comprehensive information technology program.
- Advanced principles and practices of information management systems, networking systems, and communications systems.
- Advanced principles and practices of program development and administration, and information systems planning.
- Methods and techniques of hardware and software maintenance and repair.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and methods of systems and procedures analysis.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Manage and direct a comprehensive information technology program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Coordinate the design, selection, and implementation of technology systems.

CITY OF ANTIOCH  
INFORMATION SYSTEMS DIRECTOR (CONTINUED)

- Develop and recommend long-term plans and strategies for effective utilization of technology resources.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, computer technology, or a related field.

**Experience:**

Six years of increasingly responsible experience managing complex information systems, including three years of management and administrative responsibility.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

May 1994

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**INFORMATION SYSTEMS PROJECT MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction, provides professional management of Information Systems technical projects and project supervision of Information Systems staff; analyzes a broad range of technical and management issues related to City operations; provides coordination with other departments, consultants and suppliers; provides technical expertise and assistance to Information Systems operations; and represents the Department in the absence of the Department Head.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Evaluate existing City software and hardware environments and recommend, purchase and implement replacement computer applications.
2. Contribute to the day-to-day technical operation of the Department.
3. Lead project groups using team building and other collaborative techniques.
4. Serve as project manager and provide technical advice to a wide range of Information Systems projects.
5. Prepare documentation of project processes.
6. Maintain project budget and schedule control of projects.
7. Assist in the preparation of the Department's annual budget.
8. Respond to customer inquiries and requests for service.
9. Develop and submit Requests for Proposals and evaluate proposals; negotiate, develop, and administer contracts with consultants and suppliers.
10. Provide professional and administrative staff assistance to the Department Head.
11. Assist Department Head in developing and implementing Department goals and objectives, policies, procedures and priorities.
12. Analyze a variety of organizational, administrative and policy issues; develop recommendations; prepare and present reports.
13. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles of general management, organization, budgeting, and project development.
- Desktop computer environments and Microsoft operating systems.
- Principles of supervision and training.
- The structure of data and voice networks.
- Principles and practices of program development and administration.
- Computer applications applicable to the current needs of the Department and the City.
- Principles and techniques of administrative and management analysis.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Manage Citywide technical programs and projects.
- Analyze and evaluate software and hardware packages.
- Evaluate and recommend changes to department policies, programs and practices, analyzing alternate situations.
- Manage multiple simultaneous projects.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in computer technology, public administration, business administration, or a related field.

**Experience:**

Five years of increasingly responsible technical and project management experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of certifications in applicable project management, operating systems and/or networking is desirable

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an indoor and outdoor setting, with some travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: April 2002  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**POLICE CHIEF**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Police Department including law enforcement, crime prevention, and administrative support services and activities; oversees the administration of the City's Animal Shelter; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all Police Department services and activities including the work of staff enforcing laws and municipal ordinances, protecting life and property, preserving order, and preventing crime.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. As necessary, respond to major incidents reported to the Police Department and ensure that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assume role as Incident Commander or other role as needed for the situation.

**CITY OF ANTIOCH**  
**POLICE CHIEF (CONTINUED)**

9. Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
10. Represent the Police Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
11. Meet with various officials, citizens, members of the public, and representatives of the news media; respond to and resolve difficult and sensitive citizen inquiries and complaints; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
12. Confer with citizens and area officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
13. Participate on a variety of boards, commissions, and committees; attend local, regional, and state conferences on public safety; obtain information and cooperation on public safety issues; establish and maintain cooperative working relationship with other Police Departments.
14. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services and activities of a comprehensive municipal law enforcement program.
- Advanced principles and practices of program development and administration.
- Advanced principles and practices of law enforcement administration, organization, and management.
- Advanced law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, records management, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Methods and techniques of public relations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Recent court decisions and how they affect department operations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Local concerns and political issues.

**Ability to:**

- Manage and direct a comprehensive law enforcement program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Effectively present information and respond to questions from groups of managers, customers, and the general public.
- Work effectively with a variety of community groups.
- Meet standards for physical endurance, agility, health, and vision.
- Act quickly and calmly in emergency situations.
- Facilitate group participation and consensus building.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, business administration, public administration, or related field. A Master's degree is desirable.

**Experience:**

Eight years of increasingly responsible law enforcement experience in all major phases of police work including three years of management and administrative responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a P.O.S.T. Management and/or Executive Certificate.

Graduation from the FBI National Academy and Command College is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

FLSA: Exempt

February 1990

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**POLICE COMMUNICATIONS SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Police Dispatch Unit within the Police Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to a Police Lieutenant and/or Captain.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Police Dispatch Unit within the Police Department.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for the Police Dispatch Unit staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Ensure 24/7 day-to day operations and functions of providing emergency and non emergency police support services to the public and Police Officers are carried out in accordance with Department polices, state laws, and other requirements in the most efficient and effective manner that contributes to the safety and well being of the public and departmental personnel.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the annual budget for the Police Dispatch Unit; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
8. Assumes responsibility for the overall efficiency of dispatch and records equipment; troubleshoot technical problems; oversee the evaluation, procurement, and implementation of equipment essential to 9-1-1 and records functions.
9. May serve as the Police Department Agency Terminal Coordinator (ATC) for the Department of Justice California Law Enforcement Telecommunication System.
10. Serve as Custodian of Records for the Dispatch Unit.

**CITY OF ANTIOCH**  
**POLICE COMMUNICATIONS SUPERVISOR (CONTINUED)**

11. Serve as the liaison for the Police Dispatch Unit with other units, divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
12. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
13. Provide responsible staff assistance to the Police Captain and other management staff in the Police Department; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of police records and dispatch; incorporate new developments as appropriate.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a support services program within a police department, including a dispatch unit.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of project management and administration.
- Advanced principles, practices, methods, and techniques of law enforcement records management.
- Law enforcement systems and technology platforms including current and emerging technologies.
- Operations, methods and procedures associated with a modern communication center, including the use of computer-aided dispatching systems, 9-1-1 telephone systems, and associated equipment.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of customer service.
- Pertinent federal, state, and local laws, codes, and regulations including California Public Records Act and Department of Justice guidelines regarding the release, retention, and purging of police records.
- Criminal justice system.

**Ability to:**

- Oversee and participate in the management of the Police Department's Dispatch Unit.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.

CITY OF ANTIOCH  
POLICE COMMUNICATIONS SUPERVISOR (CONTINUED)

- Prepare and administer budgets.
- Prepare clear and concise administrative and financial reports.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand the organization and operation of the City, assigned programs, and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand software systems; evaluate and research products to be used in support services.
- Operate 2-way radio, CAD, and 9-1-1 telephone systems; troubleshoot equipment used in 9-1-1 environment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, public administration, management, criminal justice, communications, or a related field. A Bachelor's degree is preferred.

**Experience:**

Five years of increasingly responsible experience in a Police communications unit including two years of administrative and supervisory responsibility.

**License or Certificate:**

P.O.S.T. certification in Basic Police Dispatch.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting and may be performed in an emergency services dispatch center setting with extensive public contact.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and dispatch center setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: December 2003  
Revised: September 2013

CITY OF ANTIOCH  
POLICE COMMUNICATIONS SUPERVISOR (CONTINUED)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

**POLICE RECORDS SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Records Unit within the Police Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to a Police Lieutenant and/or Captain.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Police Unit within the Police Department.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for the Police Records Unit staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Ensure 24/7 day-to-day operations and functions of providing non emergency Police support services to the public and Police Officers are carried out in accordance with Department policies, state laws, and other requirements in the most efficient and effective manner that contributes to the safety and well being of the public and departmental personnel.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the annual budget for the Police Records Unit; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
8. Assumes responsibility for the overall efficiency of records equipment; troubleshoot technical problems; oversee the evaluation, procurement, and implementation of equipment essential to records functions.
9. May serve as the Police Department Agency Terminal Coordinator (ATC) for the Department of Justice California Law Enforcement Telecommunication System.
10. Serve as Custodian of Records for the Records Unit; process subpoenas.

**CITY OF ANTIOCH**  
**POLICE RECORDS SUPERVISOR (CONTINUED)**

11. Serve as the liaison for the Police Records Unit with other units, divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
12. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
13. Provide responsible staff assistance to the Police Captain and other management staff in the Police Department; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of police records; incorporate new developments as appropriate.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of a support services program within a Police department, specifically the Records unit.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of project management and administration.
- Advanced principles, practices, methods, and techniques of law enforcement records management.
- Law enforcement systems and technology platforms including current and emerging technologies.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of customer service.
- Pertinent federal, state, and local laws, codes, and regulations including California Public Records Act and Department of Justice guidelines regarding the release, retention, and purging of police records.
- Criminal justice system.

**Ability to:**

- Oversee and participate in the management of the Police Department's Records Unit.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer budgets.
- Prepare clear and concise administrative and financial reports.
- Research, analyze, and evaluate new service delivery methods and techniques.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand the organization and operation of the City, assigned programs, and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand software systems; evaluate and research products to be used in support services.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, public administration, management, criminal justice, communications, or a related field. A Bachelor's degree is preferred.

#### **Experience:**

Five years of increasingly responsible experience in a Police records unit including two years of administrative and supervisory responsibility.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting and may be performed in an emergency services dispatch center setting with extensive public contact.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and dispatch center setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: December 2003

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**PROJECT MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, directs, organizes and manages the development, planning and implementation of assigned City projects; directs, coordinates, and monitors the work of assigned staff, consultants, vendors, and contractors; and performs a variety of professional, administrative, and programmatic work in support of assigned project to achieve project completion.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Organize, coordinate and manage an assigned City project in cooperation with other agencies, community groups, boards and commissions, contractors, work teams, City departments and others, as required.
2. Participate in the development and implementation of project goals, objectives, policies, procedures, and priorities; develop strategies for the achievement of these goals.
3. Provide responsible staff assistance, administrative support, and professional and technical expertise to City staff, boards, committees, and outside agencies; research, prepare, and present comprehensive professional, technical, fiscal, and administrative studies, surveys, and reports; present information to the assigned boards and committees.
4. Develop and monitor schedules and work plans, including recommending and implementing schedules.
5. Coordinate assigned project activities with those of other City departments and staff as well as federal, state, and local agencies to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinate data, resources, and work products as necessary and upon request in support of a productive and positive working environment.
6. Participate in the development, administration, and monitoring of assigned project budget and fiscal activities; track expenditures; project future funding needs; identify appropriate and available funding sources; respond to questions regarding appropriate uses of funding; maintain relevant records and documentation.
7. Serve as principal contact person for general inquiries and requests for information related to assigned project; provide requested data, answers questions, and refer inquiries to the appropriate resource within or outside the City; direct and participate in the investigation and resolution of complaints related to assigned program areas, activities, and contracts; negotiate solutions to issues involving service delivery.
8. Direct, monitor, and evaluate the work of assigned consultants, contractors, engineers, and/or architects according to City standards and pertinent agreements/contracts; assist in the development of appropriate contract language; provide clear, concise, and consistent

**CITY OF ANTIOCH  
PROJECT MANAGER (CONTINUED)**

direction; act as a resource and representative to consultant, contractor, engineers, and/or architects regarding administrative and operational policies, procedures, and guidelines; advise appropriate parties of any problems in a timely manner.

9. Represent the City and assigned project to other organizations, special interest groups, state and local governments, elected officials, news media, schools, businesses, and the general public; establish and maintain relations; respond to complex and sensitive questions and requests for information; promote project mission and goals.
10. Manage vendor selection process including selection of vendors, and transition administration of vendor agreements to appropriate departments.
11. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles, practices, and techniques of project management and administration.
- Principles of management, organization, public and business administration systems.
- Operational characteristics, services, and activities of assigned program.
- Recent developments, research methods, current literature, and sources of information related to assigned programs, services areas, and program administration.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of budget preparation and administration.
- Methods and techniques of effective technical, administrative, and financial report preparation and presentation.
- Principles and practices used in professional service procurement, negotiations, and contract administration.
- Methods and techniques used in customer service and public relations.
- Modern office procedures, methods, and equipment including computers and various software packages.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Plan, organize, direct, coordinate, and evaluate assigned City projects.
- Work collaboratively with community groups, boards, commissions and City Council to achieve desired goals; resolve conflict and build consensus.
- Prepare and administer large and complex project budgets.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Coordinate and participate in the development and administration of project goals, objectives, and procedures.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.

CITY OF ANTIOCH  
PROJECT MANAGER (CONTINUED)

- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Organize and prioritize timelines and project schedules for self and others in an effective and timely manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare clear and concise technical, administrative, and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field.

Possession of a Masters Degree is highly desirable.

**Experience:**

Five years of increasingly responsible experience performing professional general administrative and project management work in similar types of programs or technical area to which assigned.

**License or Certificate:**

Must possess a valid California Driver's License

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: September 2006  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**RECREATION SERVICES MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, plans, organizes, manages, supervises, and coordinates the overall operations and facilities related to Senior and community programs, aquatics, community centers, sports programs and recreation education; and to perform other duties as assigned.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Manage and supervise enterprise activities, facilities, and program personnel.
2. Coordinate and implement organized senior and recreation operations, community center operations, leisure classes, and sports programs by assessing program needs, ascertaining fees and coordinating schedules of staff and facilities.
3. Maintain and control facility use by coordination of activity and program schedules. Resolve conflicts and maximize use of facilities by meeting with citizen groups and organizations.
4. Resolve administrative concerns by applying appropriate policies and procedures. Establish customer service standards and ensure they are met.
5. Coordinate expenditures and revenues through preparation and monitoring of programs and facility budget.
6. Maintain a detailed records system by collecting, assembling and analyzing data, and preparing periodic reports.
7. Maintain recreation facilities and equipment through implementation and supervision of a formal facility/equipment maintenance system.
8. Develop competent and productive staff by planning, organizing, and implementing a consistent employee training program.
9. Prepare grant requests, monitor grant-funded programs and budgets, and prepare all necessary reporting documentation.
10. Prepare and administer Division budgets.
11. Recruit, select, supervise, train and evaluate staff and volunteers.

**CITY OF ANTIOCH  
RECREATION SERVICES MANAGER (CONTINUED)**

12. Develop contracts for implementing program objectives.
13. Maximize public awareness of the Senior and community programs, athletic programs, aquatics, community center, community parks and recreation education classes by planning and implementing a comprehensive marketing and promotional program.
14. Develop and implement strategies designed to enhance revenue generation.
15. Meet with public groups, clubs, organizations and agencies to explain and promote recreational activities and programs.
16. Represent the Division and/or City on community-wide task forces and committees; provide professional advice and input.
17. Establish and maintain effective work relationships with those contacted during the course of work.
18. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Basic operations, services and activities of recreation programs.
- Principles of supervision, training and performance evaluation.
- Principles and practices of recreation program development and implementation.
- Basic procedures, methods and techniques of budget preparation and control.
- Marketing theories, principles and practices and their application to recreation activities and facilities.
- Modern office equipment including computers.
- Basic principles of municipal budget preparation and control.
- Methods and techniques of special events planning and coordination.
- Principles and practices of coordinating, maintaining and scheduling facilities.
- Program content for specialized community activities.
- Techniques used in public relations and customer service practices.
- Rules and equipment used in recreation programs.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
- Appropriate safety precautions and procedures within the area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

- Coordinate and direct assigned recreation programs suited to the community.
- Develop and implement goals and objectives for providing recreation services.
- Elicit community and organizational support for recreation programs.
- Interpret and explain City policies and procedures.
- Allocate limited resources in a cost-effective manner.
- Plan, organize, coordinate, promote and direct the development of recreation programs, activities, and events.
- Recruit, select, train, and evaluate a variety of personnel and volunteers.
- Understand community needs in recreational areas and evaluate activities according to those needs.
- Respond to requests and inquiries from the general public.
- Prepare and administer assigned program budgets.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain program related records, statistics, and documents.
- Prepare clear and concise schedules and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in Recreation administration, business or public administration, or a related field.

**Experience:**

Five years of full-time administrative experience in recreation supervision, facility management, or a closely related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of valid CPR and First Aid certificates.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office environment and at indoor and outdoor recreational facilities with travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; incumbents may be required to work extended hours including evenings and weekends.

CITY OF ANTIOCH  
RECREATION SERVICES MANAGER (CONTINUED)

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.

FLSA: Exempt

Created: June 1997

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

## RECREATION SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, plans, supervises, assigns, and reviews the work of staff responsible for community recreation programs and activities; ensures work quality and adherence to established policies and procedures; provides highly responsible and technical staff assistance to the Deputy Director of Community Development; and acts as a member of the department's management team.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for developing and implementing community recreation programs.
2. Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.
3. Participate in the selection of recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Participate in the preparation and administration of the department budget; submit budget recommendations; monitor expenditures.
5. Assist in the implementation of specific activities, plans and procedures prepared by part time staff or volunteers.
6. Review reports as well as operating and activity records of various recreation facilities.
7. Survey community recreational resources and needs; provide professional guidance to City advisory boards in response to addressing community needs and desires.
8. Supervise City owned recreational facilities; assist in managing athletic facilities used for recreational programming activities.
9. Meet with public groups, clubs, organizations and agencies to explain, promote, and market community service and recreational activities and programs.
10. Represent the department and/or City on community wide task forces and committees; provide professional advice and input.
11. Respond to complaints and requests for information.

**CITY OF ANTIOCH**  
**RECREATION SUPERVISOR (CONTINUED)**

12. Coordinate recreation activities with other City departments and divisions and with outside agencies.
13. Maintain records concerning operations and programs; prepare reports on operations and activities.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of recreation; incorporate new developments as appropriate into programs.
15. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of recreation programs.
- Principles and practices of program administration.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Common recreational and social needs of various age groups.
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation.
- Principles and practices of administration, budget and personnel management.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Coordinate and direct recreation programs.
- Supervise, organize, and review the work of assigned staff involved in developing and coordinating recreation programs.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing recreation services and programs.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Develop and administer community-based recreation programs suited to the needs of the community.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.

CITY OF ANTIOCH  
RECREATION SUPERVISOR (CONTINUED)

- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, recreation staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in recreation, public administration, or a related field.

**Experience:**

Four years of responsible program administration experience related to organized community service and recreation activities including two years of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in both an indoor office setting and outdoor setting with some travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; may be required to work evenings or weekends on a rotating basis.

FLSA: Exempt

Created: December 1991

Revised: September 1999; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**SENIOR CIVIL ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction oversees and performs advanced level professional engineering work in design, construction and maintenance of public works projects; plans and coordinates a major public works program; and supervises engineering division staff and activities.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible professional engineering duties. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, and supervise the work of engineering staff responsible for design, construction, traffic and transportation engineering; verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
2. Perform advanced professional engineering in connection with municipal public works projects; plan, schedule and coordinate work on major or complex engineering projects.
3. Prepare and oversee the preparation of engineering plans, specifications, and costs for the construction of streets, storm drains, parks, signals, buildings and other capital improvement projects.
4. Prepare and oversee the preparation of engineering reports concerning traffic related complaints and problems.
5. Review a variety of construction plans, maps, reports, applications, and various development and construction agreements.
6. Provide information and respond to questions from the public, contractors, developers, and other City departments.
7. Determine design procedures; interpret the application of design criteria.
8. Prepare grant funding applications for various projects; process and track grant applications and funds.
9. Check plans and specification for accuracy and completeness of design.

CITY OF ANTIOCH  
SENIOR CIVIL ENGINEER/TRAFFIC (CONTINUED)

10. Prepare preliminary and final project cost estimates.
11. Provide project management for construction projects to ensure contractor compliance with project specifications, time, and budget parameters; provide engineering information to contractors, developers, engineers and the public.
12. Review and approve payments for consultants, vendors, and contractors.
13. Resolve disputes between the City and contractors concerning plans, specifications and extra work.
14. Prepare staff reports, and make presentations to the City Council, commissions and other groups, as necessary.
15. Coordinate engineering work with other City divisions, consultants, developers and property owners.
16. Review development plans and capital improvement plans and make recommendations regarding design, constructability, maintenance, and traffic related issues; meet with developers and consultants to resolve issues.
17. Prepare grant funding applications for various engineering related projects; process and track grant applications and funds.
18. Work with other City departments on engineering issues; prepare the work program for staff.
19. Participates on a project development team city and regional projects including engineering and road construction plans and specifications.
20. May assist in the field engineering and inspection of all engineering and public works related projects and improvements.
21. May perform field survey work.
22. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a public works engineering program.
- Principles of supervision, training, and performance evaluation.
- Advanced principles and practices of civil engineering and their application to municipal engineering.
- Principles and practices of civil engineering and its application to municipal public works and construction.
- Land development, including planning and analysis of engineering systems needed for the use of land including streets, highways, sewage, water facility, storm drain, grading, land use and utilities.

CITY OF ANTIOCH  
SENIOR CIVIL ENGINEER/TRAFFIC (CONTINUED)

- Field and construction survey techniques.
- Civil engineering applied to estimates, studies, technical reports, design, plans, specifications and professional recommendations for a variety of engineering activities.
- Construction including survey, inspection and public works contract administration procedures, and engineering materials and methods.
- Public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity and closing of contracts.
- Equipment and materials used in street construction and maintenance.
- Design and drafting methods and equipment.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Lead, organize, supervise, and evaluate the work of staff.
- Independently plan, perform and coordinate advanced level professional and technical engineering studies, computations, drawings, reports and surveys.
- Interpret, explain, and enforce department policies and procedures.
- Analyze problems and develop effective alternatives for their solutions.
- Oversee and coordinate the work of consultants and contractors.
- Write clear, concise and accurate technical and non-technical reports, correspondence and memoranda; prepare reports, agreements and accurate records.
- Prepare accurate plans, specifications, cost estimates and engineering reports and make accurate engineering computations and drawings.
- Coordinate engineering and construction activities with activities of other divisions and outside organizations.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Deal tactfully with the public, high level staff or other public and private agencies, contractors, private engineers, governmental officials and other City employees.
- Explain complicated technical matters in non-technical terms.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering, or a related field.

**Experience:**

Five years of increasingly responsible and professional engineering experience, with two years of experience comparable to that of an Associate Civil Engineer with the City of Antioch.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of registration as a Civil Engineer in the State of California or if a registered Civil Engineer in another state, the ability to obtain registration as a Civil Engineer in the State of California within one (1) year of appointment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional exposure to an outdoor field setting and travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**SENIOR PLANNER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, performs complex professional level work in the fields of current and advanced planning, and economic development; processes plans, applications and proposals relating to the City's growth and development; may plan, direct, organize, and review the day-to-day operations and activities of a section within the department; and represents the division in the absence of the Planning Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform complex professional planning work involving current and advanced planning, and economic development projects.
2. Provide professional advice to other departments and the general public pertaining to planning issues, including land use and zoning matters.
3. Serve as project manager for complex City-initiated development projects; perform technical review for routine project plans and applications, and make recommendations.
4. Assign and review planning work of subordinates or review work of consultants to assure overall quality of professional planning.
5. Evaluate, analyze, accept, review, organize, schedule and process site and architectural plans, permit applications, and site approvals; determine conformance with laws, regulations, and policies; recommend approval or identify problems and evaluate alternatives.
6. Assist in the management, review, development, revision, and maintenance of General Plan elements, plans, ordinances, and other policies and procedures.
7. Research and prepare complex reports on a wide range of planning issues, including staff reports, zoning verification letters, and CEQA documents; prepare environmental determinations.
8. Maintain budget control on projects or division activities.
9. Coordinate work with other City departments and outside agencies.
10. May conduct site inspections to investigate a new or approved project for compliance with conditions of approval.
11. Prepare or supervise preparation of GIS maps, charts, diagrams and other documents for reports and public hearing notices.

**CITY OF ANTIOCH  
SENIOR PLANNER (CONTINUED)**

12. Analyze statistical data, such as long-range transportation, population characteristics, growth trends and other data.
13. Perform research on a variety of planning issues; prepare and/or revise planning ordinances.
14. Coordinate the preparation of environmental impact reports; recommend determinations of the environmental impact of projects; review environmental documents of other agencies.
15. Supervise, train and evaluate staff when assigned.
16. Administer contracts with consultants involved in major capital projects or studies; prepare, distribute, and review RFPs.
17. Attend and/or make presentations at City Council, Planning Commission, Design Review Board, and community group meetings.
18. Perform plan checks to ensure conformance with conditions of approval.
19. May plan programs or direct planning activities; assist in developing and implementing department or division goals and objectives.
20. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Advanced principles and practices of urban planning, economic development, and zoning administration.
- Principles of lead supervision and training.
- Principles and practices of municipal budget preparation and administration.
- Environmental review procedures.
- Statistical and research methods applied to the collection and analysis of data pertinent to planning.
- Principles of mathematics and statistics.
- Principles and techniques of project management.
- Principles and techniques of research and analysis.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Assume responsibility for planning activities on multiple complex projects.
- Lead, organize, and review the work of staff.
- Independently perform the most difficult planning projects.
- Prepare long-range planning studies.
- Prepare maps and other graphics using GIS.
- Engage in complex professional planning design work.
- Interpret, explain, and enforce department policies and procedures.

CITY OF ANTIOCH  
SENIOR PLANNER (CONTINUED)

- Prepare reports, proposals and written materials of an analytical, budgetary, financial, technical and evaluative nature.
- Interpret planning and zoning programs to the general public.
- Explain City policies, practices and objectives to diverse public and private agencies, organizations, and individuals.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Collect, analyze and compile technical, statistical and related information pertaining to planning, zoning, environmental research and CDBG programs.
- Construct maps, charts and other visual aids using GIS; prepare written reports; follow written and oral instructions.
- Speak effectively in public.
- Make sound analysis, evaluations and recommendations on matters relating to City planning or downtown development and economic development.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Prepare concise oral and written reports.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Meet critical deadlines while working with frequent interruptions.
- Plan and organize work to meet changing priorities and deadlines.
- Manage a wide variety of planning/economic development related projects.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field.

**Experience:**

Four years of increasingly responsible professional current and/or advance planning experience including two years of experience comparable to that of an Associate Planner with the City of Antioch.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional exposure to an outdoor field setting and travel from site to site; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and outdoor field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine

**CITY OF ANTIOCH**  
**SENIOR PLANNER (CONTINUED)**

coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: July 1998

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**SENIOR TRAFFIC ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, ensures the safe and efficient operation of City streets by leading, overseeing, and performing advanced level traffic engineering studies, traffic complaint investigation, traffic plan review, signal system design, monitoring and control, and field and office engineering.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Traffic Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible professional traffic engineering duties. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Lead, plan, train, and supervise the work of engineering staff responsible for traffic and transportation engineering; verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
2. Review plans for streets and interchanges prepared by consultants to see that they meet established specifications.
3. Prepare, review and implement traffic signalization plans; review traffic signal operations and verify correct operation.
4. Perform advanced professional engineering work in connection with municipal traffic projects.
5. Ensure that traffic signals are well maintained by County signal electricians; perform field reviews and submit repair requests.
6. Provide traffic signal timings that allow for minimum delay at each intersection; review proposed timings of consultants.
7. Review development plans and capital improvement plans and make recommendations regarding traffic circulation patterns, roadway capacity and other traffic related issues; meet with developers and consultants to resolve issues.
8. Gather and interpret data and prepare reports on traffic issues such as speeding, volume, circulation patterns, roadway capacity, accidents, parking requirements and projected traffic lanes needed.

**CITY OF ANTIOCH**  
**SENIOR TRAFFIC ENGINEER (CONTINUED)**

9. Provide information to the public about traffic operations and planning for future projects; attend meetings with City police officers and school district staff related to school safety issues; receive, investigate and respond to complaints regarding traffic signals and hazards.
10. Prepare grant funding applications for various transportation projects and traffic signals; process and track grant applications and funds.
11. Analyze traffic accident reports and make recommendations; provide data and evidence regarding traffic accidents on City streets.
12. Work with other City departments on traffic and landscape/and lighting district issues; prepare the work program for staff and for the county traffic signal maintenance electricians; provide work orders for the signing and striping of streets.
13. Represent the City at Countywide transportation committee board meetings and other meetings regarding the City's transportation interests.
14. Participates on a project development team for regional transportation projects including reviewing traffic studies, traffic models, geometric plans, traffic signal plans, and road construction plans and specifications.
15. May assist in the field engineering and inspection of signals and other traffic control devices.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a traffic engineering program.
- Principles of supervision, training and performance evaluation.
- Advanced principles and practices of civil engineering and their application to traffic engineering.
- Equipment and materials used in street construction and maintenance.
- Public works contract administration including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity and closing of contracts.
- Traffic modeling, design and drafting methods and equipment.
- Traffic signal timing methods and software.
- Electrical engineering principles as related to signals and street lighting.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Lead, organize, supervise and evaluate the work of staff.
- Independently plan, perform and coordinate advanced level professional and technical traffic engineering studies and surveys.
- Interpret, explain, and enforce department policies and procedures.
- Analyze problems and develop effective alternatives for their solutions.
- Oversee and coordinate the work of consultants and contractors.

CITY OF ANTIOCH  
SENIOR TRAFFIC ENGINEER (CONTINUED)

- Write clear, concise and accurate technical and non-technical reports, correspondence and memoranda; prepare reports, agreements and accurate records.
- Prepare accurate plans, specifications, cost estimates and engineering reports and make accurate engineering computations and drawings.
- Coordinate traffic engineering activities with activities of other divisions and outside organizations.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Deal tactfully with the public, high level staff or other public and private agencies, contractors, private engineers, governmental officials and other City employees.
- Explain complicated technical matters in non-technical terms.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering, traffic engineering, or a related field.

**Experience:**

Five years of increasingly responsible and professional traffic engineering experience, with two years of experience comparable to that of an Associate Civil Engineer/Traffic with the City of Antioch.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of registration as a Traffic Engineer in the State of California or if registered in another state, the ability to obtain registration as a Traffic Engineer in the State of California within one year of appointment.

Possession of registration as a Civil Engineer in the State of California is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional exposure to an outdoor field setting and travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

**CITY OF ANTIOCH**  
**SENIOR TRAFFIC ENGINEER (CONTINUED)**

Created: January 2004  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

**WATER DISTRIBUTION SUPERINTENDENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Water Distribution Division within the Public Works Department including installation, maintenance, and repair of the City's water distribution system and non-potable water system, the cross connection control program, meter reading program, and warehouse operations; ensures compliance with state and federal regulations and requirements; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Water Distribution Division including planning, coordinating, organizing, directing, and evaluating the work of maintenance personnel engaged in the installation, maintenance, and repair of the City's water distribution system and non-potable water system, the cross connection control program, meter reading program, and warehouse operations.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; develop, implement, and monitor a comprehensive safety program relative to division field activities; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Prepare and submit regular operations and maintenance reports and required regulatory reports to local, state, and federal agencies; ensure compliance with local, state, and federal agencies.

**CITY OF ANTIOCH**  
**WATER DISTRIBUTION SUPERINTENDENT (CONTINUED)**

8. Establish management reporting systems and ensure the availability of accurate data for the Computerized Maintenance Management System (CMMS); work with engineering staff to develop and implement capital projects for improvements to the distribution system.
9. Estimate time, materials, quantity and cost involved in assigned projects.
10. Obtain and review bids for supplies and outside contractual services; monitor and approve equipment purchases; order supplies and initiate purchase orders; assist staff in developing specifications as necessary.
11. Negotiate contracts with developers, consulting engineers, and water service customers; prepare and recommend adoption of ordinances which affect the water distribution system.
12. Work within a budget; code invoices for payment.
13. Schedule, plan, or review assignments within the department or for other departments on future planning projects.
14. Review or direct the review of distribution pipelines, hydrants, services and other distribution apparatuses by private developers and contractors.
15. Serve as the liaison for the Water Distribution Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to water distribution operations programs, policies, and procedures as appropriate.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of water distribution, cross connection, meter reading, and warehouse operations; incorporate new developments as appropriate.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to claims submitted to the City for damages.
20. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of water distribution systems.
- Advanced methods and practices involved in the maintenance, repair and improvements of a water distribution system.
- Modern principles, practices and techniques of equipment and tools used for the improvement and maintenance of water distribution systems.
- Procedures, methods, materials, and techniques used in construction of water system projects.

CITY OF ANTIOCH  
WATER DISTRIBUTION SUPERINTENDENT (CONTINUED)

- Principles and practices of program development and administration.
- Principles and practices of cost, time and materials estimating.
- Modern and complex principles and practices of civil and utility engineering.
- Principles and practices of public works administration
- Safe work practices.
- Occupational hazards and standard safety practices.
- Methods and techniques for detailed report preparation and writing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive water distribution program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Plan, organize, direct and evaluate the maintenance of a water distribution system and public works stores facility.
- Oversee the development of utility engineering designs.
- Administer a variety of utility construction projects and work effectively with a variety of community groups.
- Prepare and submit comprehensive and mandated reports.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Interpret and explain the City's water distribution policies and procedures
- Promote and enforce safe work practices.
- Minimize public and employee safety hazards by conforming to required codes.
- Safely and effectively operate the tools and equipment used in water distribution operations.
- Successfully operate various software programs as required using computers or other hand held devices.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

High school diploma supplemented by college or university level courses with an emphasis in civil engineering, environmental health or a related field.

**Experience:**

Six years of increasingly responsible experience involving processes, maintenance,

CITY OF ANTIOCH  
WATER DISTRIBUTION SUPERINTENDENT (CONTINUED)

and techniques applicable to a water distribution system including two years of administrative and supervisory experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of State of California Department of Health Services (DOHS) Grade IV Water Distribution Operator Certificate.

Possession of a Cross-Connection Control Specialist certificate issued by the American Water Works Association is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

Created: July 2007

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**WATER DISTRIBUTION SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the installation, maintenance, and repair of the water distribution system and non-potable water system; oversees warehouse operations and staff; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, contractors, and outside agencies; oversees projects and inspects projects for contract compliance; maintains appropriate work records including time cards and work orders; serves as technical resource for assigned work crews; and performs the more technical and complex tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the construction, maintenance, and repair of potable and non-potable water distribution systems, as well as related facilities; ensure distribution system is in compliance with state, federal, and local regulations.
2. Establish schedules and methods for providing water distribution services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
6. Perform the more technical and complex tasks of the work unit including reading and interpreting complex construction plans and specifications.
7. Oversee the installation, repair and maintenance of water mains and lines, water service connections, meters, boxes and leaks in water lines.
8. Inspect and evaluate work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City regulations, policies, and operating procedures and practices; identify problem areas and directs remedial action.

**CITY OF ANTIOCH**  
**WATER DISTRIBUTION SUPERVISOR (CONTINUED)**

9. Participate in CIP projects related to assigned area of responsibility; ensure work is completed on time, meets specifications, and is within budget constraints.
10. Respond to contractors for construction shut downs of the distribution system; coordinate systems shut downs to ensure limited interruptions.
11. Meet with contractors and engineering staff to discuss existing distribution system and future construction and installation; oversee and review the work of contractors that are performing construction and repair activities related to the distribution system.
12. Oversee and supervise the operation and efficiency of warehouse operations and staff.
13. Prepare or review and maintain a wide variety of written reports and records including time sheets, work orders, and maintenance requests; input information into a computer system; prepare statistical and/or analytical reports on operations and activities as necessary.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary.
15. Coordinate assigned maintenance activities with those of other divisions and outside agencies and organizations.
16. Attend and participates in professional group meetings; maintain awareness of new trends and developments in the field of water distribution; incorporate new developments as appropriate into programs.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of water distribution systems.
- Advanced practices, techniques and materials used in maintenance, construction and repair of water systems, as well as related facilities.
- Principles and practices of cross-connection control.
- Modern warehousing systems and procedures, including methods of proper and orderly storage, issuances and receipt of materials, stock inventory procedures and space use for maximum utilization.
- Principles and practices of project design, cost estimating, and management.
- Operational characteristics of specialized construction and maintenance tools and equipment.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

CITY OF ANTIOCH  
WATER DISTRIBUTION SUPERVISOR (CONTINUED)

**Ability to:**

- Coordinate and direct water distribution and warehouse operation programs.
- Supervise, organize, and review the work of assigned staff involved in the maintenance and repair of water distribution systems as well as warehouse operations.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing water distribution programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Analyze a complex issue and develop and implement an appropriate response.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Oversee and perform maintenance, repair and installation of the City's water distribution infrastructure.
- Drive and operate trucks and construction equipment.
- Observe safety principles and work in a safe manner; minimize public and employee safety hazards by conforming to required codes.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; successfully operate various software programs as required using computers or other types of hand held devices
- Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.
- Work with GIS mapping system and input finished work orders into the maintenance management system.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, environmental science, or a related field.

**Experience:**

CITY OF ANTIOCH  
WATER DISTRIBUTION SUPERVISOR (CONTINUED)

Five years of experience in construction, maintenance, and repair of water distribution systems including one year of lead supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a Grade III Water Distribution Operator certificate issued by the State of California Department of Public Health. Possession of a Grade IV Water Distribution Operator certificate issued by the State of California Department of Health Services is required within two (2) years of appointment.

Possession of a Cross-Connection Control Specialist certificate issued by the American Water Works Association is required within two (2) years of appointment.

Possession of a Backflow Prevention Devices Tester certificate is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**WATER QUALITY ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, oversees and supervises the overall operations of the water laboratory and performs the most complex chemical, bacteriological, and physical analyses of water using a variety of laboratory instruments, equipment and techniques to assure City's compliance with water quality standards; ensures that the Water Quality Laboratory (WQL) maintains WQL certification under the Environmental Laboratory Accreditation Program (ELAP); ensures work quality and adherence to established policies and procedures; provides training on proper laboratory test procedures and sample collection processes; and performs the more technical and complex tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Oversee and supervise overall laboratory operations including staff responsible for collecting samples and performing routine chemical, bacteriological, and physical tests; perform the most complex bacteriological, chemical, physical, and microbiological examinations of water; analyze and interpret results of examinations of water samples; recognize and investigate problems and recommend solutions.
2. Establish schedules and methods for providing laboratory analysis and quality assurance program services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned laboratory staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
6. Perform the more technical and complex tasks of the work unit including ensuring compliance with state and federal regulations.
7. Maintain a fully accredited laboratory as certified through the Environmental Laboratory Accreditation Program (ELAP) by the California Department of Public Health.
8. Supervise, prioritize, schedule and/or perform the collection and analysis of source water, potable water, and wastewater; approve new water mains for connection with the City system.

**CITY OF ANTIOCH**  
**WATER QUALITY ANALYST (CONTINUED)**

9. Establish and review monitoring programs relating to treatment plant processes and system compliance.
10. Compile and prepare a variety of reports and correspondence; submit required reports to state and EPA regulatory agencies; maintain all lab records and use computer to store, retrieve and analyze data.
11. Oversee work of outside labs contracted by the City to perform specialized testing; assure that reports are completed to standards.
12. Maintain ongoing quality assurance/quality control (QA/QC) program; review data generated in the lab and verify validity.
13. Collect, analyze, and summarize data produced by the laboratory and the operations SCADA system; recognize potential and actual problems which may occur in analytical procedures and take proper corrective action; recommend changes in treatment process to ensure highest quality water and regulatory compliance.
14. Wash, clean, sterilize, calibrate, and maintain equipment apparatus, and glassware used in all tests and analysis; keep laboratory facilities in a clean and orderly condition.
15. Operate and maintain a variety of lab equipment including but not limited to pH meter, analytical and top-loading balances, and field test kits.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary.
17. Coordinate assigned laboratory activities with those of other divisions and outside agencies and organizations; represent the City in meetings with other water agencies, regulatory agencies and the public.
18. Attend and participates in professional group meetings; maintain awareness of new trends and developments in the field of water quality analysis; incorporate new developments as appropriate into programs.
19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of water treatment plant laboratory.
- Methods and procedures of water quality assurance program administration.
- Principles of supervision, training, and performance evaluation.
- Modern and complex principles and practices of chemistry, biology, and microbiology.
- Techniques, principles and equipment used in sampling and analyzing water.
- Principles of water treatment, distribution and storage.
- Mathematics and statistics principles.

**CITY OF ANTIOCH  
WATER QUALITY ANALYST (CONTINUED)**

- Sources of information related to water analysis, State and Federal regulations regarding water quality.
- Accreditation program requirements for laboratory certification.
- Safe and proper care of laboratory facilities and equipment.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Coordinate and direct the operations of a water treatment plant laboratory.
- Supervise, organize, and review the work of assigned staff involved in laboratory operations.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing laboratory operations.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Make accurate observations and decisions.
- Perform routine and complex laboratory analyses and procedures.
- Analyze and interpret regulations and technical requirements.
- Use complex laboratory equipment in the analyses of water samples.
- Repair and maintain laboratory equipment.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Maintain accurate records and files on testing, analysis, quality assurance and control in conformance with regulatory requirements.
- Ensure adherence to safe work practices and procedures.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in chemistry, biology, microbiology, or a related field.

**Experience:**

Four years of water treatment laboratory experience including one year of lead supervisory responsibility.

CITY OF ANTIOCH  
WATER QUALITY ANALYST (CONTINUED)

**License or Certificate:**

Possession of a Class C driver's license.

Possession of a Water Quality Analyst 2 certification issued by the American Water Works Association, California - Nevada Section.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a water treatment plant and outdoor environment; travel from site to site; exposure to noise, dust, grease, fumes, electrical energy, and all types of weather and temperature conditions; work and/or walk on various surfaces including slippery or uneven surfaces; work in or with water.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a water treatment plant and field environment; to travel to various locations to take samples; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicle; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: September 1990  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**WATER TREATMENT PLANT SUPERINTENDENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Water Treatment Plant Division within the Public Works Department including the operation and maintenance of the water treatment plants, sludge handling facility, pump stations, reservoirs, and laboratory; ensures current and future City compliance with all local, state, and federal regulations; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Water Treatment Plant Division including the operation and maintenance of the water treatment plants, sludge handling facility, pump stations, reservoirs, and laboratory; ensure systems are maintained and operated in accordance with applicable water quality practices; ensure current and future City compliance with all local, state, and federal regulations.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for water treatment staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate water treatment personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Review plans and specifications of work to be done by city personnel and outside contractors; estimate time, material, and labor required for projects, as necessary.
8. Meet with engineers and other City personnel to coordinate activities or exchange information.

**CITY OF ANTIOCH  
WATER TREATMENT PLANT SUPERINTENDENT (CONTINUED)**

9. Inspect facilities and infrastructures; visit work sites to monitor progress and quality of work performed, provide direction, and assist in resolving problems encountered in the treatment plant; inspect tools and equipment for proper use and care.
10. Direct and coordinate laboratory sampling and analysis of City water supply; review analysis results and implement follow-up action to correct any water quality deficiencies, as necessary.
11. Prepare and submit reports to state and federal agencies related to water production and testing; maintain and prepare records of work activities.
12. Instruct subordinates in standard safety measures in the proper and safe use of machinery, equipment and tools.
13. Serve as the liaison for the Water Treatment Plant Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to water treatment plant programs, policies, and procedures as appropriate.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of water treatment; incorporate new developments as appropriate.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a water treatment plant and laboratory.
- Advanced principles, practices, and procedures used in the operation and maintenance of a water treatment facility and system including laboratory testing requirements and hydraulics.
- Methods and techniques used in water treatment and water system maintenance, construction, and repair work.
- Principles and practices of program development and administration.
- Advanced methods, equipment, chemicals and materials used in the treatment, storage, and distribution of water.
- Advanced methods and techniques of water sampling and routine testing.
- Safe handling procedures for water treatment chemicals.
- Operational characteristics of water treatment plant and laboratory tools and equipment.

CITY OF ANTIOCH  
WATER TREATMENT PLANT SUPERINTENDENT (*CONTINUED*)

- State health standard requirements; chemical analysis.
- City piping and water distribution grid system.
- Pumps and motors and general understanding of electronic telemetering devices.
- Occupational hazards and standard safety practices.
- Methods and techniques for detailed report preparation and writing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of water treatment plant and laboratory activities and operations.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Manage multiple tasks and projects.
- Prioritize work loads and goals.
- Operate a variety of equipment and tools necessary to maintain the water treatment plant and laboratory.
- Ensure compliance with regulatory agency testing and reporting.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Ensure adherence to established safety rules, regulations and guidelines.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in water treatment, chemistry, microbiology, physical science, or a related field.

**Experience:**

Five years of increasingly responsible experience in work involving water system operations and/or maintenance including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

CITY OF ANTIOCH  
WATER TREATMENT PLANT SUPERINTENDENT (CONTINUED)

Possession of a valid Grade T5 Water Treatment Operator Certificate issued by the State of California, Department of Health Services.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

February 1990  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**WATER TREATMENT PLANT SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the operation and maintenance of the City's water treatment plants and related facilities including pump stations, lift stations, storage reservoirs, and sludge handling facilities; ensures compliance with federal and state water quality guidelines and regulations; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, contractors, and outside agencies; maintains appropriate work records including time cards and work orders; serves as technical resource for assigned work crews; and performs the more technical and complex tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the operation and maintenance of the City's water treatment plants and related facilities including pump stations, lift stations, storage reservoirs, and sludge handling facilities; ensure compliance with federal and state water quality guidelines and regulations.
2. Establish schedules and methods for providing water treatment plant services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned water treatment staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures; work within a budget; code invoices for payment.
6. Perform the more technical and complex tasks of the work unit including preparing regulatory reports for various regulatory agencies on water treatment plant performance, water quality, and water sources.
7. Conduct daily inspections of water system pumps, motors, meters and electrical systems for needed maintenance and repairs; apply all water treatment related chemicals to City's water system, as needed; operate and maintain all water treatment processes equipment.
8. Review new projects as necessary; read and interpret blue prints, plans, maps, specifications and technical manuals.

**CITY OF ANTIOCH  
WATER TREATMENT PLANT SUPERVISOR (CONTINUED)**

9. Ensure that section activities are carried out in a safe and efficient manner.
10. Maintain records concerning operations and programs; prepare reports on operations and activities.
11. Participate in ordering equipment and supplies for the division; assist in preparing specifications and bid packages for purchase of new equipment.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary.
13. Coordinate assigned water treatment plant activities with those of other divisions and departments as necessary.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of water treatment; incorporate new developments as appropriate into programs.
15. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a water treatment plant and laboratory.
- Advanced principles, practices, and procedures used in the operation and maintenance of a water treatment facility and system.
- Methods and techniques used in water treatment and water system maintenance, construction, and repair work.
- Advanced methods, equipment, chemicals and materials used in the treatment, storage, and distribution of water.
- Advanced methods and techniques of water sampling and routine testing.
- Safe handling procedures for water treatment chemicals.
- Operational characteristics of water treatment plant and laboratory tools and equipment.
- Basic American Water Works Association specifications and procedures.
- Occupational hazards and standard safety practices.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Coordinate and direct water treatment plant activities and operations.
- Supervise, organize, and review the work of assigned staff involved in the operation and maintenance of the City's water treatment plant and related facilities.
- Select, train, and evaluate staff.

CITY OF ANTIOCH  
WATER TREATMENT PLANT SUPERVISOR (CONTINUED)

- Recommend and implement goals, objectives, policies and procedures for providing water treatment plant activities.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports including state mandated reports.
- Participate in the preparation and administration of assigned budgets.
- Inspect water system facilities and identify and schedule needed maintenance work.
- Perform skilled water system maintenance tasks.
- Conduct tests and required water sampling.
- Monitor and adjust plant processes.
- Operate a variety of equipment and tools necessary to maintain the water treatment plant.
- Plan and organize work to meet changing priorities and deadlines.
- Ensure drinking water is in compliance with state and federal guidelines and regulations.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Maintain clear and accurate reports on plant activities.
- Follow oral and written instructions in an independent manner.
- Operate office equipment including computers and supporting software applications.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in water treatment, chemistry, microbiology, physical science, or a related field.

**Experience:**

Five years of increasingly responsible experience in water treatment plant maintenance and operations including one year of lead supervisory responsibility.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a valid Grade T5 Water Treatment Operator Certificate issued by the State of California, Department of Health Services. within one year of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, toxic chemicals, mechanical and electrical hazards, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Exempt

February 1990  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR CONSIDERATION AT  
THE COUNCIL MEETING OF SEPTEMBER 24, 2013**

**FROM:** Michelle Fitzer, Human Resources/Economic Development Director



**DATE:** September 17, 2013

**SUBJECT: RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION  
PLAN UPDATES FOR THE TREATMENT PLANT EMPLOYEES'  
ASSOCIATION (TPEA) WITH NO SALARY CHANGES**

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**RECOMMENDATION**

It is recommended that the City Council adopt a resolution approving the comprehensive classification plan updates for the Treatment Plant Employees' Association (TPEA) bargaining unit, with no salary changes.

**BACKGROUND**

- ***Classifications***

As Council is aware, several years ago the City hired Johnson Associates to conduct a comprehensive classification review and update. When the economy began to deteriorate, this project was discontinued and left incomplete. Since that time, staff has brought updated class specifications to the Council for review and approval on an as-needed basis, usually when a recruitment was going to be initiated.

For the last 10 months, staff has been working on finalizing the comprehensive classification updates for all bargaining units. All of the Johnson drafts were reviewed again by management supervising each classification to ensure the description reflected the current City organizational structure and operational needs. Following that process, the respective bargaining unit representatives were provided with draft specs for their unit. Staff has been meeting and corresponding with representatives from all of the bargaining units to discuss any questions or concerns they may have.

At this time, the TPEA Unit has agreed to the amended specifications for their unit. Therefore, this item is brought before Council for consideration. The classification specifications recommended for approval are:

- Laboratory Assistant I/II
- Water Treatment Instrument Technician
- Water Treatment Maintenance Worker I/II/III
- Water Treatment Plant Trainee/Water Treatment Plant Operator

- ***Salary***

There are no salary changes as part of this proposed action.

## **FINANCIAL IMPACT**

Approving these amendments to the classification plan has no financial impact.

## **ATTACHMENTS**

- A. Resolution Approving Amendments to the Classification and Compensation Plans for Treatment Plant Employees' Association Classes
- B. Laboratory Assistant I/II Draft Job Description
- C. Water Treatment Instrument Technician Draft Job Description
- D. Water Treatment Maintenance Worker I/II/III Draft Job Description
- E. Water Treatment Plant Trainee/Water Treatment Plant Operator Draft Job Description

**RESOLUTION NO. 2013/XX**

**RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION PLAN UPDATES FOR THE TREATMENT PLANT EMPLOYEES' ASSOCIATION (TPEA) BARGAINING UNIT WITH NO SALARY CHANGES**

**WHEREAS**, the City has an interest in updating the class specifications for classifications Citywide; and

**WHEREAS**, staff has been working on completing a comprehensive update of the classification system for the last 10 months; and

**WHEREAS**, department management have reviewed and updated the Johnson descriptions to reflect current organizational structure and operational needs; and

**WHEREAS**, representatives of the TPEA Bargaining Unit have reviewed the draft specifications and agreed to the proposed changes; and

**WHEREAS**, there are no proposed changes to the salary ranges for this Unit.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Antioch as follows:

**Section 1.** That the comprehensive classification plan updates for the Treatment Plant Employees' Association Bargaining Unit, specifications for which are attached hereto as Attachments "B" through "E", be approved and added to the City of Antioch Employees' Classification System; and

**Section 2.** That the no adjustments be made to the assigned salary ranges for this Unit; and

**Section 3.** That copies of this resolution be certified to all holders of the City of Antioch Employees' Classification System.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 24<sup>th</sup> day of September, 2013, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

**LABORATORY ASSISTANT I/II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under supervision (Laboratory Assistant I) or general supervision (Laboratory Assistant II), collects various types of water samples for daily analysis; performs a variety of routine physical, chemical, and bacterial analyses of water; operates laboratory equipment and supplies; picks up and cleans laboratory samples, supplies, and equipment; and maintains a variety of records and logs.

**DISTINGUISHING CHARACTERISTICS**

**Laboratory Assistant I** - This is the entry level class in the Laboratory Assistant series performing routine and less complex laboratory duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Laboratory Assistant II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility and is expected to be performing at the "II" or journey level within the prescribed time frame. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

**Laboratory Assistant II** - This is the full journey level class within the Laboratory Assistant series. Employees within this class are distinguished from the Laboratory Assistant I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Laboratory Assistant I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Collect various types of water samples necessary for daily analyses, both at the plant and in the distribution system, according to standard procedures.
2. Perform routine physical, chemical, and bacteriological analyses of water; maintain proper quality assurance in performing analytical work.
3. Prepare standard solutions and bacteriological media for testing and quality control; record data on results and report results to operators and supervisors.
4. Keep reagents filled for testing; prepare standard solutions as necessary.

CITY OF ANTIOCH  
LABORATORY ASSISTANT I/II (CONTINUED)

5. Wash, clean, sterilize, calibrate, and maintain equipment apparatus, and glassware used in all tests and analysis; keep laboratory facilities in a clean and orderly condition.
6. Maintain and locate a variety of work records, data sheets, and logs; communicate effectively with plant operators.
7. Operate and maintain a variety of lab equipment including but not limited to pH meter, analytical and top-loading balances, and field test kits.
8. Ensure adherence to safe work practices and procedures as well as federal and state laws, rules, and regulations.
9. Participate in special projects as assigned.
10. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Fundamental principles of chemistry and standard laboratory equipment, instruments and procedures.
- Mathematics as used to analyze test results.
- Principles of water treatment and distribution.
- Safety precautions in a laboratory setting.
- Methods and procedures for collection and storage of samples.
- Media preparation and quality control.
- Sampling procedures and field equipment.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Perform a variety of physical, chemical, and bacteriological tests according to standard procedures
- Correlate laboratory results with plant operation and system water quality.
- Use laboratory equipment and materials safely.
- Conduct routine mathematical calculations.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Maintain accurate records and retrieve them upon request.
- Learn to recognize water treatment problems during analysis of test results.
- Work independently and exercise good judgment.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Laboratory Assistant I**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in chemistry, biology, microbiology, or a related field.

**Experience:**

One year of experience conducting physical, chemical, or bacteriological tests in a water or wastewater laboratory setting.

**License or Certificate:**

Possession of, or ability to obtain, Distribution System Operator Grade I and Water Treatment Plant Operator Grade I certificates issued by the State of California within one year of employment.

Possession of an appropriate, valid driver's license.

**Laboratory Assistant II**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in chemistry, biology, microbiology, or a related field.

**Experience:**

Two years of laboratory experience comparable to a Laboratory Assistant I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Assistant II classification.

**License or Certificate:**

Possession of Distribution System Operator Grade I and Water Treatment Plant Operator Grade I certificates issued by the State of California.

Possession of a Water Quality Analyst Grade I certificate issued by Cal/NV AWWA.

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a water treatment plant and outdoor environment; travel from site to site; exposure to noise, dust, grease, fumes, electrical energy, and all types of weather and temperature conditions; work and/or walk on various surfaces including slippery or uneven surfaces; work in or with water.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a water treatment plant and field environment; to travel to various locations to take samples; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicle; and to verbally communicate to exchange information.

CITY OF ANTIOCH  
LABORATORY ASSISTANT I/II (CONTINUED)

FLSA: Non-Exempt

Revised: February 2005; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

## CITY OF ANTIOCH

**WATER TREATMENT INSTRUMENT TECHNICIAN I/II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under supervision (Water Treatment Instrument Technician I) or general supervision (Water Treatment Instrument Technician II), performs a variety of skilled electrical/instrumentation duties involved in the installation, maintenance, calibration, and repair of electrical, instrumentation, and computer aided operating systems at the City's water treatment plant, distribution system, pump stations, chemical feed systems, potable water storage tanks, and sludge handling plant including SCADA control systems, telemetry systems, Programmable Logic Controllers (PLCs), motors, and other equipment related to the operation of treatment process.

**DISTINGUISHING CHARACTERISTICS**

**Water Treatment Instrument Technician I** – This is the entry level class in the Water Treatment Instrument Technician series performing routine and less complex water treatment instrumentation duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Water Treatment Instrument Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility and is expected to be performing at the "II" or journey level within the prescribed time frame. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

**Water Treatment Instrument Technician II** – This is the full journey level class within the Water Treatment Instrument Technician series. Employees within this class are distinguished from the Water Treatment Instrument Technician I by the performance of the full range of duties as assigned including the more complex installation, maintenance, calibration, and repair of electrical, instrumentation, and computer aided operating systems and providing training to less experienced Water Treatment Instrument Technician. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Water Treatment Instrument Technician level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Install, maintain, calibrate and repair electrical, instrumentation, and computer aided operating systems at the City's water treatment plant, distribution system, pump stations, chemical feed systems, potable water storage tanks, and sludge handling plant including SCADA control

**CITY OF ANTIOCH**  
**WATER TREATMENT INSTRUMENT TECHNICIAN I/II (CONTINUED)**

- systems, telemetry systems, Programmable Logic Controllers (PLCs), motors, and other equipment related to the operation of treatment process.
2. Make inspections and perform periodic preventive maintenance on various control metering recording and display equipment; clean, lubricate, calibrate and adjust equipment as needed.
  3. Troubleshoot and diagnose electronic, electromechanical, and pneumatic instrumentation malfunction; complete component level repairs or advises system contractors of other repair requirements as appropriate.
  4. Use software diagnostic routines and test equipment to verify and or adjust control system equipment according to manufacturer's recommendations.
  5. Maintain, install, and repair multi-channel system radio and telephone systems.
  6. Read and interpret wiring schematics, mechanical drawings, and specifications as necessary to install, service, and repair equipment in accordance with related regulations.
  7. Perform minor electrical repairs as necessary.
  8. Keep records and make verbal and written reports of work performed.
  9. Assist Water Treatment Plant Maintenance Personnel as required.
  10. Make basic decisions that will protect the integrity of the Water Treatment Plant, its equipment, and distribution system.
  11. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a water treatment system electrical/instrumentation maintenance and repair program.
- Principles, methods, procedures, materials, tools, and equipment used in the installation, maintenance, and repair of electrical/instrumentation devices, equipment, and systems including pneumatic controls, electrical controls, telemetry, testing, calibrating, and repair techniques.
- Principles and practices used in the installation, repair, and programming of SCADA, operator interface, and PLC computers.
- Equipment capabilities, limitations, and safe operating characteristics.
- Preventive maintenance applicable to electrical and instrumentation systems.
- Telecommunications operating systems and equipment.
- Methods and techniques of performing diagnostic troubleshooting services.
- Operational characteristics of wastewater treatment plant systems and equipment.
- Mathematical principles used in water reclamation system electrical/instrumentation maintenance.
- Occupational hazards and standard safety practices.
- Methods and techniques for basic report preparation and record keeping.

CITY OF ANTIOCH  
WATER TREATMENT INSTRUMENT TECHNICIAN I/II (CONTINUED)

- Pertinent federal, state, and local laws, codes, and regulations including national electrical code.

**Ability to:**

- Perform a variety of skilled electrical/instrumentation installation, maintenance, and repair duties.
- Install, operate, maintain calibrate analyze, troubleshoot, test and repair instruments, telemetry, electrical, mechanical, pneumatic, hydraulic and electronic equipment forum in a modern water treatment plant.
- Troubleshoot and accurately diagnose electrical/instrumentation repair needs.
- Test, make repairs to, and perform preventive maintenance on electrical/instrumentation equipment used in the water treatment system.
- Install, modify, program, repair, and maintain programmable logic controllers, operator interface controls, monitors, and software associated with the hardware used by the City.
- Calibrate, align, and test a variety of systems designed to monitor treatment plant processes and activities.
- Operate a variety of electrical/instrumentation maintenance and repair equipment and tools in a safe and effective manner.
- Read and interpret gauges, meters, and other instrument readings and take effective course of action.
- Analyze a complex issue and develop and implement an appropriate response.
- Develop, evaluate and modify standard operating procedures, associated maintenance programs and databases.
- Apply applicable laws, codes and regulations.
- Understand and follow complex written technical instructions and diagrams.
- Read and understand technical manuals, blueprints, shop drawings, sketches, and wiring and pneumatic diagrams.
- Respond to emergency situations, including those outside of normal working hours, and determine an effective course of action.
- Compile data, maintain a variety of records, and prepare related reports.
- Perform math calculations related to water treatment system maintenance.
- Perform assigned work in accordance with appropriate safety practices and regulations
- Perform heavy manual labor.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work independently in the absence of supervision.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Understand and carry out oral and written directions.
- Respond courteously and appropriately to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Water Treatment Instrument Technician I**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized course work or training in the installation, maintenance, and repair of electrical/instrumentation

equipment and systems.

**Experience:**

Two years of experience maintaining, calibrating, installing, troubleshooting, and repairing electrical, pneumatic, and mechanical process control instruments.

**License or Certificate:**

Electrical/Instrumentation certification from an accredited instrumentation vocational school, or a Grade I Electrical/Instrumentation Technologist certificate issued by the California Water Environment Association, or an ISA Certified Control Systems Technician (CCST Level 1).

Possession of a Class C driver's license.

**Water Treatment Instrument Technician II**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized course work or training in the installation, maintenance, and repair of electrical/instrumentation equipment and systems.

**Experience:**

Three years of increasingly responsible experience maintaining, calibrating, installing, troubleshooting, and repairing electrical, pneumatic, and mechanical process control instruments at a level comparable to a Water Treatment Instrument Technician I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Technician II classification.

**License or Certificate:**

Electrical/Instrumentation certification from an accredited instrumentation vocational school, or a Grade 2 Electrical/Instrumentation Technologist certificate issued by the California Water Environment Association, or an ISA Certified Control Systems Technician (CCST Level 2).

Possession of a Class C driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily at a water treatment plant with some travel to different field sites and locations; exposure to noise of plant machinery and other equipment, dust and grease, mechanical and electrical hazards of operating equipment, fumes and odors of sewage, chemicals, and gases, toxic substances such as chemicals, cleaners, solvents, and gases, and all types of weather and temperature condition; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces; occasionally works in confined spaces or on ladders/scaffolding. May be required to work weekends, nights, unusual shifts, or be subject to emergency recall.

**Physical:** Primary functions require sufficient physical ability and mobility to work at a water treatment plant; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts

CITY OF ANTIOCH  
WATER TREATMENT INSTRUMENT TECHNICIAN I/II (CONTINUED)

of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

June 2008  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**WATER TREATMENT MAINTENANCE WORKER I/II/III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under supervision (Water Treatment Plant Maintenance Worker I) or general supervision (Water Treatment Plant Maintenance Worker II), performs a variety of semi-skilled and unskilled work in the maintenance and repair of water treatment plants infrastructure including distribution facilities, raw water pumping plants, chemical feed systems, potable water storage tanks, and sludge handling plant; operates and maintains a variety of heavy equipment and hand and power tools and equipment; and maintains a variety of records. Advancement to the "III" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of management staff based on operational needs.

**DISTINGUISHING CHARACTERISTICS**

**Water Treatment Plant Maintenance Worker I** - This is the entry level class in the Water Treatment Plant Maintenance Worker series performing routine and less complex water treatment plant maintenance duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Water Treatment Plant Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility and is expected to be performing at the "II" or journey level within the prescribed time frame. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

**Water Treatment Plant Maintenance Worker II** - This is the full journey level class within the Water Treatment Plant Maintenance Worker series. Employees within this class are distinguished from the Water Treatment Plant Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Water Treatment Plant Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Water Treatment Plant Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

**Water Treatment Plant Maintenance Worker III-** This class is flexibly staffed and generally filled by advancement from the Water Treatment Plant Maintenance Worker II level, or when filled from the outside, requires prior experience. Advancement to the "III" level is based on management judgment and license/certification that fulfills the requirements, and a need for a Maintenance Worker III.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform preventative and corrective maintenance on equipment at the water treatment plants, booster pump stations, water storage tanks, raw water pump stations and reservoir, reclamation plant, and sludge handling plant; install piping, valves, and other equipment.
2. Service, lubricate, adjust, and repair chemical feed systems.
3. Inspect and monitor generator equipment; perform minor repairs as necessary.
4. Perform preventive maintenance on HVAC systems.
5. Assist in the inspection, maintenance, repair, and adjustment of pumps, motors, mixers, engines, compressors and other electrical and mechanical equipment.
6. Lubricate, adjust, and replace bearings; repack and adjust pump packing and seals.
7. Assist in repairs of electrical controls and electronic equipment.
8. Perform maintenance on hydraulic and pneumatic equipment.
9. Fabricate parts and fittings as needed to perform maintenance on treatment facilities.
10. Inspect wireless communication and cathodic protection on all tanks.
11. Take samples and make lab tests as necessary.
12. Operate a variety of vehicles, boats, equipment, and tools including light trucks, forklifts, tractors, drill presses, welding equipment, and hand and power tools; clean, maintain, and calibrate assigned equipment.
13. Respond to citizen inquiries and complaints and determine appropriate corrective action; coordinate activities with other City staff in resolving complaints.
14. Perform a variety of routine building and grounds maintenance tasks including watering, mowing, edging, painting, and housekeeping; spray pesticides and herbicides as necessary.
15. Make basic decisions that will protect the integrity of the Water Treatment Plant, its equipment and distribution system.
16. Plan and organize parts for assigned jobs; perform all work in accordance with sound safety practices and using appropriate safety devices and equipment.
17. Prepare and maintain records of basic operations, maintenance, and work performed.
18. Perform related duties as required.

**The following additional representative duties are applicable to the Water Treatment Plant Maintenance Worker III classification:**

1. Assist Water Treatment Plant management with planning of daily work assignments
2. Lead and train maintenance staff on duties that require a higher skill level.
3. Model a positive work ethic.
4. Responsible for planning and ordering parts and supplies.
5. Responsible for municipal reservoir and dam management.
6. Responsible for the operation and maintenance of the Water Treatment Plant generators.
7. Responsible for diesel storage tanks and fuel systems for the generators at the water treatment plant, police department and the marina.
8. Performs electrical repairs on controls and equipment up to 480 volts.
9. Perform journey level welding using arc welding and/or acetylene.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics of water treatment plants and pumping stations including associated mechanical and electrical equipment and devices.
- Basic theories and fundamentals of mechanical, hydraulic, pneumatic, and electrical principles associated with the repair and operation of plant equipment and pumping stations.
- Materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance and repair of water treatment plants and associated equipment.
- Methods, techniques, tools and equipment used to repair, rebuild and fabricate parts.
- Operational characteristics of maintenance and construction equipment and tools used in work activities.
- Proper procedures used in the maintenance and repair of hand and power tools.
- Basic computer skills.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Perform a variety of semi-skilled duties involved in the maintenance and repair of the City's water treatment plants and related facilities.
- Read, explain, and follow blueprints, mechanical drawings, and oral and written instructions, particularly from maintenance and service manuals.
- Assist in the installation, maintenance, troubleshooting, and repair of electrical and

mechanical equipment and machinery including pumps, valves, valve operators, piping, and chemical feed equipment.

- Ensure adherence to safe work practices and procedures.
- Prepare and maintain records including time and material use records.
- Respond to plant and pump station maintenance/repair emergencies.
- Safely drive and skillfully operate equipment and machinery including trucks, forklifts, boats, drill presses, welding equipment, and hand and power tools.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Understand and follow oral and written instructions.
- Maintain good housekeeping practices.
- Operate a computer.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

### **Education and Experience Guidelines**

#### **Water Treatment Plant Maintenance Worker I**

##### **Education/Training:**

Equivalent to the completion of the twelfth grade.

##### **Experience:**

Six months of work experience gained from working at a water treatment plant or in a related public works maintenance field.

##### **License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate Class B driver's license prior to the completion of probation.

Possession of, or ability to obtain within one year of employment a Grade I Permanent Water Distribution Operator Certificate issued by the State of California Department of Public Health.

#### **Water Treatment Plant Maintenance Worker II**

##### **Education/Training:**

Equivalent to the completion of the twelfth grade.

##### **Experience:**

Two years of water treatment plant maintenance experience comparable to a Water Treatment Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

##### **License or Certificate:**

Possession of an appropriate, valid Class B driver's license.

Possession of a Grade I Permanent Water Distribution Operator Certificate issued by the State of California Department of Public Health.

### **Water Treatment Plant Maintenance Worker III**

#### **Education/Training:**

Equivalent to the completion of the twelfth grade.

#### **Experience:**

Minimum of two years experience working in the water or wastewater treatment field, comparable to a Water Treatment Plant Maintenance Worker II. The experience must include generator maintenance and repair, journey level welding, and electrical experience working with high voltage. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker III classification.

#### **License or Certificate:**

Possession of an appropriate, valid Class B driver's license.

Possession of a Grade II Permanent Water Distribution Operator Certificate issued by the State of California Department of Public Health.

Possession of California Underground Storage Tank System Operator Certificate issued by the International Code Council

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Water treatment plant and field setting with travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces; occasionally work at heights; incumbents must be willing to work overtime and off hour shifts in emergency situations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a plant and field setting; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: September 2002; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

**WATER TREATMENT PLANT TRAINEE  
WATER TREATMENT PLANT OPERATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under supervision (Water Treatment Plant Trainee) or general supervision (Water Treatment Plant Operator), operates, inspects, and maintains water treatment plants and related facilities to supply, treat, store, and distribute water for a potable water distribution system; ensures the safe and efficient delivery of clean water to customers; conducts regular testing of treated water; maintains plant equipment; and maintains a variety of records and logs.

**DISTINGUISHING CHARACTERISTICS**

**Water Treatment Plant Trainee** – This is the entry level class in the Water Treatment Plant Operator series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Water Treatment Plant Operator level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is typically supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As a condition of employment, incumbents must have successfully completed a course in water treatment from an accredited college or possess a Water Treatment Plant Operator Grade II Certificate as issued by the State of California by the end of probationary period (one year). Further, incumbents in this class must meet the requirements of the Water Treatment Plant Operator classification within 3 years. Upon meeting the requirements of the Water Treatment Plant Operator classification and at the discretion of higher level supervisory or management staff, the Trainee may be appointed to the position of Operator without further testing.

**Water Treatment Plant Operator** – This is the full journey level class in the Water Treatment Plant Operator series performing the full range of duties with only occasional instruction or assistance. Positions at this level are distinguished from the Water Treatment Plant Trainee level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Water Treatment Plant Operator level are normally filled by advancement from the Water Treatment Plant Trainee level or, when hired from the outside, have prior experience and possess a Grade III Water Treatment Plant Operator certificate issued by the State of California.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of tasks associated with the daily operation of the City's water treatment plant; ensure compliance with all county, state, and federal regulations related to water quality; take immediate and appropriate actions to maintain water quality.

**CITY OF ANTIOCH**

**WATER TREATMENT PLANT TRAINEE/WATER TREATMENT PLANT OPERATOR (CONTINUED)**

2. Operate and maintain the City's water treatment plants including related subsystems and instrumentation in order to produce high quality finished water that meets state drinking water standards; monitor plant processes and functions including reading meters, gauges, graphs, and control panels; regulate flow of water through the plant.
3. Physically and/or with Supervisory and Data Acquisition (SCADA) system adjust pump settings, chemical feed settings and other equipment to maintain compliance with all county, state, and federal regulations.
4. Conduct regular testing of treated water to observe quality standards of water and instrumentation.
5. Take samples and perform laboratory tests including those for temperature, alkalinity, ph, chlorine residuals, turbidity, chloride, fluoride, sludge density, total solids, and bacteriological analysis.
6. Conduct rounds of plant operation during shift; check pumps, motors, flights, recorders, filters, analyzers, meters, piping, leaks, levels and all related equipment; make any repairs or adjustments as necessary.
7. Monitor chemical inventories; record and report needs and volumes; safely receive deliveries of chemicals; maintain log; maintain safety equipment for use with hazardous chemicals; stay up to date on hazards of chemicals handled and current methods for safe handling.
8. Conduct instrumentation and equipment installation, calibration, adjustment, and overall maintenance.
9. Monitor cameras, gate access, intrusion alarms, and alarm systems in order to ensure security of the water treatment plant and distribution system.
10. Maintain the plant and operation equipment and facilities in a clean and orderly condition; make minor repairs and adjustments to machinery, equipment and pipes, and assist in major repair work; perform maintenance of buildings and grounds and perform a variety of routine housekeeping duties.
11. Operate a variety of vehicles, tools, and equipment necessary to maintain the water treatment plant and equipment.
12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Keep and maintain maintenance and operational records and logs.
14. Attend training and safety meetings as necessary.
15. Must be able to respond to emergency call out situations and perform standby duty for emergency response on weeknights, weekends, and holidays.
16. Perform related duties as required.

**QUALIFICATIONS**

**CITY OF ANTIOCH**  
**WATER TREATMENT PLANT TRAINEE/WATER TREATMENT PLANT OPERATOR (CONTINUED)**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a water treatment program.
- Principles, practices, and procedures used in the operation and maintenance of a water treatment facility and system.
- Methods, equipment, chemicals, and materials used in the treatment, storage, and distribution of water.
- Methods and techniques of reading and interpreting gauges, recording devices, and related monitoring systems.
- Basic laboratory techniques and apparatus used in making standard tests.
- Basic operation, maintenance and servicing of pumps and other plant equipment and machinery.
- Mathematical calculations used in water treatment operations.
- Safe handling procedures for water treatment chemicals.
- Operational characteristics of water treatment plant and laboratory tools and equipment.
- Occupational hazards and standard safety practices.
- Principles and procedures of record keeping.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Operate, monitor, and maintain a variety of water treatment plant equipment, facilities, and systems.
- Perform inspections and preventive maintenance of treatment plant facilities and equipment.
- Read and interpret gauges, meters, and other instrument readings and take effective course of action.
- Diagnose operational problems and perform effective maintenance on equipment.
- Respond to changing demands on water flow, water quality, and equipment requirements.
- Monitor and adjust plant processes.
- Collect a variety of water samples and conduct appropriate tests in accordance with state and federal regulations and requirements.
- Maintain accurate and detailed logs and records of work.
- Perform math calculations related to water works.
- Operate assigned equipment and tools in a safe and effective manner.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

**Education and Experience Guidelines**

**Water Treatment Plant Trainee**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Some experience in mechanical maintenance work preferably including the operation and repair of pumps and electric motors is desirable.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of a valid T3 Water Treatment Plant Operator Certificate issued by the State of California, Department of Health Services within 3 years of employment.

**Water Treatment Plant Operator**

**Education/Training:**

Equivalent to completion of the twelfth grade supplemented by specialized training in water treatment operations or a related field.

**Experience:**

Two years of experience comparable to a Water Treatment Plant Trainee with the City of Antioch. A Bachelor's Degree in a related field may be substituted for one (1) year of experience.

**License or Certificate:**

Possession of a valid California Driver's License.

Possession of a valid T3 Water Treatment Plant Operator Certificate issued by the State of California, Department of Health Services.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Water treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a water treatment plant setting; to walk, stand, and sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to light amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

January 1984

Revised: March 2010, September 2011, September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

DRAFT

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL  
FOR CONSIDERATION AT THE MEETING OF SEPTEMBER 24, 2013**

**PREPARED BY:** Ahmed Abu-Aly, Associate Engineer, Capital Improvements Division

**APPROVED BY:** Ron Bernal, Public Works Director/City Engineer *REB*

**DATE:** September 18, 2013

**SUBJECT:** Resolution Accepting Work and Authorizing the Public Works Director/City Engineer to File a Notice of Completion for the Tot Lot Playground Replacement at City Park, (P.W. 205-G)

**RECOMMENDATION**

It is recommended that the City Council adopt the attached resolution accepting work, authorizing the Public Works Director/City Engineer to File a Notice of Completion and authorizing the Director of Finance to make a final payment of \$9,975.00 and a retention payment of \$6,650.00 to be paid 35 days after recordation of the Notice of Completion.

**BACKGROUND INFORMATION**

In response to the fire damage of the tot lot playground structure at City Park, staff worked with Leathers and Associates, Inc. (L&A) to prepare the bid package for full replacement of the structure and the surface rubberized matting.

On May 14, 2013, the City Council awarded a contract to H & H Construction in the amount of \$137,500.00. On September 3, 2013, the contractor completed all work associated with this project. The park was opened for public use on September 21<sup>st</sup>.

**FINANCIAL IMPACT**

The final contract price for this project is \$133,000.00. Funding for this project was provided from the Park-in-Lieu Fund. The City will be reimbursed for the project costs through the City's Insurance Risk Management Company, Municipal Pooling Authority (MPA). Community members and community groups, such as, Take Back Antioch (\$10,500), Assemblyman Jim Frazier (\$2,000) and S.T.A.R. Ministry at the Church on the Rock (\$500) committed to funding the \$25,000 deductible through fundraising. The City also received a citizen donation of \$25. In addition, PG&E has indicated a willingness to donate \$14,500 and an application for those grant funds has been submitted, however, no money has been received to date. PG&E last indicated that they hoped to have a check to the City in the beginning of October. Unfunded deductible amounts, if any, will need to be paid via Park-In-Lieu Funds.

**OPTIONS**

No options are suggested at this time.

**ATTACHMENTS**

- A: Resolution Accepting Work
- B: Notice of Completion

AA:lm

**9-24-13**

**RESOLUTION NO. 2013/\*\***  
**RESOLUTION ACCEPTING WORK AND DIRECTING**  
**THE PUBLIC WORKS DIRECTOR/CITY ENGINEER**  
**TO FILE A NOTICE OF COMPLETION AND AUTHORIZING FINAL**  
**PAYMENT TO H & H CONSTRUCTION**  
**FOR THE TOT LOT PLAYGROUND REPLACEMENT AT CITY PARK**  
**(P.W. 205-G)**

**WHEREAS**, the Public Works Director/City Engineer, has certified the completion of all work provided to be done under and pursuant to the contract between the City of Antioch and H & H Construction and;

**WHEREAS**, it appears to the satisfaction of this City Council that said work under said contract has been fully completed and done as provided in said contract and the plans and specifications therein referred to;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Antioch, that:

The above-described work is hereby accepted.

The Public Works Director/City Engineer is directed to execute and file for record with the County Recorder, County of Contra Costa, a Notice of Completion thereof.

The Director of Finance is hereby directed to pay the Contractor a final payment of \$9,975.00 and a retention payment of \$6,650.00 to be paid 35 days after recordation of the Notice of Completion.

\* \* \* \* \*

**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof held on the 24<sup>th</sup> day of September, 2013 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
ARNE SIMONSEN, City Clerk

Recorded at the request  
of and for the benefit  
of the City of Antioch

When recorded, return  
to City of Antioch  
Capital Improvements Division  
P.O. Box 5007  
Antioch, CA 94531-5007

**NOTICE OF COMPLETION**  
**FOR**  
**TOT LOT PLAYGROUND REPLACEMENT AT CITY PARK**  
**(P.W. 205-G)**

**NOTICE IS HEREBY GIVEN** that the work and improvements hereinafter described, the contract for which was entered into by and between the City of Antioch and H & H Construction was completed on September 3, 2013.

The surety for said project was Developers Surety and Indemnity Company.

The subject project consisted of replacing the tot lot playground at City Park located at Tenth and "A" Streets in Antioch, California.

**THE UNDERSIGNED STATES UNDER PENALTY OF  
PERJURY THAT THE ABOVE IS TRUE AND CORRECT**

\_\_\_\_\_  
Date

\_\_\_\_\_  
RON BERNAL, P.E.  
Public Works Director/City Engineer

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL  
FOR CONSIDERATION AT THE MEETING OF SEPTEMBER 24, 2013**

**PREPARED BY:** Ahmed Abu-Aly, Associate Engineer, Capital Improvements Division

**APPROVED BY:** Ron Bernal, Public Works Director/City Engineer *REB*

**DATE:** September 12, 2013

**SUBJECT:** Second Amendment to the Consultant Services Agreement with Testing Engineers, Inc. for Material Testing on an "As Needed" Basis, P.W. 392-28

**RECOMMENDATION**

It is recommended that Council approve the Second Amendment to the Consultant Services Agreement with Testing Engineers, Inc. for Material Testing on an "As Needed" Basis.

**BACKGROUND INFORMATION**

On March 1, 2012, City and Testing Engineers, Inc. entered into an Agreement for Professional Consultant Services on an "As Needed" basis for material testing and special inspection services on various CIP projects in the amount of \$25,000.

On May 15, 2013, the City issued a First Amendment to the Agreement in the amount of \$16,780 for the Lone Tree Way and Deer Valley Road Intersection Improvements project.

The Second Amendment, Attachment "A" to the Agreement in the amount of \$68,220 is for the various CIP projects, which include the Deer Valley Road/Davison Drive/Sunset Lane Pavement Rehabilitation project and will bring the total compensation for Testing Engineers' contract amount to \$110,000.

**FINANCIAL IMPACT**

This work is included in the FY 13/14 CIP budget for each CIP project under this agreement and funded by Assessment District 27/31, Measure J, Gas Tax and Prop 1B Grant Funds.

**OPTIONS**

No options are suggested at this time.

**ATTACHMENTS**

A: Second Amendment to Agreement for Professional Services

AA:lm

9-24-13

**AMENDMENT NO. 2 TO AGREEMENT FOR  
MATERIAL TESTING AND SPECIAL INSPECTIONS FOR THE  
DEER VALLEY ROAD/DAVISON DRIVE/SUNSET LANE  
PAVEMENT REHABILITATION  
(P.W. 392-28)**

**THIS SECOND AMENDMENT TO THE AGREEMENT FOR CONSULTANT SERVICES** is entered into this 25th day of September 2013, by and between the CITY OF ANTIOCH, a municipal corporation ("CITY") and TESTING ENGINEERS, INC., their address is 2811 Teagarden Street, San Leandro, CA 94577 ("Consultant").

**RECITALS**

**WHEREAS**, on March 1, 2012, CITY and TESTING ENGINEERS, INC. entered into an Agreement for Professional Consultant Services on an "As Needed" Basis ("Agreement") in the amount of \$25,000.00; and

**NOW, THEREFORE, THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:**

1. **SERVICES. Section 1 of the Agreement:** is amended to include the following provision:

Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein.

All other terms and conditions of the Agreement shall remain in full force and effect.

2. **COMPENSATION. Section 2 of the Agreement:**

CITY shall increase the compensation for Testing Engineers, Inc. for actual costs in the amount of \$60,027.51.00 bringing the total compensation to an amount not to exceed \$101,807.51.

**CITY OF ANTIOCH:**

**TESTING ENGINEERS, INC.**

By: \_\_\_\_\_  
Jim Jakel, City Manager

By: \_\_\_\_\_  
Gary Snyder, President

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Lynn Tracy Nerland, City Attorney

# EXHIBIT "A"



**COST ESTIMATE**  
**City of Antioch**  
**Deer Valley Rd. / Davison Dr. / Sunset Lane Pavement Rehab.**  
**PW 392-28**  
**September 11, 2013**

<b>A. Mix Design Review</b>					
<b>Review of AC Submittals (1/2" &amp; 3/4")</b>					
	Quantity:	2	Rate/ea.:	250.00	\$ 500.00
<b>B. AC Hot Plant Inspection &amp; Sampling - Tracy, Vernalis w / Field Compaction Testing of Subgrade and AC</b>					
No. Days:	26	No. hrs:	208	Rate/hr.:	99.00 \$ 20,592.00
Mileage			Rate/mile:	0.70	
<b>C. LABORATORY TESTING</b>					
<b>Sub-grade - Aggregate Base</b>					
<b>Moisture Density Curve ASTM D-1557</b>					
	Quantity:	2	Rate/ea.:	220.00	\$ 440.00
<b>Asphaltic Concrete - Aggregate Obtained from Plant (1/2" AC - 5 Bins)</b>					
<b>Sieve Analysis, Coarse CAL 202</b>					
	Quantity:	3 per day	Rate/ea.:	90.00	\$ 3,780.00
<b>Sieve Analysis, Fine CAL 202</b>					
	Quantity:	2 per day	Rate/ea.:	105.00	\$ 2,940.00
<b>Sand Equivalent CAL 217</b>					
	Quantity:	1 per day	Rate/ea.:	105.00	\$ 1,470.00
<b>Asphaltic Concrete - Aggregate Obtained from Plant (3/4" AC - 6 Bins)</b>					
<b>Sieve Analysis, Coarse CAL 202</b>					
	Quantity:	4 per day	Rate/ea.:	90.00	\$ 4,320.00
<b>Sieve Analysis, Fine CAL 202</b>					
	Quantity:	2 per day	Rate/ea.:	105.00	\$ 2,520.00
<b>Sand Equivalent CAL 217</b>					
	Quantity:	1 per day	Rate/ea.:	105.00	\$ 1,260.00
<b>Mot Mix AC - Obtained from Field</b>					
<b>1/2" Max. Medium AC - Test Max Density CAL 308</b>					
	Quantity:	1	Rate/ea.:	300.00	\$ 300.00
<b>3/4" Max. Medium AC - Test Max Density CAL 308</b>					
	Quantity:	1	Rate/ea.:	300.00	\$ 300.00
<b>Bitumen Content w/ Aggregate Correction Factor</b>					
	Quantity:	2	Rate/ea.:	600.00	\$ 1,200.00
<b>Estimated Total =</b>					<b>\$ 39,622.00</b>

**Testing Engineers, Inc.**  
*Quality Assurance Services*  
*Materials Consulting*



**BASIS OF CHARGES**

Fees for tests and inspection include cost of technician, professional reports and engineering supervision. Engineering services other than supervisory will be charged at applicable rates. Inspection services are charged portal to portal from dispatch location and may be subject to mileage charges. Fees for special projects, services overseas, or elsewhere in the United States, will be quoted on request.

The proposed fee rates will be in effect through June 30, 2014. After that date, the unit rates are subject to an annual increase of seven percent (7%) per year.

**REPORT DISTRIBUTION**

Fees for additional distribution (other than standard distribution of 4) will be charged \$25.00 each set-up.

**MINIMUM HOURLY CHARGES -- INSPECTION**

Technician personnel are members of the Operating Engineers Union (AFL-CIO) Local No. 3 and the following minimum charges are contractual commitments:

- One-half day or less..... 4 hours
- Over one-half day ..... 8 hours
- Show-up time (no inspection performed) ..... 2 hours

**WORKING HOURS AND PREMIUM TIME**

Regular workday is the first 8 hours starting 4:00 a.m. and 2:00 p.m. Monday through Friday. Premium time is as follows:

- Overtime, weekdays and Saturdays (first 8 hours) ..... Applicable rate x 1.5
- Overtime, Saturdays (over 8 hours) and Sundays (first 8 hours)..... Applicable rate x 2.0
- Overtime, Sundays (over 8 hours) and Holidays ..... Applicable rate x 2.5
- Shift differential, swing, and graveyard, starting before 4:00 a.m. and after 2:00 p.m.....\$12.00 per hour

**MISCELLANEOUS CHARGES**

- Parking Fees and Bridge Tolls ..... At Cost
- Air Travel Subsistence, Outside Services .....Cost plus 20%
- Mileage, *per mile* (Outside 25 Mile Radius).....\$0.75
- \*File / Archive Retrieval, *Per File*..... \$150.00

*\*Files that are more than 1 year old will be subject to this fee.*

**TESTS**

Testing fees shown include normal time for performing test. Samples requiring special preparation will be charged at the laboratory technician rate. Fees for tests not listed will be furnished upon request. There will be a minimum charge of \$150.00 for any test and report. (Establishing initial project file).

**Rush Testing** add 25%. Rush only guarantees that your project will be given top priority.

**Dedicated Rush Testing** only on a case by case basis after consultation with a lab manager. With this level of service you receive a dedicated technician who will perform the testing as fast as the testing protocol allows.

**FINAL REPORT OR AFFIDAVITS**

There is an additional charge for a Final Letter (required by most city and county building inspection departments), or an Affidavit (required by DSA and OSHPD) for schools and hospitals.





TERMS AND CONDITIONS

The TERMS AND CONDITIONS stated below will govern the provisions of services and will constitute the contract between Testing Engineers, Inc. (TEI) and our client ("Client") unless the Client and TEI have executed a written contract with respect to such services in which case the terms and provisions of the written contract shall control.

WORKING CONDITIONS AND HOUR: Will be enforced in accordance with TEI's current agreement with the International Union of Operating Engineers, Local 3 (refer to Basis of Charges). Contractor to provide site access to inspection/testing locations. Verification of plumbness/levelness by others.

SCHEDULING: Dispatch for services are to be made a minimum of 24 hours in advance, during the business hours between 7:30 am and 4:00 pm, Monday through Friday. Twenty four (24) hour advance scheduling may not guarantee the availability of a Special Inspector. For specialized tests and inspections, or during seasonal busy periods, scheduling for services may need to be made up to 72 hours in advance.

COORDINATED INSPECTIONS: If TEI or its agents will be performing in-shop inspections of fabrication or assembly, Client understands that TEI may perform coordinated inspections and bill accordingly. Industry standards and governing codes require that continuous inspection mandate a continuous presence in the facility for fabrication or assembly.

COMPACTION TESTING Federal and State regulations require special handling and storage of materials used in compaction testing services. Workday starts at the pick-up location of Nuclear Density Gauge and ends upon returning. Applicable mileage charges apply

CANCELLATION: Two- (2) hour charge unless cancellation is made before 4:00 pm of the preceding day for local inspections within 50 mile radius of TEI's San Leandro facility.

TERMS OF PAYMENT: Upon requesting services from TEI and in consideration of the extension of credit, Client agrees to the following: invoices shall be deemed delinquent if not paid within thirty (30) days from date of invoice, and will be subject to a finance charge of 1.5%, per month of the unpaid balance for each month for additional credit and any and all collection expenses incurred thereby. A \$35.00 NSF (Non-Sufficient Funds) charge will be imposed on any and all checks returned by TEI's bank as uncollectible. Furthermore, any and all NSF checks are subject o treble damages up to the amount allowable under California Law (Chapter 522, Section 1719).

TEI reserves the right to terminate its services to Client without notice if any or all invoices are not paid currently. Upon such termination of services, the entire amount accrued for all services performed shall immediately become due and payable. Client waives any and all claims against TEI, its subsidiaries, affiliates, servants and agents, for termination of work pursuant to this paragraph.

Should TEI deem it necessary to refer a past-due account to an attorney, or collection agency, or to file suit for collection, Client agrees to pay for any and all actual expenses and costs incurred thereby, including any and all attorney's fees and court costs. Jurisdiction and venue of all such actions and any other actions and any other actions arising from the agreement of the provision of services by TEI shall be in Alameda County, State of California.

ANTICIPATED COSTS: Client recognizes and agrees that any "anticipated costs", budget estimates", or like that may be prepared by TEI are NOT "guaranteed maximums", lump sums", or "not to exceed" totals. Client will be invoiced for all work performed.

INDEMNIFICATION: Client shall indemnify, defend and hold harmless TEI from and against all claims, suites, damages, losses, expenses, costs, obligations, liabilities, recoveries and deficiencies, including, but not limited to, interests, penalties and reasonable attorney's fees that TEI shall incur or suffer, which arise of result from or relate to the breach of, or failure by Client, to perform, any representation, warranty, covenant or agreement given or made by Client as set forth in this Agreement.

LIMITATION OF LIABILITY: Client and TEI agree to limit the liability, including, but not limited liability for consequential damages, of TEI, including its shareholders, officers, directors, employees, agents and representatives for any acts, errors, omissions breaches of contract, or negligence, active affirmative, passive, concurrent or solely on the part of TEI, arising directly or indirectly from the performance of the professional services under this Agreement of TEI to \$1,000 or an amount equal to TEI's invoiced fee to client, whichever is smaller.

DOMINANT TERMS: The terms and conditions of this Agreement shall take precedence over any terms and conditions which may appear in Clients purchase order, approval of acceptance. (Any terms and conditions of Client's purchase order, approval or acceptance which are not identical to the terms and conditions of this Agreement are null and void, are not part of the Agreement between TEI and Client and are not bind upon TEI). The terms and conditions of this Agreement may not be altered, modified, added on or changed, nor any of its provisions waived, except by written agreement, signed by an authorized representative of Testing Engineers, Inc.

Notwithstanding, any provisions in the agreement in the event of conflict or dispute between Client's purchase order or contract and this Agreement the latter shall prevail.



A4

CITY OF ANTIOCH AS SUCCESSOR AGENCY T O  
THE ANTIOCH DEVELOPMENT AGENCY  
CLAIMS BY FUND REPORT  
FOR THE PERIOD OF  
JULY 25 - SEPTEMBER 18, 2013  
FUND/CHECK#

**239 Redevelopment Obligation Retirement Fund**

346582	GOLDFARB AND LIPMAN LLP	LEGAL SERVICES	52.00
347206	GOLDFARB AND LIPMAN LLP	LEGAL SERVICES	312.00

**431 Redevelopment Obligation Retirement Fund (for former Project Area #1)**

***Non Departmental***

346639	BANK OF NEW YORK MELLON	FISCAL AGENT FEE	3,225.00
346710	WILLDAN FINANCIAL SERVICES	EMMA DISCLOSURE	250.00
346867	WILLDAN FINANCIAL SERVICES	CONTINUING DISCLOSURE	2,350.00

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR  
CONSIDERATION AT THE COUNCIL MEETING OF September 24<sup>th</sup> 2013**

**From:** Leonard Orman, Acting Chief of Police  
**Date:** September 19, 2013  
**Subject:** **Approve Supplemental Law Enforcement Services Fund Monies**

**RECOMMENDATION**

Receive and file the report and approve Supplemental Law Enforcement Services Fund Monies.

**BACKGROUND**

The State of California provides annual funding to local law enforcement agencies to supplement law enforcement services pursuant to the adoption of AB2885. The monies are received by counties and disseminated to the local jurisdictions.

Pursuant to Government Code Section 30061(c)(1), counties must hold public meetings in September to consider front-line funding requests made by county entities. In the case of a city, the city council shall appropriate existing and anticipated monies exclusively to fund front-line municipal services, in accordance with written requests submitted by the Chief of Police of that City or the Chief Administrator of the law enforcement agency that provides police services for the city. These written requests shall be acted upon by the City Council in the same manner as specified in paragraph (1) for county appropriations.

For the 2013/2014 allocation our City will receive an *estimated* \$150,000 that will fund a percentage of one Community Policing Officer position. Payment allocations will be made on quarterly basis.

**There is a strong possibility of further reductions in the State budget that could reduce our current proposed allocation in the future.**

**FISCAL IMPACT**

Revenues of an estimated \$150,000 for the 2013/2014 allocation based on the current fiscal years allocation.

CITY OF ANTIOCH AS SUCCESSOR AGENCY T O  
THE ANTIOCH DEVELOPMENT AGENCY  
CLAIMS BY FUND REPORT  
FOR THE PERIOD OF  
JULY 25 - SEPTEMBER 18, 2013  
FUND/CHECK#

**239 Redevelopment Obligation Retirement Fund**

346582	GOLDFARB AND LIPMAN LLP	LEGAL SERVICES	52.00
347206	GOLDFARB AND LIPMAN LLP	LEGAL SERVICES	312.00

**431 Redevelopment Obligation Retirement Fund (for former Project Area #1)**

***Non Departmental***

346639	BANK OF NEW YORK MELLON	FISCAL AGENT FEE	3,225.00
346710	WILLDAN FINANCIAL SERVICES	EMMA DISCLOSURE	250.00
346867	WILLDAN FINANCIAL SERVICES	CONTINUING DISCLOSURE	2,350.00



**STAFF REPORT TO THE CITY COUNCIL FOR CONSIDERATION AT THE  
COUNCIL MEETING OF SEPTEMBER 24, 2013**

**FROM:** Lynn Tracy Nerland, City Attorney 

**DATE:** September 17, 2013

**SUBJECT:** New City Manager Recruitment

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**RECOMMENDED ACTION:** Invite the public to offer any further comments on the qualifications and experience for the City Manager position and provide further direction if desired.

**BACKGROUND:**

At the City Council meeting on September 10, 2013, Phil McKenney with the recruiting firm of Peckham and McKenney made a presentation about the recruitment for the City Manager position. Members of the public were invited to discuss qualifications and experience for the City Manager position.

In order to encourage further public input on the qualifications and experience for the City Manager position, the City Council suggested that the opportunity to comment be placed on the agenda for September 24, 2013 as well.

In addition, members of the public can contact Mr. McKenney directly at (866) 912-1919 or [phil@peckhamandmckenney.com](mailto:phil@peckhamandmckenney.com).

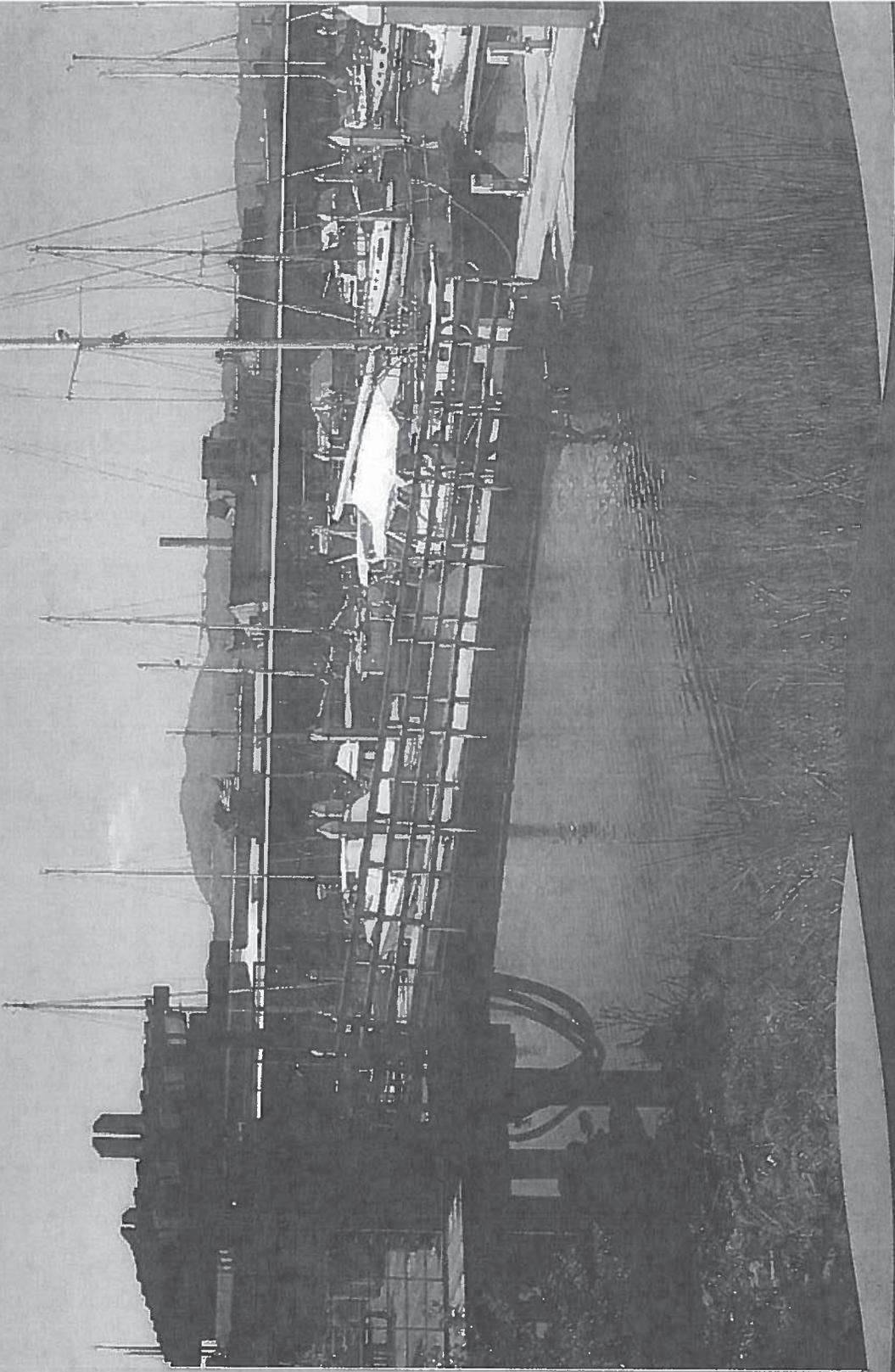
A copy of the brochure for the position and schedule for the recruitment is attached.

**ATTACHMENTS**

- A. New City Manager recruitment brochure

# City Manager

CITY OF ANTIOCH, CALIFORNIA



**PECKHAM**  
&  
**MCKENNEY**  
EXECUTIVE SEARCH

*Peckham & McKenney*  
*"All About Fit"*

## THE COMMUNITY

The city of Antioch is a wonderful community of approximately 105,000 residents nestled within the heart of northern California, midway between San Francisco 45 miles to the west and Sacramento 65 miles to the north. Dubbed the "Gateway to the Delta," Antioch sits at the confluence of the Sacramento and San Joaquin rivers, making it a natural world-class destination for boaters, hunters, anglers and other water sports enthusiasts. The Delta area is also a top destination for camping and relaxation because it boasts numerous waterfront resorts and quality campgrounds and RV parks. In addition to its recreational offerings, Antioch (one of the oldest cities in the state) is recognized as the hub of activity for eastern Contra Costa County, offering a great environment for both living and working.

The real estate market is varied and high in quality, with homes coming without the lofty price tags typically found in the rest of the Bay Area. Other contributors to the area's excellent livability factor include great schools, modern healthcare provided by two major hospitals, an active civic and spiritual community and a collection of well-maintained parks and recreation facilities. Plus, the area hosts a vibrant cultural sector and numerous annual events, including the much-anticipated County Fair, free Saturday summer concerts and the Delta Blues Festival.

For businesses, commercial development is on the rise in Antioch. Between 2009 and 2015, more than \$1 billion will have been invested in various transportation projects throughout the city including improvements to State Route 4 and the establishment of an eBART station near the Hillcrest Avenue exit off State Route 4. This project will extend the BART rail system an additional 10 miles from the current Pittsburg/Bay Point stop into Antioch which will provide for easier connections to destinations across the East Bay. Service is scheduled to begin in 2016.

Antioch continues to see growth in both its residential and economic sectors. The city is home to a diversified base of businesses represented by such industry clusters as manufacturing; transportation; retail/financial and professional services; and health, education and recreational services. Antioch offers a strategic location near major markets, affordable and plentiful real estate, updated infrastructure and access to a highly skilled and growing workforce.

Both residents and visitors revel in the vast selection of retailers and restaurants throughout the Antioch area. From department stores to specialty shops, casual eateries to fine dining



establishments, shoppers and diners don't have to travel far to find exactly what they need.

The Antioch Unified School District has 13 elementary schools, four middle schools, two comprehensive high schools, three specialized high schools, two alternative high schools and one k-8 facility. As for higher education, opportunities are right at Antioch resident's door steps with the Carrington College California's Antioch campus and Antioch's Contra Costa Medical Center College.

The city oversees more than 300 acres of parkland and facilities with notable sites including the Antioch Water Park, the municipal Marina and a dog park at Markley Creek Park. Within the local parks residents and guests alike find ball and soccer fields, basketball courts, picnic sites, playgrounds and tot lots, trails and open space. The community is home to several locations under the direction of the East Bay Regional Park District including the 780-acre Contra Loma Regional Park, the Antioch/Oakley Regional Shoreline Park, and the Delta de Anza Regional Trail, which intersects at the Mokulumne Trail and the Black Diamond Mines Regional Preserve, a more than 6,000-acre area which includes two campgrounds.

It is easy to see why the livability factor is so high in Antioch. For more information on the region please visit [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

## THE ORGANIZATION

The City of Antioch was incorporated in February 1872 as a general law city and operates under the Council-Manager form of government. Policy-making and legislative authority is vested in a five-member City Council consisting of a Mayor and four Council Members. The four Council Members are elected to four-year overlapping terms. The Mayor is directly elected to a four-year term.

The City Council's main duties include passing ordinances, adopting the budget, appointing committees and hiring both the City Manager and City Attorney. The City Manager is responsible for implementing the policies and enforcing the ordinances adopted by the City Council, overseeing the day-to-day operations of the city government and appointing the heads of various city departments.

The City began reacting to the recent economic downturn in fiscal year 2008 with the adoption of tiered retirement and medical-after-retirement plans for new employees. As the economy worsened in 2009, the City implemented furloughs and layoffs, negotiated concessions with employee bargaining groups, cut expenditures, pursued grant funding, utilized onetime revenues and froze positions. These actions continued into fiscal year 2013 and are likely a necessity for the next several years.

The City has repeatedly reconciled with then current resource realities, made the difficult decisions and taken productive actions to balance



the delivery of services to the community within current budget restraints. The fiscal year 2013/14 projected revenues are \$116,808,000 with projected expenses at \$127,639,000 while maintaining a 13.67% reserve. The grand total of funded positions for the City is 284 employees, with 243 currently filled.

Given today's economic climate, fiscal health and sustainability top the list of priorities for many cities across the nation, as well as for Antioch. Although the city has shown financial prudence and weathered the downturn thus far its financial future remains a challenge. Although there is no single action or effort that will resolve the City's financial situation, the Sales Tax initiative up for approval this fall would certainly be a step in the right direction. It is obvious that policy direction from the current and future City Councils in the areas of new revenues, partner funding, regionalism and expenditure reduction options will be necessary for the City to remain a proactive leader in many local government service areas.

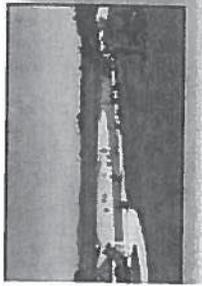
For more information on the City of Antioch, please visit their website at [www.ci.antioch.ca.us](http://www.ci.antioch.ca.us).

## THE POSITION

Mayor Wade Harper and the City Council Members are seeking a pragmatic leader with high ethics and integrity, who embraces open government and transparency, as well as having solid management, financial and organizational skills to replace retiring City Manager Jim Jakel. It is expected that the new City Manager will treat all fairly, equally and respectfully and will provide reasoned and sound recommendations for the Council's consideration.

He/she must possess outstanding listening and communication skills as well as excellent interpersonal skills and will be visible, involved in, and accessible to the community. Residency within Antioch is preferred as the City Manager will be teaming with the Mayor and Council and staff in providing open, responsive and customer-oriented service to the community. She/he will be expected to maintain and improve cooperative working relationships within the City, among neighboring towns and cities, and with the counties, state and other governmental and regional agencies.

Critical success factors for the new City Manager will center on managing the city's financial sustainability, economic development and diversification, planning and land use, regionalism, collaboration and consensus building, innovative problem solving, transportation, and the innate ability to manage the day-to-day



operations of the city while at the same time looking out over the horizon to see what new opportunities exist for the city.

Antioch needs a pro-active manager, someone who is confident and able to provide the leadership necessary to help the community shape its future and move it forward. An open, friendly style with a calm, even disposition and a sense of humor will serve the ideal candidate well. It is also hoped that the selected candidate will take advantage of and thrive in this outdoor, activity-oriented community.

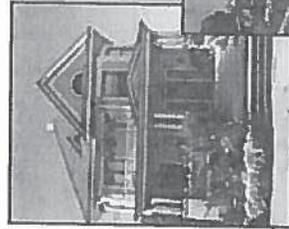
The new City Manager will have a minimum of a Bachelor's degree in public administration or a related field from an accredited college or university; a Master's degree is preferred, and at least seven years of management experience in a municipal setting. In addition, the next City Manager must have significant experience and demonstrated success in economic development, finance, budgeting, labor relations, organizational development, sustainability, and transparency within a local government agency.

### COMPENSATION AND BENEFITS

The salary range for this opportunity is from \$190,000 to \$240,000 **DOQE**. In addition, excellent benefits will be offered including but not limited to: Cafeteria Plan (medical, dental, vision), Long Term Disability, Life Insurance,

Employee Assistance Program, Wellness Program, Educational Incentive, 14 Holidays per year (includes 2 floating holidays), Vacation, Administrative Leave, Sick Leave Upon Termination, Sick Leave Conversion Policy, Vacation Buy-Back, Medical-After-Retirement, Car Allowance and PERS retirement plans: 2%@62 for new employees, 2.7%@55 for classic/legacy employees.

Appointment will be based on best fit, education, training, competency, and experience as it relates to the position of City Manager, successful completion of a thorough background investigation and reference checks, and possible site visit by City representatives.



### SEARCH SCHEDULE

Resume filing deadline..... September 30, 2013  
 Preliminary interviews .....  
 .....October 2 through October 18, 2013  
 Recommendation of Candidates..... October 22, 2013  
 Finalist Interviews .....November 4, 2013

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

### THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney  
 apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.

The City of Antioch is an Equal Opportunity Employer.



www.peckhamandmckenney.com